



Davenant Foundation School

Davenant Foundation **School**

Health and Safety Policy

Policy Name	Health & Safety	Committee Responsible	Estate Management
Status	Mandatory	Committee Person i/c	Mr. A Thorne
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Davenant Foundation School

Statement of intent

At **Davenant Foundation School**, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

_____	Head Teacher	Date: _____
_____	Chair of Governors	Date: _____

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- Updated: DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following school policies:

- Risk Assessment Procedures
- Full Lockdown Policy / Procedure (including Emergency Evacuation Procedures)
- Personal Emergency Evacuation Plan (PEEP)
- Visitors / Visiting Speakers Policy
- Building Contractors Working in School Procedures
- Manual Handling Procedures
- Uniform Requirements
- Adverse Weather Procedures
- Lone Working Policy (annex to H&S Policy)
- Management & Work-Related Stress Policy.
- Staff Wellbeing Procedures
- Display Screen Equipment (DSE) Procedures
- COSHH Procedures
- Asbestos Management Policy and Plan
- Allergen and Anaphylaxis Policy and Procedures
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- Minibus Policy
- Educational Visits and School Trips Policy
- Surveillance and CCTV Policy

- Fire Evacuation Plan
- Fire Safety Policy
- Bomb Threat Alert
- School Security Policy

2. Roles and responsibilities

The **Governing board**, in conjunction with the **Head teacher**, will:

- Seek to provide a safe place for all users of the site, including staff, pupils and visitors.
- Seek to provide staff training and instruction so that they can perform their duties in a healthy and safe manner.
- Oversee whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and oversee any necessary changes are made **annually**.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Seek to provide a secure, safe means of entry and exit, for all users of the school site.
- Affirm the school can provide equipment, grounds and systems of work which are safe.
- Set out to establish that safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Provide staff with safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The **Head Teacher** will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness **annually**.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

External Competent Person: RSA – In House Safety, Unit 6, Blotts Barn, Brooks Road, Raunds, Northamptonshire NN9 6NS. Contact telephone number: 01933 626444. Email contact: Justin@inhousesafety.co.uk

- The designated competent person who will be responsible for ensuring the school meets its health and safety duties is **external (RSA – In House Safety)**

The competent (internal) persons are the **Health and Safety Officers** (roles currently held by D Dearson-Estates Manager & G Casson-Compliance Officer) will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required. (**DFS** has a system to classify accidents and/or incidents into Level 1 or Level 2 categories. Only Level 2 accidents and/or incidents require a detailed investigation – Accident Investigation Booklet)
- Be the designated contact with the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments. (Where applicable)

Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the **Head Teacher**.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the **Governing Board**.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.

- Report any defects in equipment or facilities to the designated **SiteTeam** by use of the **'caretaking@davenant.org email.**
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

The **Head Teacher** will ensure staff know how to meet their duties outline in this policy. Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Managing Legionella.
- Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

The school will act in accordance with the First Aid Policy and Procedures at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The **Head Teacher** will ensure that there is an appropriate number of first-aid trained staff members working within the school setting.

That ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school (where required).

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

The school will teach Health Education to pupils, including further first aid, such as how to administer CPR and the purpose of defibrillators.

The following staff members are trained first-aiders:

Name	Department	Location	Extension no.	Certification expiry date
T Beaumont	Teaching Staff	KS3 Office	272	February 2027
H Marsh	Medical Officer	Medical Room	292	October 2026
K Woolfe	Medical Officer	Medical Room	292	November 2026
E Buck	Admin Staff	Sixth Form	287	May 2026
C Ball	Teacher	Various	328	July 2027
M Gipson	Admin Staff	Back Office	205	May 2027
A Hodgkinson	Support Staff	Science	253	November 2027
C Santer	Support Staff	Music	224	January 2027
J Boxall	Admin Staff	Student Service	201	Sept 2026
S Winch	Support Staff	Back Office	255	November 2027
N Price	Teaching Staff	RE	331	May 2026
J Mensah	Admin Staff	Reception	200	June 2027
G Wyatt	Teacher	SENCo	345	May 2027
J Glynn	Teacher	Teacher	399	November 2026

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
First Aid boxes/ Mini Kits	H Marsh
Reception, Medical Room, Science Prep Room, Sports Hall, Gym, Swimming Pool, Kitchen, 6 th Form Office, DT Rooms 32 & 36, DT Prep Room, Art/Food Tech Office, Brokenshire Building (staff Room) & Premises Office	
Location of: Eye Wash Stations:	Science Labs & Prep Room, Medical Room, & Boiler Room

4. Contacting the emergency services

The **Head Teacher** will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios, where appropriate.

Where an ambulance is called for a pupil, **office staff** will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point **Hard Surface Area**. Staff will be aware of any pupils who have specific evacuation needs (PEEP's) Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

5. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the schools **Compliance Officer** using the standard **Accident Report Form** and/or **Near Miss Form**.

The **Health and Safety Officers** will be responsible for informing the **Head Teacher** if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The school will always record and report work-related injuries to staff members or pupils.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The school will always report 'specified injuries' to the HSE without delays. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne

- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported due to the fact that they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the **Health and Safety officers**, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally and/or by email to Estates Manager and/or Site team (caretaking@davenant.org) as soon as possible, who will then inform the **Head Teacher** as appropriate. Serious hazards will be reported immediately to The Estates Manager.

Accident investigation

All accidents, however minor, will be recorded (level 1) and/or investigated (level 2) by the **Health and Safety Officers** and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident, if required.

The **Compliance Officer** will provide statistical analysis of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

6. Active monitoring system

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The school's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- **Termly** examination of documents to ensure compliance with standards.
- **Six monthly** inspections of premises, plants and equipment, where relevant.
- **Monthly** reports and updates to the **Head Teacher**.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

7. Risk assessment

The **Head Teacher** has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. **The Health and Safety Officers** will be consulted when risk assessments are being carried out.

Annual assessments of high-risks areas, such as laboratories, will be undertaken. **Annual** risk assessments will also be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The **Governing Board** will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will appoint an **Educational Visits Coordinator (EVC)** and ensure they receive the training necessary to carry out the role. The **EVC** will ensure risk assessments are completed by staff leading day trips or residential stays.

8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy and/or awkward items, or carrying a liquid in an unsuitable cup (i.e. a cup without a suitable lid)
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

9. Fire safety

All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

The **Head Teacher** is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers. (Fire Marshals only)

The school will test evacuation procedures two times per academic year. Firefighting equipment will be checked on an **annual** basis by an approved contractor. Fire alarms will be tested **weekly** from different 'break glass' fire points around the school, and records will be maintained and held in the **Site Office**. *Emergency lighting (flick test), will be tested on a monthly basis and records will be maintained and held in the **Site Office**. (pending) The **annual** three-hour emergency lighting dropdown test is pending.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire. Smoking on the school site is **not** permitted.

10. Sharps

For the purposes of this policy, “**sharp**s” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School’s Behaviour and or School Security Policies.

Handling and disposing of a sharp

Relevant staff members will receive health and safety training as part of their induction, which will be refreshed **annually**. This training will include:

- The safe collection and disposal of sharps.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needle stick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Procedures.

The **Head Teacher** will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there is multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the Head Teacher and/or Estates Manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy and procedures.

11. Evacuation, invacuation, lockdown and bomb threat procedure

The school will follow the procedures outlined in the Lockdown Policy and/or Emergency Evacuation Procedures. Personal Emergency Evacuation Plans (PEEP) will be used in the event of a crisis. (if applicable) * invacuation is also known as partial lockdown at DFS.

All staff fully understand and effectively implement the school's Bomb Threat procedures, (please see appendix 3: Bomb Alert / Threat Template)

In the event of an emergency, the procedures outlined in the Lockdown Policy, Emergency Evacuation Procedures, and/or Bomb alert template will be followed. All staff are aware of the bomb threat / alert (appendix 3) and have easy access to instructions in the template.

12. Visitors and contractors

The procedures outlined in the **Visitors/Visiting Speakers Policy, Visitor Agreement Leaflet** and the **Building Contractors Working in School Procedures** will be implemented by relevant staff when receiving visitors to the school.

All visitors and contractors will sign in to reception. Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned. Visitors and contractors will wear a visitor's badge at all times while on school grounds.

Cleaning contractors will wear an easily identifiable uniform or badge at all times while on school grounds. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999-phone call.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school. No contractor will carry out work on the school site without the express permission of the **Head Teacher**, other than in an emergency or to make the site safe following theft or vandalism.

13. Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;

- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The **Head Teacher** will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The **Head Teacher** will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The **Head Teacher** will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a **Construction Phase Plan** that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the **Head Teacher**, kept up-to-date by the **Estates Manager**, and is made available to anyone who needs to alter or maintain the building.

The **Head Teacher** will hold **regular** progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

14. Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

PPE includes protective laboratory and workshop equipment, such as protective clothing, safety footwear, face masks, and respiratory protective equipment. Clothing that is not specifically designed to preserve the health and safety of the wearer, e.g. school uniform, does not constitute PPE.

Thorough risk assessments are carried out by **Subject Specific Staff** to determine the suitable PPE to be used for each hazard and these are reviewed on a **termly** basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.

The school will always use PPE in line with UK Health Security Agency guidance.

15. Employee clothing

The school provides the necessary clothing, uniform, and/or PPE for specific employees, where applicable.

16. Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school manages these risks, by providing Manual Handling Training for specific staff, by an externally qualified Professional. Manual Handling Risk Assessments are implemented, where required. Further information concerning the safe management of manual handling can be found on the **T: Drive. - T:\-Health & Safety-\-Health & Safety- Manual Handling Info.**

In order to manage these risks, the school will implement and follow its Manual Handling Policy.

Working at heights

Procedures concerning employees working at heights are addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the procedures, prior to being allowed to work at heights.

Lone working

Policy and procedures concerning employees' lone working are addressed in the **Lone Working Policy**. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff **wellbeing** matters are managed in line with the Management & Work- Related Stress Policy and Staff Wellbeing Procedures.

The school has an adult safeguarding DSL who will meet with members of staff at their request or following a referral from another member of staff. The DSL will advise and direct the member of staff to their GP, to the school's counselling service and to the Deputy Head Teacher or H.R. Manager for referral to Occupational Health, if necessary.

Display screen equipment

Display screen assessments will be carried out by the **Compliance Officer** for teaching staff and administrative staff who regularly use laptops or desktops computers.

17. Premises Arrangements & Maintaining equipment

We manage our premises to provide a safe place to work. We maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace is regularly cleaned, maintained, adequately lit and ventilated.

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues **annually**:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It is the responsibility of the **Health and Safety Officers and/or Subject Specific Staff** to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

Electricity: The fixed electrical systems used in our premises have been inspected, tested and certificated by a competent electrical contractor. Our staff are instructed to make a visual safety check of portable electrical equipment each time that it is used. They report defects to caretaking@davenant.org for repair or replacement.

Any portable electrical equipment will undergo PAT at intervals suitable for the type of equipment and its frequency of use.

Gas: Gas appliances and supply pipes are subject to an annual safety check by a GasSafe™ registered engineer (Heatcom.Ltd) The main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

Plant and Equipment: All plant and equipment within premises under our control such as HVAC, lightning conductors, pressure vessels, passenger and goods lifts are inspected and maintained and records are kept.

Legionella: We have a duty to protect the health of our workforce and others affected by our activities from the risk of infection by Legionella Pneumophila from our hot water and cooling systems. We have to assess the risk of infection and attempt to eliminate that risk or implement suitable control measures. The control measures are reviewed at least every 12 months and the risk assessment every 3 years. (legionella risk assessment completed by Aquavent Limited)

Waste: We have suitable arrangements in place for the collection and disposal of our waste.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's **arrangements** to buy, install and maintain an AED.

18. Hazardous materials

The school will act in accordance with the school's **COSHH Procedures** at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the **Head Teacher**.

The **Head Teacher** is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazcard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

Estates Manager in liaison with the **Compliance Officer and/or Subject Specific Staff** will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the **Estates Manager** and/or **Subject Specific Staff** on a **termly** basis to ensure continued effectiveness, even when they are known to be reliable.

The **Head Teacher** will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by **department leaders**. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the **Head Teacher**. The **Estates Manager** and/or **Subject Specific Staff** will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The **Estates Manager** will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. An **annual** audit of hazardous materials will be undertaken by the **Estates Manager, Subject Specific Staff and/or the Cleaning Supervisor** with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

19. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken in November 2016 by **ALS (now Environment Limited)**. An Asbestos Re-Inspection Survey is undertaken annually, which is a United Kingdom Accreditation Service, accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy. (T:\-Health & Safety-\-Health & Safety-\Management of Information\Asbestos Management Plan)

20. Cleaning

Cleaners will be monitored by the **Cleaning Supervisor**. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the **Estates Manager**. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The **Head Teacher** is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

21. Infection control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Enhanced cleaning protocols to be adopted in the event of an epidemic and/or pandemic. The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff are subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

22. Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy and Procedures is implemented consistently to ensure the safety of those with allergies.

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also encouraged to provide the **Head Teacher** with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The **Head Teacher** and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy and Procedures. (appendix to Supporting Pupils with Medical Conditions)

23. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive **annual** training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

24. Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds. All staff, pupils, visitors and contractors will be made aware of this.

25. Security and theft

Policy and procedures to reduce security risks are addressed in the Surveillance and CCTV Policy.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked regularly, to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the **Finance Office**, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.

All staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

26. Severe weather

The school will act in accordance with the **Adverse Weather Procedures** where the weather could pose a risk to individuals on school site.

The **Head Teacher** in liaison with the **Deputy head Teacher and/or Estates Manager**, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the **Clerk of Governors** will be promptly informed.

27. Safe use of minibuses

Health and safety policy and procedures concerning school minibuses are contained in the school's Minibus Policy. The **Estate Support Officer** is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver must have a full category B license, with at least 2 years driving experience, and be aged between 21 and 70 years, to drive under the section 19 permit. (The driver may also hold a D1 or Group D1E category licence). Drivers will complete the relevant form from the **Estates Support Officer** and complete their annual licence checks. (<https://www.gov.uk/view-driving-licence> to generate a check code.)

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

The following staff members hold the required licence and have completed specific training allowing them to drive the minibus:

Staff member's name	Staff member's role
Adam Thorne	Head Teacher
Dean Dearson	Estates Manager
Liam Elliott	Teacher
David Parker	Assistant Head Teacher
Chloe Hudson	Teacher
Georgina Wyatt	Teacher
Gill Newlyn	Sports Partnership
Marcus Cattell	Sports Partnership
Carla Ball	Teacher
Michael Kafouris	Teacher
Tom Pickhaver	Teacher
Scott Morton	Teacher
Tim Beaumont	Teacher
Paula Morris	D of E Volunteer
Barry Hawes	D of E Volunteer
Jack Glynn	Teacher
Stephanie Winch	Admin Support

28. School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's **Educational Trips and Visits Policy**.

29. Near misses

A 'near miss' is an event not causing harm, but has the potential to cause injury or ill health.

If staff members, pupils, contractors or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted by completing a 'near miss' form and sending it to the **Compliance Officer** as soon as possible, who will then inform the Head Teacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the **Compliance Officer** and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out (if applicable), or the existing assessment amended, to avoid reoccurrence of the accident.

30 Monitoring and review

The effectiveness of this policy will be monitored continually by the **Head Teacher** and the **Governing Board**. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is **December 2025**.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

[Appendix 1 – Classroom Checklist](#)

Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
	Is the internal flooring in good condition?		

Movement around the classroom (slips and trips)	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at height (falls)	Do you have an 'elephant-foot' step stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?		
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		

Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

[Appendix 2 – Register of Appointed Persons](#)

Register of Appointed Persons

The below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person
Health and Safety Link Governor	G Anthony
Head Teacher	A Thorne
Competent Person (External)	RSA-In House Safety
Health and Safety Officers (Internal)	D Dearson - G Casson
Estates Manager	D Dearson
Compliance Officer	G Casson

[Appendix 3 – Bomb Alert / Threat Template](#)



Department
for Education

Bomb Alert / Threat Template

There are important differences between the fire (or other whole building) evacuation and bomb instructions. Most notably, in a bomb threat situation it is unusual to evacuate the entire building. To do so can be more hazardous than moving people within the building to areas away from the suspect package or incident.

Signals

Signal for bomb threat (This must be different to the fire alarm, or general evacuation alarm/signal.)	<i>All users email and/or verbal command: Ralph Davenant is in need of help.</i>
Signal for stand down / all-clear	<i>All users email and/or verbal command. Ralph is now okay</i>

Incident Control Officers & Response Team

Updated December 2024

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

Other useful contacts:

Name	Emergency Contact Number

It is important to remember that it is very much **the exception** to evacuate a building in the event of a bomb threat or incident. Unless the location of the bomb is known, a "blind" evacuation may be putting people in more danger (e.g. from a device at one of the entrances/exits) than if they had remained within the building.

Assembly points

- 1.
- 2.
- 3.

Secondary (alternative) assembly point / place of safety

(for example, partner school / college / leisure centre) must be pre-arranged

Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Include useful info such as distance from school, directions, capacity, opening hours	

Suspicious Items, Packages or Envelopes

It is important that you do not move a suspicious item, package or envelope. Do not cover or encase it in any way. Be alert to secondary devices, there may be more than one.

If you think it's suspicious DIAL 999 – Ask for the Police.

Indicators of a Suspicious Item

- Is the item typical of what you would expect to find in this location?
- Has the item been deliberately concealed or is it obviously hidden from view?
- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?

What to do if you see a Suspicious Item

- Do not touch it
- Try and identify an owner in the immediate area
- Check whether the item has suspicious characteristics

If you still think it's suspicious (or in any doubt)

- Clear the immediate area and adjacent areas (look for possible secondary devices)
- Dial 999 ask for the police
- Follow police advice and provide as much information about the item as possible (see indicators above)
- Prevent others from entering these areas
- If safe to do so check CCTV

Indicators of a Suspicious Package or Envelope

General indicators that a delivered item may be of concern include:

- unexpected item, especially if hand delivered
- additional inner envelope or other contents that may be difficult to remove
- labelling or excessive sealing that encourages opening at a particular end or in a particular way
- oddly shaped or lopsided
- unexpected or unusual origin (postmark and/or return address)
- poorly or inaccurately addressed address printed unevenly or unusually
- unfamiliar writing or unusual style
- unusual postmark or no postmark
- more stamps than needed for size or weight of package
- greasy or oily stains emanating from the package
- odours, liquid or powder emanating from the package

What to do if you identify a Suspicious Package or Mail Item

- Do not touch
- If holding it, place it down carefully making sure it remains sealed
- Clear the immediate area and adjacent areas
- Dial 999, ask for the police
- Follow their advice and provide as much information about the package as possible (see indicators above)
- Prevent others from entering the area and adjacent areas

Bomb Threat

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

What to do if you receive a Bomb Threat on the telephone

- Stay calm and listen carefully
- Try to attract the attention of a colleague who should immediately dial 999
- Hold the caller on the line for as long as possible. Get as much information as you can and provide this to Security as this will assist the Incident Control Team in providing information to the police.
For example -
 - When is the bomb set to go off?
 - Where has it been planted?
 - What does it look like?

- What kind of bomb is it?
- What will cause it to explode?
- Was the caller a man or a woman?
- Was a code word given?
- What was the exact wording of the threat?
- Did the message sound as though it was being read from a prepared text or was it a taped message?
- Did the caller sound intoxicated?
- Was there any indication of the callers' mental state - did he/she sound excited, disturbed, incoherent etc.?
- Was there any accent, was he/she well-spoken etc?
- Was there any indication of the type of telephone being used – for example a public call box?
- Was there any significant background noise - e.g. house noises, street noises, music?
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended

What to do if you receive a Bomb Threat electronically (email, social media etc)

- Alert the police immediately
 - The police may be able to identify where the threat has come from
- Do not forward or reply to the message unless advised to do so by the police
- Do not delete the message
- Take a screenshot of the message, if possible
- Note any contact details in case the message is deleted (sender's email address or username/user ID for social media applications)
- Preserve all web log files for your organisation to help the police investigation