

Safety, Health, Environment & Fire Policy (SHEF)



Approved by:	Andy Chapman	Creation Date: 19.09.23
Last reviewed on:	January 2026	
Next review due by:	September 2027	

1. Aims	3
2. Legislation	4
3. Roles and responsibilities	5
4. Site security	6
5. Emergency Procedures	7
6. COSHH	7
7. Equipment	8
8. Lone working	9
9. Working at height	10
10. Manual handling	10
11. Off-site visits	10
12. Lettings	11
13. Violence at work	11
14. Smoking	11
15. Infection prevention and control	11
16. New and expectant mothers	12
17. Occupational stress	13
18. Accident reporting	13
19. Training	13
20. Monitoring	13

21. First Aid	13
22. Supporting Children with Medical Needs	14
23. Establishing and Record Keeping	14
24. Supervision of Children	14
26. Risk Assessment	15
ANNEX A. Fire safety checklist	16
ANNEX B. Attenborough Site Map	17
ANNEX C. Recommended absence period for preventing the spread of infection	18
ANNEX D. Statement of SHEF by Andy Chapman, Headteacher	21
ANNEX E. SHEF Statement of intent, Head, DCS	
Error! Bookmark not defined.	
ANNEX F. Fire Orders for Staff	23

1. Aims

Our schools aim to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- Reduce accidents and work-related ill health to as low a level as reasonably practicable.
- Ensure compliance with statutory requirements as a minimum standard.
- Ensure each school has a Health & Safety Governor and Health & Safety staff representative.
- Assess and minimising risks from work activities on and off school premises.
- Provide a safe, healthy and secure working and learning environment for staff and pupils.
- Ensure safe working methods and providing and maintaining safe work equipment.
- Provide appropriate health and safety information, instruction, supervision and training.
- Ensure staff are competent to do their tasks.
- Consult with employees and their representatives on health and safety matters.
- Monitor and reviewing our risk assessments and control measures to ensure they are effective and develop a culture of continuous improvement.
- Engage a competent external health and safety provider (e.g. DCS SO3 SHEF)
- Ensure adequate welfare facilities exist through the school for all.
- Ensure adequate resources are made available for effective health and safety risk management.
- Select competent contractors who work safely.
- Provide adequate first aid cover and occupational health support.
- Ensure that the level of Health and Safety performance across the organisation is consistent with best practice in education.
- Ensure that the importance of safety is shared with contractual workers and visitors to the school.
- Ensure full co-operation with key partners, such as Defence organisations/units, Trade Unions, public bodies, other local employees and any regulatory bodies.
- Ensuring that policy and procedure is regularly revisited and revised, so that documents are current, reflect recent experiences and advice, and are fully understood by all employees.
- A copy of the Headteacher's SHEF Statement can be found at Annex A to this policy

2. Legislation

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

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- <https://www.gov.uk/government/collections/jsp-375-health-and-safety-handbook> Management of health and safety in defence (JSP 375)
- <https://www.gov.uk/government/publications/british-army-safety-and-environmental-management-system-acso-1200> British Army safety and environmental management system (ACSO 1200)

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Attenborough Primary School Early Years Foundation Stage:

- The Sections of this policy are based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 Defence Children Services

Defence Children Services (DCS) has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Headteacher.

DCS has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

DCS, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The DCS Health and Safety lead who oversees health and safety is the DCS Chief of Staff

Title	Name
Headteacher	Andy Chapman
School SHEF Coordinator (H&S Lead)	Michael Weston – Facilities Manager
School Fire Safety Officer	As above
Assistant Headteacher (EYFS & KS1 lead)	Amy Cunningham
KS2 Lead	Ed Parkinson
Individual Health Care Plans	Andy Wallace (SENDCo)
Co-ordinator - COSHH	Michael Weston
Co-ordinator - Manual Handling	Michael Weston
Co-ordinator – Fire and Emergency	Michael Weston / Terry Barber
Co-ordinator – First Aid	School Administration team / Michael Weston/Terry Barber
Educational Visit Coordinator (EVC)	Amy Cunningham
Membership of the Safety Management Team SHEF Committee	Andy Chapman (HT) Michael Weston (SHEF Coord) Kellie Tyler-Roots (2-3 Provision Lead) Terry Barber (Site Caretaker)

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- › Implementing the health and safety policy
- › Ensuring there is enough staff to safely supervise pupils
- › Ensuring that the school building and premises are safe and regularly inspected
- › Providing adequate training for school staff
- › Reporting to the governing board on health and safety matters
- › Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- › Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- › Ensuring all risk assessments are completed and reviewed
- › Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the deputy headteacher or manager assumes the above day-to-day health and safety responsibilities.

3.3 SHEF Coordinator (Health and safety lead)

The nominated health and safety lead is Mr Michael Weston

3.4 Colleagues

School colleagues have a duty to take care of pupils in the same way that a prudent parent would do so.

Colleagues will:

- › Take reasonable care of their own health and safety and that of others who may be affected by what they do at work, also known as Acts and Omissions.
- › Co-operate with the school on health and safety matters
- › Work in accordance with training and instructions
- › Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- › Model safe and hygienic practice for pupils
- › Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the Headteacher or their nominated person before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work (this may have been done by DIO, but please check).

4. Site security

Michael Weston (Site Infrastructure Manager/H&S Lead) and Andy Chapman (Headteacher) are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site and fire alarm systems.

Michael Weston (Site Infrastructure Manager/H&S Lead) and Andy Chapman (Headteacher) are key holders and will respond to an emergency.

5. Emergency Procedures

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

5.1 Fire

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week (by Michael Weston)

New colleagues will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used only if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the designated assembly points.
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. Registers will be given to staff by a member of the admin team.
- The Building Custodian (Fire) will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in ANNEX A.

A map of the school can be found in ANNEX B.

5.2 Unauthorised person

When an unauthorised person is on Garrison. Upon receiving this information, safely ensure children and staff are inside the nearest building, Headteacher, Caretaker and Site Manager to ensure that all doors are closed and locked. Teaching and administration staff to ensure all internal doors and classroom windows/doors are closed and shutters drawn immediately. FS children to the hall (ensure curtains are closed), KS1 and KS2 in common areas.

5.3 Suspicious package in school grounds

When a suspicious package is located on school grounds, safely ensure all children and colleagues are inside the school building. Bags or packages that cannot be identified are to be reported immediately to the RMP.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases

- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by anyone who has completed the DCS COSHH Assessors course and circulated to all employees who work with hazardous substances. Staff will also be provided with personal protective equipment, where necessary. A full list is found on our SHEF dashboard and displayed on SHEF notice boards.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous materials are kept in locked cupboards, away from children.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, on SHEF noticeboards.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent and registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

6.2 Legionella

- A water risk assessment is to be completed by the contractors and they are responsible for ensuring that the identified operational controls are conducted and recorded.
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following contractors employed by DIO

6.3 Asbestos

- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- An asbestos certificate has been obtained by the H&S lead.

7. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

7.1 Electrical equipment

The Site manager and all staff are to conduct visual assessments of existing Portable Appliance Testing prior to use. Should any colleague wish to introduce an electrical item to the school environment, e.g. Christmas lights, the Site manager must be informed by email prior to use, in order that they may schedule ad-hoc visual

risk assessments. Non-PAT tested equipment should not be used in school under any circumstances. IT equipment is tested and maintained by the IT Department.

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to SHEF Coordinator immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check the internal wiring of plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

7.2 PE equipment

- Staff check that equipment fit for purpose and safe to use. Where possible staff will set up equipment.
- Monthly equipment checks are completed by the H&S lead
- Any concerns about the condition of sports flooring or other apparatus will be reported to the H&S lead.

7.3 Display screen equipment

- All staff who use computers daily have completed DSE AWARENESS and are encouraged to carry out a display screen equipment (DSE) assessment. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use) – further information is available from the DCS SO3 SHEF.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working (report to Guardroom on arrival and departure)
- Working in a single occupancy office

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

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

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

9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site manager/caretaker retains ladders for working at height
- Staff are provided details for working at height training
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

10. Manual handling

Manual handling tasks will be risk assessed. Risk assessments are held electronically. It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- All staff are encouraged to complete the Manual handling e-learning module which can be found at the Civil service Learning Portal at <https://civilservicelearning.civilservice.gov.uk>

11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits there will always be at least one first aider with a current paediatric first aid certificate

12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

13. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

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

14. Smoking

Smoking is only permitted in the stated designated area.

15. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

15.4 Cleaning of the environment

- Clean the environment, including toys and equipment, frequently and thoroughly

15.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- The school will make spillage kits available for bodily fluid spills

15.6 Laundry

- › Wash laundry in a separate dedicated facility
- › Wash soiled linen separately and at the hottest wash the fabric will tolerate
- › Wear personal protective clothing when handling soiled linen
- › Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- › Always segregate domestic and clinical waste, in accordance with local policy
- › Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- › Remove clinical waste with a registered waste contractor
- › Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

15.8 Animals

- › Risk assessment will be completed prior to child interaction with animals
- › Wash hands before and after handling any animals
- › Keep animals' living quarters clean and away from food areas
- › Dispose of animal waste regularly
- › Supervise pupils when playing with animals
- › Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

15.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in ANNEX C.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- › Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- › If a pregnant worker comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- › Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

17. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads- additional PPA is provided to all colleagues on a timetabled basis.

18. Accident reporting

18.1 Accident recording

- Any accident and treatment of first aid will be recorded in an accident record book.
- Accident record books are available in the First Aid Room alongside a first aid kit.
- An accident Army Form 510 should be submitted within 48 hours of any accident occurring to Mr Crowley or Mr Weston with colleagues supporting with emailed statements as required. Mr Weston / Mr Crowley will then submit the required information to My Safety.
- Information about injuries will also be kept in the school's internal reporting First Aid folder.
- Records will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

18.2 Notifying parents

The main office, or a nominated person will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will be notified of all head injuries.

18.3 Reporting to the Army Reporting Cell and DCS

The Health & Safety lead will notify the Army Reporting Cell and DCS of any reportable accident, illness or injury to, or death of, a pupil or colleague while in the school's care. This will happen as soon as is reasonably practicable.

19. Training

Our colleagues are provided with health and safety training as part of their induction process.

Staff who work in higher risk environments, such as in science labs or craft and design technology with woodwork equipment, or work with pupils with special educational needs (SEND), should be given additional health and safety training.

20. Monitoring

This policy will be reviewed annually by the Headteacher and SHEF Coordinator.

21. First Aid

First aid is the initial assistance or treatment given to a person who is injured or ill. The person who provides this help is a first aider. However, to become a fully competent first aider, an individual should complete a recognised first aid learning programme. Completing this will strengthen skills and increase confidence.

The Head teacher and SHEF Coordinator will nominate sufficient numbers of First Aid trained staff within the school, to ensure there is adequate cover at all times. This can be done by means of a First Aid Needs Assessment.

The Head teacher and SHEF Coordinator shall nominate their chosen staff member/s to attend First Aid courses. This is a Level 3 Paediatric First Aid Course. First Aid at work may also be carried by some staff.

The H&S lead will ensure that the First Aid, eye wash and defibrillator equipment are checked monthly.

22. Supporting Children with Medical Needs

Attenborough School adheres to and follows the guidelines laid down in DCS Policy Directives. This document in turn reflects DfE Statutory Guidance. The means of identifying the medical needs of students is established:

- on intake forms which require parents to identify medical needs
- by direct contact with parents/ carers

If necessary, an Individual Healthcare Plan is drawn to enable staff at school to support the pupil in education. IHPs are drawn with co-operation between parents/carers, school staff and the Medical Centre.

- All staff should know the location of students' Individual Healthcare Plans (IHP). They are kept in the staffroom, a copy is given to all class teachers and the school chef.
- Prescribed medication will be kept in a secure, marked location: usually in the child's classroom. All 'restricted' medication is kept in the Main School first aid room, in a locked cabinet.
- Medication must be brought into school, suitably labelled by the issuing pharmacy with details of name and dosage.
- Medication will only be accepted in school when it has been prescribed by a doctor. This may only be administered with the agreement of the Headteacher and only when a parental consent form has been completed, with an IHP. The medication should only be administered during school hours where this is unavoidable. School staff are not mandated or required to administer medicines to pupils.
- Administration of prescription medicines for short term conditions, may be undertaken with consent from the HT although, wherever possible doses should be administered at home and spaced accordingly.
- Administration of non-prescribed medication by school staff should be kept to a minimum (i.e. residential school trips), though it is permissible in certain circumstances, such as period pains and migraine. The following will still be required:
 - Written parental request / consent
 - Record of issue
 - Details of any allergies and intolerances

23. Establishing and Record Keeping

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

This IHP is kept electronically with the school SENDCo (Andy Wallace); the relevant class teacher and in the main school kitchen. The IHP will be updated as necessary. Staff will be notified of any changes in the pupil's condition.

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

Attenborough School will adhere to all MOD Schools Policy Directives, including the above.

24. Supervision of Children

Start/end of school

Children are encouraged not to arrive at school more than fifteen minutes before the school gate opens at 0830hrs. Children enter the building immediately and have structured activities organised for them.

Contact will be with parents for any child that is not collected at the end of school day. After a period of grace (1510hrs), this can be done from the school office.

Break and Lunch Times

Appropriate supervision is maintained at all times by teachers and LSA's. No child leaves the playground without permission from the teacher e.g. to attend first aid or to return to classrooms.

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

26. Playground and Play Areas

DCS have produced a handbook for Playground Supervision. All staff are provided information pertaining to acceptable age range for use, timings for use, first aid availability, and who to report defects to during induction. The H&S lead will keep an inventory of all playground equipment including benches, shades, and water fountains and a record of their maintenance.

Play Equipment - Inspection of Play Areas

The Caretaker and H&S lead make daily inspections and annual inspections are contracted. Staff are encouraged to make visual inspections of equipment, where possible, prior to use.

Playground and Play Areas

The Caretaker and H&S lead will regularly inspect the play equipment and other grounds.

Contractor performs periodic detailed checks of all the play structures monitored by the H&S lead.

Sports Pitch & Grass Area

Teachers are expected to assume that the grounds are safe but to conduct a general visual inspection. If they notice any discrepancies in the sports/grass areas, they should curtail activity appropriately and notify caretaker/H&S lead immediately.

25. Personal Protective Equipment

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

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

All PPE must be maintained in good working order, and any defect reported immediately to the H&S lead for repair or replacement.

26. Risk Assessment

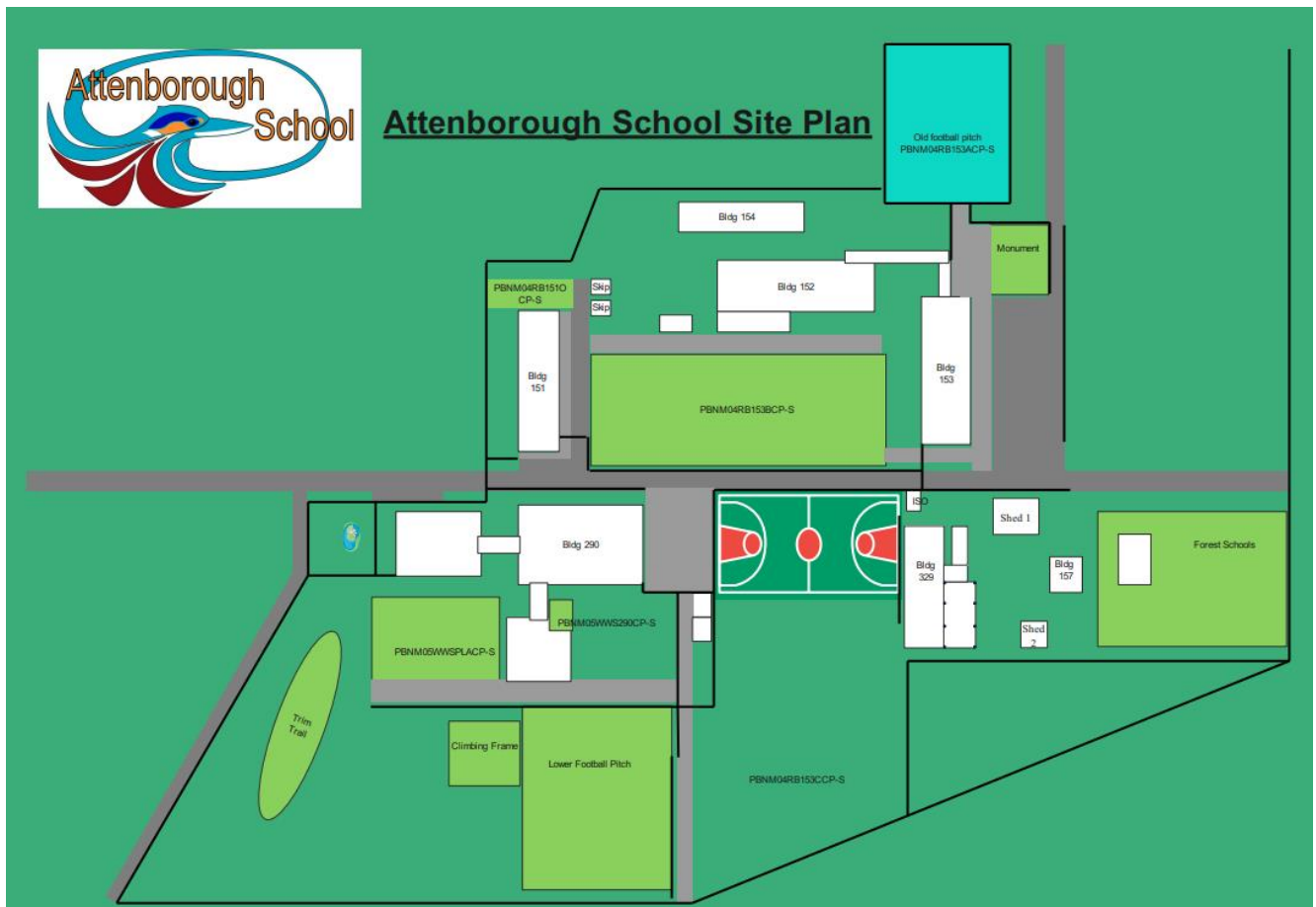
All staff shall ensure all activities are subject to risk assessment. SHEF Coordinators are to review all risk assessments at least annually to ensure they remain suitable and sufficient and store the risk assessments and their signature sheets for 5-years or longer.

All staff are to ensure that their mandatory training (Health & Safety) is kept up to date, with hard copies of certificates stored centrally (school office), and a record of completion dates recorded centrally (main school office: H&S Lead keeps a CPD log).

ANNEX A. Fire safety checklist and assembly point

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas of each building?	

ANNEX B. Attenborough Primary School map



ANNEX C. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check](#).

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.

	<p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.

Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal septicaemia meningitis/	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

ANNEX D. Statement of SHEF by Andy Chapman, Headteacher

Safety, Health, Environment & Fire Policy

A Statement by Andy Chapman - Headteacher of Attenborough Primary School

As Headteacher of Attenborough Primary School, the responsibility for Safety, Health, Environment and Fire (SHEF), has been vested in me by the DCS. I personally commit our school to comply with the DCS Statement, which in turn reflects a commitment to that of The Secretary of State. This SHEF Statement, which is to be implemented throughout our school, reflects legislation and the importance I attach to SHEF and the welfare of all employees, pupils, or persons who may be affected by our activities.

It is my intention that Attenborough Primary School will conduct activities to minimise any adverse impacts on the environment and to provide all personnel with, so far as is reasonably practicable:

- a. Safe facilities and equipment.
- b. Safe systems of work.
- c. Safe and healthy places of work with safe access and egress.
- d. Sufficient information, instruction, training and supervision to enable personnel to carry out their work/ training safely and without risks to their health or to the environment.

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

I have delegated responsibility to Mr Michael Weston for the day to day management of SHEF within this school as our 4C Coordinator. The SHEF noticeboard shall identify key staff members with SHEF responsibilities and shall be regularly reviewed and updated to reflect current and accurate information. SHEF guidance shall also be sought from the Agency SHEF Advisors as necessary.

I have appointed the School Infrastructure Manager (Michael Weston) as Fire Safety Officer and (Caretaker) Mike Way as Deputy Fire Safety Officer.

The SHEF Representative will:

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

The role of the SHEF Representative will be strictly advisory and responsibility for SHEF implementation matters rest with me as Headteacher.

- 1 The arrangements for SHEF can be found in the Health & Safety Files on our school intranet S:\Health& Safety\H&S MOD Schools Staff consultation shall take place through regular school SHEF Committee Meetings and by inclusion of SHEF as an agenda item on Staff and SGC Meetings.

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

Signed A. Chapman
Mr Andy Chapman - Headteacher

Date 01.01.26

ANNEX E. Statement of SHEF by Head DCS



HEAD OF DEFENCE CHILDREN SERVICES SAFETY, HEALTH, ENVIRONMENTAL AND FIRE (SHEF) STATEMENT OF INTENT

INTRODUCTION

1. As Head of Defence Children Services (DCS), I have a responsibility to colleagues across our organisation to ensure that Safety, Health, Environmental and Fire (SHEF) standards are clearly set out, understood and upheld. This statement reflects the great importance which I attach to the promotion of a positive culture towards SHEF and defines at Enclosure 1, the organisation, and arrangements I have put in place to ensure Defence Children Services (DCS) are complying with associated legislation, policy, and regulations.
2. SHEF management will be achieved through a pragmatic approach to risk associated with our people, their safety, and the environment in which they work, to ensure compliance with relevant statutory provisions without detracting from the delivery of our essential outputs. Whilst individual safety is of principal concern, I also commit to minimising environmental damage as far as reasonably practicable. I expect all DCS colleagues and those using our education and care facilities to follow my intent by complying with SHEF Standing Operating Procedures and Standard Operating Instructions of the heads of establishment commanding their local garrisons and stations. Health and Safety is everyone's business and I invite all DCS colleagues to maintain robust standards and strive to achieve best practice in all areas related to Safety, Health, Environmental and Fire.

INTENT

3. To ensure that DCS meets its SHEF responsibilities in accordance with ACSO 1200 and CGS's statement of intent¹ is to:
 - a. Meet all the requirements of the Health and Safety at Work etc. Act 1974 (HSWA), comply with all relevant legislation, and meet the requirements of Joint Service Publications (JSP's) and Instructions produced to facilitate the implementation of health and safety legislation within the DCS.
 - b. Provide working conditions which will ensure; so far as is reasonably practicable, a healthy and safe working environment. This will be achieved through the identification of potential hazards; their assessment and control with reference to the appropriate health and safety standards the best current practices; the monitoring, measurement, and evaluation of performance against these standards, and modification as necessary to achieve the required performance.
 - c. Where employees are located, provide a system for consultation with their representatives on health, safety, and welfare matters. Such matters are to be dealt with in accordance with the SHEF Organisation and Arrangements for DCS within the normal chain of command (CoC).
 - d. Provide appropriate training and resources to enable the application of this statement by the CoC taking all practical and reasonable steps to secure that the SHEF objectives are met without transferring risk to the wider Army.

¹ [20241125-CGS_Safety_and_Environmental_STATEMENT_of_Intent_Nov24-0.docx](#)

- e. Protect the environment in accordance with ACSO 1200 The Army's Safety and Environmental Management System (Chapter 5).

Andrew Turner

Head of Defence Children Services

14 November 2025

Enclosure

ANNEX F. Fire Orders

PART I

1. FIRE PREVENTION

- a. Tidiness and cleanliness are essential. All waste materials must be disposed of as soon as possible, and must not be allowed to accumulate. This is particularly important in the case of store rooms and cupboards.
- b. Cleaning materials must be stored in the lockers or rooms provided
- c. Only MOD approved electrical appliances are to be used.
- d. There must be no interference with electrical wiring and fittings.
- e. Electrical appliances not in use are to be switched off and to be removed from socket outlets.
- f. Smoking is not permitted anywhere within the school buildings- only at the designated outdoor smoking area.
- g. Deep fat fryers and pans are not to be left unattended when switched on, A notice to this effect should be prominently displayed. After repeated use a residue of food particles is built up and the danger of fire becomes progressively higher.
- h. Defects in cooking and any electrical apparatus are to be reported immediately and in the event of fire, electricity supplies should be cut off, preferably at the main switch or valve.
Means of Escape, all exits and emergency exits must be kept unobstructed and readily accessible at all times.

2. FIRE ALARM The school fire alarm will ring in the event of a fire. The fire Control Points (CP) are situated at all school Fire Exits.

3. ONGOING DUTIES

- a) Headteacher will act as School Fire Officer and is responsible for holding fire practices. Fire Practices will be recorded in the school log book. The Headteacher will ensure there is at least x1 Fire Evacuation Practice each term.
- b) Unit Fire Safety Warden (Mr Michael Weston) will oversee all aspects of Fire Safety with the Headteacher. The unit fire safety warden will also ensure the maintenance and testing of the fire fighting equipment and training of staff in the use of the first aid fire equipment

4. EVACUATION OF THE CHILDREN

- a.) First priority is to the evacuation of the children.
 - b.) Immediately on hearing the Fire Alarm each teacher will be responsible for the evacuation of his/her class. If a support LSAs is present, they are responsible for closing classroom doors and fire exit external doors ensuring they are the last to leave the classroom. Class teachers, or an adult assigned by the Headteacher will then ensure that all members of the class are accounted for by holding a roll call immediately when reporting to Fire Assembly Point 1. He/she will call the roll from the register. Teachers and LSAs in charge of children away from the class will take the children to their own class groups in the playground. After all pupils and adults have been accounted for, teachers will then get further instructions from the Headteacher.
 - c.) Use firefighting equipment such as extinguishers only if it is safe to do so.
 - d.) The place of assembly for each class is:
-

1st Primary assembly point-
2nd Secondary assembly point (emergency)-
Off-site Emergency Assembly Point-

Main central sports pitch between Bldgs 290-329
Main school playground rear of Bldg 290
Garrison Gym Bldg. 135

5. FIRE FIGHTING EQUIPMENT. The following equipment is available:

a) Internal wall hydrants are located Bldg 290:

- i) 1st floor KS2
- ii) Ground floor KS2
- iii) Hall
- iv) Outside room 15

b. Extinguishers are located all around the school site as per Evacuation Plan.

c. 2 x foam extinguishers are inside the both main kitchens -and a fire blanket is also located in the kitchens.

All firefighting equipment is to be regularly checked on a rota basis by the school Infrastructure and H&S Manager who should make sure that these checks are recorded.

6. WATER SUPPLIES

Fire hydrants are situated in the roadway in front of school,

7. ASSISTANCE

a. Calls for outside assistance in the event of a fire should be made to the following:

Emergency civil services: 112

Defence Fire Service (DFS) (05254 982) 2444

b. The Fire Brigade will be called immediately when a fire is discovered or suspected. It is better to summon the Fire brigade on a false alarm than to use individual discretion possible resulting in the Fire Brigade arriving too late.

8. AFTER A FIRE

a. The clearing up or movement of debris, other than action to render the premises, equipment or area safe, until the fire has been fully investigated is forbidden.

b. All fires should be reported in accordance with BAG Standing Instruction

c. Return to normal routine if this is possible.

d. In the event of not being able to return to the school building all staff will be informed by the Head Teacher to escort the children to the Garrison Gym Bldg. 135 in an orderly manner to await further instructions.

9. PUBLICATION OF FIRE ORDERS

a. Fire Orders are to be posted on all Fire Safety Boards.

b. All adults in school will make themselves acquainted with these orders. Teachers will train their children in proper action and behaviour. Fire Orders are to be dated and signed by the Headteacher.

PART 2

Action in Case of Fire during School Hours

1. By Persons Discovering Fire

- a. Child: Tell the nearest adult as soon as possible, activate alarm and shout FIRE
- b. Any adult in school:

- (i) activate the alarm immediately.
- (ii) Shout FIRE
- (iii) Inform Head teacher of Location of fire at Fire Assembly point
- (iv) if prudent close all doors and windows in vicinity of fire
- (v) Assist with evacuation

2. Action by Headteacher (Mr Andy Chapman).

- a. Open main school entrance gate
- b. Check all persons are accounted for at Fire assemble point

3. Action by Assistant School Business Managers (Mrs Victoria Rhodes and Mr Ben Crowley)

- a. Telephone Civil Fire Service on 112 or Mil DFS (05254 982) 2444
- b. The Assistant School Business Managers will evacuate by the main entrance and proceed to the primary assemble point ensuring the attendance registers, staff list and visitors log are present. They will ensure that registers are provided to and collected from each class. They will also do a roll call of all adults who are employed at the school or visitors to the school and report any absences to the Head Teacher who will take appropriate action to investigate any persons missing.

4. Action by School Unit Fire Safety Warden (Mr Michael Weston)

The School Unit Fire Safety Warden will report to the ASBMs that all adults from building 153 (external services) have evacuated, in addition to all children and adults from Forest School. The Unit Fire Safety Warden will ensure that the rear gate is open for Emergency Service access and egress.

5. Action by School Caretaker /Assistant Fire Safety Warden

The Caretaker will ensure that the rear gate to the main school playground is open to allow access and egress for Emergency Services.

6. Action for NAAFI Site Chef (Mr Aaron Carter)

The NAAFI Site Chef will ensure that all NAAFI staff have evacuated safely and reported to the Fire Assemble Point and report this to the Headteacher. On leaving the Kitchen area, he will ensure that the main gas and electricity is switched off for all fire evacuation drills and in the event of any unplanned fire alarms.

7. Action for all Class teachers

Class teachers are to ensure that they lead evacuation and that their class arrives safely to Fire Assemble points. On arrival account for all children in their class, raise their hands and await confirmation from Headteacher.

8. Action for all class-based support colleagues

Close all classroom internal doors and ensure they are the last individual to evacuate the classroom and to remain at the end of the class line to ensure all children arrive safely at the main Fire Assemble point.

9. Other significant actions

- a) On hearing the alarm, teachers will lead the children, walking in an orderly manner to the primary fire assemble point by the following route:
 - (i) All downstairs classes will go out through their classroom Fire doors closing the doors behind them.
 - (ii) Upstairs classes 26, 27, 28, 29 and 30 to exit via the nearest emergency exit door (in classrooms).
 - (iii) Any class in the hall or gym should leave via the nearest emergency exit door and proceed to the primary assemble point. The teacher will remain with the class.
 - b) The washrooms and lavatories should be checked for children by the teaching assistants or other adults nearest to them if safe to do so.
 - c) Kitchen workers will evacuate via the nearest emergency exit door and make their way to the primary assemble point.
-

- d) Any school cleaners present will exit by the nearest door, proceed to the primary assemble point and report to the ASBMs.
- e) In the event of one of the exit points being cut off by fire, teachers or domestics will use the nearest alternative way out.
- f) Although the teacher's first responsibility is to the children, they should know where the fire extinguishers are situated and be prepared to use them if the situation warrants it to achieve evacuation from any building.
- g) Domestics will report to the H&S manager, who under the direction of the Headteacher/ASBMs will instruct further.

10. During the Lunch Hour

a). Children will be evacuated to the nearest outside area (e.g. via the exit doors in the hall or gym) and if safe will be escorted to the primary assemble point to join the other children there and line up in classes. The School support assistants and on duty staff will lead the children in an orderly fashion.

b) Outside play area, duty staff are to blow a whistle, line the children up on the main playground – Fire Assembly Point 2, observing that all children are present, class teachers will lead the children in an orderly fashion to the primary evacuation point after all children are accounted for.

c) When possible, the class teachers will proceed to the emergency fire assembly point and complete a register. If any class teachers are missing other adults will be appointed by the Headteacher or Key Stage Leaders to complete the register.

d). The ASBMs will ensure that all other adults and visitors are accounted for and report any absentees to the Headteacher who will take any necessary action. Michael Weston is to inform the ASBMs that all external services adults have been evacuated from the school buildings.

e). Once at the main Fire Assembly Point – or once all children and adults have been accounted for. Other procedures will be that of normal times of the day.

f) Lunchtime fire practice will take place at least once per academic year.

11. During silent hours

By persons discovering the fire:

1. Ring the alarm
2. Call the emergency services on 112 or Mil DFS (05254 982) 2444
3. Ensure that all persons known to be in school have evacuated the building.
4. Be prepared to use firefighting equipment **if it is safe to do so**.
5. Wait for the fire service to arrive.
6. Make sure that the Head Teacher is informed of the fire as soon as possible.
7. Do not re-enter the building until it is declared safe to do so by the senior Fire Brigade Officer present.

Andy Chapman



(Headteacher)
January 2026

Review date: September 2027