



# **Colley Lane Primary Academy**

## **Health and Safety**

### **Local Arrangements**

**2023 - 2024**

## **Statement of Local Health and Safety Intent Colley Lane Primary School**

The Headteacher will strive to achieve the highest standards of Health, Safety and Welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our school improvement planning activity.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this school.
- ❖ Review all progress against our plans and take appropriate action.
- ❖ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence, or the negative aspects of stress.
- ❖ Assess and control risks to all staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the improvement plan.
- ❖ The school will expect employees to show a personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorized methods and codes of practice, including those inherent in professional or trade training.

Headteacher

.....

Date.....

Chair of Governors:

.....

Date.....

## Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Contractors](#)
- Appendix 3 - [Control of Substances Hazardous to Health](#)
- Appendix 4 - [Display Screen Equipment](#)
- Appendix 5 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 6 - [Fire Prevention, Testing of Equipment](#)
- Appendix 7 - [First Aid and Medication](#)
- Appendix 8 - [Health and Safety Information and Training](#)
- Appendix 9 - [Health and Safety Monitoring and Inspections](#)
- Appendix 10 - [Infection Control](#)
- Appendix 11 - [Legionella](#)
- Appendix 12 - [Lone Working](#)
- Appendix 13 - [Minibus](#)
- Appendix 14 - [Mobile Phones/Technology](#)
- Appendix 15 - [Moving and Handling](#)
- Appendix 16 - [Offsite Visits](#)
- Appendix 17 - [Premises Work Equipment](#)
- Appendix 18 - [Risk Assessments](#)
- Appendix 19 - [Security](#)
- Appendix 20 - [Stress/Wellbeing](#)
- Appendix 21 - [Sun Protection](#)
- Appendix 22 - [Tree Management](#)
- Appendix 23 - [Vehicles](#)
- Appendix 24 - [Violence](#)
- Appendix 25 - [Volunteers in School](#)
- Appendix 26 - [Work at Height](#)
- Appendix 27 - [Work Experience](#)

## Accident Reporting Procedures

In accordance with the Governors' accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available from the school office.

- The local accident books are located in the first aid areas and are used to record all minor incidents to pupils; any more significant incidents must also be reported to Governors.
- Major injuries are recorded on the accident form and the Headteacher informed.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays) must be reported to HSE under RIDDOR within 15 days.
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision, etc., must be reported to the HSE within 10 days of the incident occurring.
- The school will still be required to record all staff absences over 3 days for their own records.

[Back to Appendices](#)

### **Contractors**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance, and good practice.

This document describes the procedure for the management of the risks to school employees who may be exposed to contractors working locally and to consider whether the Construction (Design and Management) regulations (CDM) apply.

Due to the PFI nature of this school all major work would normally be under the PFI variation process managed by Mitie.

#### **Responsibilities of the Headteacher:**

- Include information about the local control of contractors in the induction programme.
- Review the work contracted/required at an early stage to consider whether CDM applies or whether the team is having any input into the design which may affect safety.
- If CDM applies, then refer to the construction design and engineering projects SMS. In such cases, this work would be transferred to the management of Mitie under the PFI variation procedure.
- Monitor the performance of contracted services.

#### **Responsibilities of the PFI:**

- When requesting work via a service provider, ask for a copy of the method statement and where necessary arrange for the contractors to visit and discuss arrangements prior to carrying out the work.
- Carry out a risk assessment, using the information from the method statement, to make sure the contract work is controlled. Where the risk rating is unacceptable, discuss corrective action with the service provider.
- Complete the contractor registration document when building contractors are carrying out work for us within the school.
- Routinely include monitoring building contractors whilst they are carrying out their work.
- Take appropriate corrective actions where required which may include asking them to stop work.
- Report any problems found during monitoring and the action taken to the Headteacher/Deputy Headteacher.

[Back to Appendices](#)

## Control of Substances Hazardous to Health

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

The school’s nominated person responsible for substances hazardous to health is the Deputy Headteacher.

Mitie is responsible for substances used by cleaning staff.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

### Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staff room cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc. and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

[Back to Appendices](#)

**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, PA and Headteacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

A designated person is responsible for coordinating display screen equipment assessments.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

Where necessary a contribution is made towards the cost of lenses. Details of this can be obtained from the Headteacher.

Suitable training and information are given to users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

**Pupil Workstations**

Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

**SEN Pupils and Computers:**

Some SEN pupils may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the pupil for printing etc. Where a pupil has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the pupil.

[Back to Appendices](#)

## Fire Evacuation & other Emergency Procedures

Mitie is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Facilities Management office and reviewed on an annual basis.

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes.

### Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures is made available to all contractors/visitors and they are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

### Emergency Procedures

#### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Mitie.

#### Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire logbook.

#### Fire Fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

#### Details of Service Isolation Points (i.e. gas, water, electricity)

- **Gas:** Plant room and kitchen.
- **Water:** Plant room and on the path to KS1 (outside main gate).
- **Electricity:** Cupboard by the school kitchen.

Details of chemicals and flammable substances on site are kept by the Facilities Manager as appropriate, for consultation.

#### Fire Evacuation

##### If You Find a Fire or One is Reported to you:

Staff discovering a fire or other emergency for which the buildings should be evacuated, should activate the alarm using the nearest available break glass call point and proceed to the evacuation point.

#### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

##### On Hearing the Fire Alarm:

- All staff, pupils and occupants of the building must respond to alarm activations. The fire alarm is a continuous sound.



- The Facilities Manager will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point.

#### **Assembly Point (Cradley Sports & Social Club Car Park)**

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should leave by the nearest available escape route. The last person to leave the classroom must close the door.
- Pupils should walk in their subject/class groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

#### **A Calm orderly exit is essential**

##### **Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers. Visitor's book etc will be taken out to the assembly point by the office staff. The result of this check must be reported to the Headteacher's PA or in their absence the Headteacher, Deputy or Assistant Headteacher as soon as it is completed.
- Fire Wardens or the last person in the area are responsible for sweeping their areas of the school whilst proceeding to the nearest exit point, once they have swept their area of the school, they report to the relevant person to indicate area has been cleared.
- The Headteacher/Deputy Headteacher/Assistant Headteacher/Facilities Manager will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- The Headteacher/Senior Member of staff/Facilities Manager will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Headteacher, Deputy Headteacher or Assistant Headteacher.
- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

In the event of a bomb threat follow the evacuation procedures as above.

#### **General Evacuation For People With Special Needs**

##### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace, they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

##### **Visual Disability**

People with a visual disability will usually require the assistance of one person. On stairways the helper should descend first with the person's hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

##### **Hearing Disability**

People with a hearing disability should be escorted out of the building by staff.

In the event of staff with a hearing impairment joining, they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

**Personal Emergency Evacuation Plans (PEEPS)**

A PEEP will be implemented for all persons who may need help and assistance in an emergency to exit the school building.

[Back to Appendices](#)

## **Fire Prevention: Inspection/Maintenance of Emergency Equipment**

### **Testing of the Fire Alarm System**

Fire alarm call points will be tested weekly in rotation by Mitie and a record kept.

Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

A fire alarm maintenance contract is in place and the system will be tested annually.

### **Inspection of Firefighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the approved contractor.

### **Emergency Lighting**

These systems will be checked for operation monthly in house and annually by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by Mitie.

### **Emergency Red Pull Cords**

These will be tested regularly by the Mitie.

Test records are located in the site's fire logbook and school's network.

### **Means of Escape**

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

[Back to Appendices](#)

## First Aid & Medication

First aid boxes are located:

Headteacher/PA's Office

First Aid Room

Art Room

Family Room

Kitchen

The designated First Aider is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

### First Aiders:

The school has sufficient numbers of first aiders (includes Initial First Aid at Work, paediatric and Emergency First Aid).

A list of first aiders is displayed in the first aid room and first aid areas and main office.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

The school Administration Manager will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### Transport to Hospital

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf)

The only medication kept and administered within school are those prescribed specifically for a pupil (long term health needs only) at the request of the parent/guardian and with the consent of the Headteacher.

Exceptions will only be made for the administration of antibiotics where the required dosage is required 4 x daily.

Records of administration of medicines will be kept by the office staff.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the First Aid room with access strictly controlled.

Where children need to have access to emergency medication, i.e. asthma inhalers, adrenaline pens the following has been put in place:

All asthma inhalers are kept in the pupil's classrooms clearly marked with their name.

Adrenaline pens are kept within a safe place in the school office. An emergency adrenaline pen is kept in the First Aid room.

Designated staff have received the appropriate training for administering medicines.

## **Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc).

These plans are reviewed annually, and written precautions/procedures made available to staff.

Staff under-go specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis, etc.). by a health professional as appropriate.

## **Button Batteries**

Please be aware small batteries are dangerous if swallowed and must be kept and stored out of reach of young children.

When opening a pack which includes multiple button batteries, make sure that children cannot access the batteries which remain in the open packs.

Do not dispose of a battery in the classroom waste bin.

### **What to do if a child ingests a button battery:**

- CALL 999 In the event of battery ingestion, seek immediate medical attention.
- Do not let the child eat or drink until an X-ray can determine if a battery is present.
- Take the battery packaging or the device containing the battery to the hospital so as the doctor can identify the battery type and chemistry.

## **Concussion**

No-one should return to competition, training or Physical Education (PE) lessons within 24 hours of a suspected concussion. Anyone with a suspected concussion should NOT drive a motor vehicle (e.g. car or motorcycle), ride a bicycle, operate machinery, or drink alcohol within 24 hours of a suspected concussion. Follow Guidance from UK Government “if in doubt sit them out” UK Concussion Guidelines for non-elite (grassroots) sport.

[Back to Appendices](#)

## Health and Safety Information & Training

### Consultation

The school's Local Authority Board (LAB) meet termly to include health, safety and welfare issues affecting staff, pupils or visitors.

The Health and Safety Law poster is displayed in the staff room.

Elite Safety in Education provides competent health and safety advice for our school.

### Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by Deputy Headteacher, support by the Headteacher's PA.

The Headteacher/Deputy Headteacher will be responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held by the Headteacher's PA. The Deputy Headteacher/Assistant Headteacher will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan along with the Headteacher. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

[Back to Appendices](#)

## **Health and Safety Monitoring and Inspection**

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Deputy Headteacher and Elite Safety in Education.

A named Governor will be involved/undertake an inspection on an annual basis and report back to the Headteacher who will inform the full Governing Body of the outcomes from the audit. This Governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the school's health and safety representative(s) if possible.

[Back to Appendices](#)

## **Infection Control**

### **Introduction**

This policy has been written following guidance from UK Health Security Agency guidance on infection control and winter readiness.

### **Aim and Objectives**

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

### **Principles**

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and wellbeing through lessons and through conversations with pupils.

### **Planning and Preparing**

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform UK Health Security Agency. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the UK Health Security Agency and the Government.

It is likely that school will remain open, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the children.

### **Infection Control**

Infections are usually spread from person to person by close contact, for example, infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands, or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

### **Staff and children are given the following advice about how to reduce the risk of passing on infections to others:**

- Wash hands regularly, particularly after coughing, sneezing, or blowing your nose.
- Minimise contact between your hands and mouth/nose.
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.
- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and through Personal and Social Education lessons.



# HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS

## Minimise Sources of Contamination

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below.
- We wash hands before and handling foods.
- Food is brought from reputable sources and used by recommended date.

## To Control the Spread of Infection

- We ensure good handwashing procedures (toilet, handling animals, soil, food).
- Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

## Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

## Cleaning of The Environment

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

## Cleaning of Blood and Body Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used, and waste is disposed in secure bins along with nappies.

## Vulnerable Children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

## Female Staff – Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to UKHSA guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

**Chicken Pox** can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. 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.

**German Measles** (rubella). If a pregnant woman comes into contact with German Measles, she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.

**Slapped Cheek Disease** (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly. This advice also applies to pregnant pupils.

In school we follow the guidelines set by the UK Health Security Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: [UK Health Security Agency](#)

It is important to note that the school is unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g. head lice.

### **Meningitis**

Meningitis most commonly affects babies, young children, and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc.) and not sharing drinks and cutlery will also help reduce the risk of contagion.

### **Coronavirus Disease – COVID-19**

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

[Back to Appendices](#)

## **Legionella**

The school complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by a competent contractor.

Mitie is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control logbook.

[Back to Appendices](#)

## Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport.
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone.
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

### Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of lone working.

Hazards identified will be evaluated by the Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

### Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation. Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Headteacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Headteacher the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed. The staff attendance logs must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Headteacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any tasks that have been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The school respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Headteacher any aspect of work-related risks.

The Headteacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

[Back to Appendices](#)

## **Minibus**

The Headteacher's PA will maintain a list of nominated drivers who have received training (MIDAS) in order to drive a minibus and will conduct an annual check of their driving licence.

Drivers are responsible for checking the vehicle prior to use.

Risk assessments have been carried out on the use of the minibus and staff are aware of their responsibilities.

## **Occupational Driving & Driving the School Minibuses**

### **Introduction**

This document describes the procedure for the management of occupational driving. NB This does not include hired transport and drivers.

## **Minibuses**

### **Introduction**

These procedures are designed to give guidance but are not exhaustive. In essence the school must ensure that its vehicle is operated safely and complies with all the relevant legislation governing transport operations.

It is a requirement that the school's procedures are followed by all employees. Failure to do so may result in action being taken under the school's Conduct and Discipline Procedure. If you are in any doubt, you must seek advice from the Headteacher.

### **Drivers' eligibility and authorisation**

A list will be retained of approved school minibus drivers. Those wishing to be added to this list must:

- Be approved by the Headteacher.
- Be aged 25 or over; (or requirement of school insurers).
- Have held a full driving licence for at least three years.
- Observe the requirements of the Highway Code at all times.

It is essential that prospective drivers be given opportunity to gain experience with the vehicles prior to authorisation. During this time, drivers must not carry any pupils as passengers.

Drivers passing their test from 1 January 1997 will not be eligible to drive a minibus on a standard car driving licence as they will not have D1 on their licence. They will need to pass a MIDAS training course.

### **Vehicle Use**

Vehicle use will be restricted to the education and welfare of the pupils of Windsor Academy Trust Schools.

### **Policy for the use of the school vehicles**

- School vehicles can only be driven by school authorised drivers.
- Seat belts must be worn. It is the responsibility of the driver to ensure this.
- Any journey over a fifty-mile radius of school must have a second adult in the party who is able to drive the minibus.
- The seating capacity of the bus must not be exceeded.
- All drivers must undertake the safety checks schedule, as detailed in the log sheet, before undertaking an official journey.
- All drivers have a responsibility for the safety of their passengers.

- Any driver involved in an accident, no matter how minor, must complete an accident report form and hand it to the Headteacher on return from the journey. Drivers must **not** admit liability for an accident, whatever the circumstances.
- A risk assessment is used to decide appropriate levels of staff needed when the minibus is being used.
- Smoking is prohibited in school vehicles.
- Drivers **must not** drink alcohol, or be under the influence of alcohol, when in charge of school vehicles. Drivers **must not** drink alcohol for a minimum period of six hours prior to taking charge of a school vehicle.
- Under no circumstances must a mobile phone be used whilst driving the minibus. A hands-free kit is permitted but only for use under exceptional circumstances.
- If you require to use a mobile phone, park somewhere safe, turn off the engine prior to making a phone call or accepting a phone call.
- Drivers are advised to take at least a ten-minute break after every two hours continuous driving.
- In the case of mechanical problems, staff should not attempt repairs but must contact the appropriate breakdown service. N.B. This includes punctures.
- An annual check will be made by the school using the DVLA website of staff licences (staff permission required).

### **Vehicle Accident Procedure**

Any accidents, incidents or damage involving a vehicle must be reported to the Headteacher.

#### **In the event of an accident:**

- Ensure the safety of passengers.
- Do not admit liability of any kind.
- Take the name and address of all people involved.
- Take registration number and insurance details of all other vehicles involved.
- Take the name and address of any witnesses present.
- Ask to see driving licence or other corroboration, if possible.
- Give your own name, school address and insurance details.
- Note damage to your own and other vehicles.
- Note condition of other vehicles including tyres, lights, any previous damage, general condition, etc.

### **Police Involvement**

#### **Call the police if:**

- Anyone is injured.
- You believe that an offence has been committed.
- The party involved refuses to give name and address or has left the scene of the accident.
- Vehicle(s) are causing an obstruction or hazard or are in an unsafe condition.
- Any facts are in dispute.

### **Vehicle Breakdown Procedure**

In the event of a breakdown:

- Turn on the hazard warning lights, unless parked in a safe position.
- Ensure the safety of passengers. (This can be especially important on motorways where appropriate evacuation of the occupants is required).
- Assess the breakdown, report to the school office and/or telephone the breakdown service, as appropriate.

### **Special Circumstances**

Petroleum spirit must not be transported in minibuses.

The school will abide by the Road Traffic (Carriage of Dangerous Substances in Packages, etc).

A check will be made to ensure that the member of staff or volunteer's insurance cover is adequate for the purpose. This is essential, especially if pupils are being transported.

### **Driving a Minibus**

#### **Car licences first obtained after 1 January 1997**

If you pass your car test (category B) you can drive vehicles with no more than eight passenger seats. To drive vehicles with between nine and sixteen passenger seats (category D1) you will need to take an appropriate test.

But you will be able to drive a minibus with up to sixteen passenger seats without having to obtain category D1, provided:

1. The vehicle is used for social purposes by a non-commercial body but not for hire or reward.
2. You are aged 21 or over.
3. You have held a car (category B licence) for at least two years.
4. You are providing your service on a voluntary basis.
5. The minibus maximum weight is not more than 3.5 tonnes, excluding any specialist equipment for the carriage of disabled passengers. Minibuses up to 4.25 tonnes will be permitted in certain circumstances; (see below).

When driving a minibus under these conditions, you may not receive any payment or consideration for doing so (other than out of pocket expenses) or tow any size trailer; you may only drive minibuses in this country.

#### **Maximum authorised mass and specialist equipment**

The maximum weight of a vehicle that may be used on the road is known as the "maximum authorised mass" (mam). It may also be described as the "gross vehicle weight" or "permissible weight". This is normally shown on a plate fitted to the vehicle.

There is no specified method of calculating the weight of specialist equipment such as tail lifts or wheelchair security fittings, but there is an allowance of 750kgs for the extra equipment for minibuses which have been designed or substantially and permanently adapted for the safe carriage of passengers with disabilities or wheelchair users. This would cover minibuses with a mam of 4.25 tonnes and would be comparable with the weight threshold which new drivers of cars/light goods vehicles are permitted to drive.

#### **Minibus and Community Permits**

Minibus and Community Bus Permits are issued to organisations concerned with education, religion, social welfare, recreation or other activities of benefit to the community. Further information is available in the booklet 'Passenger Transport Provided by Voluntary Groups' available from Traffic Area Offices.

Minibus Permits allow certain organisations to make a charge without having to comply with the full public service vehicle operator licensing requirements and without the need for their drivers to have a PCV (category D1 or D) entitlement. The services must be provided for their own members or for groups of people whom the organisation serves. The service must not be provided to members of the general public and the charges made must be on a non-profit basis. Community Bus Permits are issued to bodies wishing to run a local bus service on a voluntary non-profit basis using unpaid volunteer drivers. Members of the general public can be carried in the minibus.



If you had entitlement to drive cars prior to 1 January 1997, you will continue to be able to drive minibuses under the Permit Schemes.

New drivers who passed their car test (category B) on or after 1 January 1997 may also drive a permit minibus provided the driver licensing conditions, at section 2 above, are met.

**The permit arrangements apply only in the UK – you cannot take a permit minibus abroad unless you hold either PCV D1 or D entitlement.**

[Back to Appendices](#)

## **Mobiles/Communication Technology**

### **Aim**

To inform all members of our school community about the appropriate use of mobile phones at our school and to outline the procedures and processes of this policy.

### **Staff**

During teaching time and school cleaning times and while on playground duty and during meetings, mobile phones will be switched off or put on 'silent'.

Except in urgent or exceptional situations, mobile phone use is not permitted during the school day, while on playground duty and during meetings. These situations must be agreed in advance by the Headteacher or Deputy Headteacher.

Should staff need to take photographs whilst on the school site, they should seek the Headteacher's approval in advance and must utilise the school's own photographic equipment. Under no circumstances can iPads/iPods be used to take photographs of the pupils or other staff without the consent of the Headteacher. The iPads/iPods must not be used for communication of social networking sites.

Disciplinary measures can and will be taken, should staff be deemed to have used social networking sites inappropriately. Contravening the Data Protection Act, bringing the school into disrepute, disclosing information about the school and/or its' personnel constitute inappropriate use.

### **Pupils**

The Headteacher and Governors recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school will not allow the bringing of mobile phones to school by pupils, unless under exceptional circumstances which must be agreed prior with the Headteacher or Deputy Headteacher.

In general, pupils should not bring valuable items to school, as they can be easily lost or stolen, which is often distressing for a primary age child.

Pupils remain responsible for all their personal effects whilst at school. When pupils enter the school grounds the school takes no responsibility for mobile phones. Pupils should not bring mobile phones into school unless by prior arrangement. As such, mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

There are no reasons why a pupil needs to have in their possession, or use, a mobile phone during the school day. Should a pupil require a mobile phone, it is to be handed into the school office at the beginning of the school day and collected at the end of school.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any appropriate way.

### **Sanctions**

For those pupils who fail to follow the above guidelines, the following sanctions may be applied:

- Confiscation of the mobile phone (handed back to the parent at the end of the day).
- Communication with parents/guardians regarding mobile phone use at school.

## **Inappropriate Use**

Generally, a mobile phone will be deemed to be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- Threatens or is likely to threaten the safety or well-being of any person; or is in breach of any law.
- Distracts from the performance of duties.

Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

## **Related Technology**

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods and similar devices.

## **Parents/Performances and Events**

The school actively promotes the taking of photos and videos. However, on occasions, it may not be possible for these to be taken when the performance is taking place, for a variety of reasons. The Headteacher will inform parents prior to the performance if this is to be the case. Parents will still have the opportunity to take photos and videos of their child/children after the performance.

Parents will be reminded that photographs and videos of other children must not be posted on social networking sites.

## **Exemptions**

Exemptions of this policy can only be approved by the Headteacher and then only in exceptional circumstances.

[Back to Appendices](#)

## **Moving & Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Headteacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings, etc they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

[Back to Appendices](#)

## Offsite Visits

### Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

### Aims

The aim of our off-site visits is to:

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our pupils than could be provided on the school's site alone.
- Promote the independence of our pupils as learners to enable them to grow and develop in new learning environments.
- Include all years in short excursions and longer residential visits.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists):

- English – theatre visits, local high schools.
- Science – visits to Life centres, ponds.
- Mathematics – local industries, local schools.
- History – War memorials and sites.
- Geography – local and regional fieldwork.
- Art and design – art gallery visits, use of the locality for drawing, etc.
- PE – a range of sporting fixtures, extra-curricular activities.
- Music – extra-curricular activities, local schools' orchestra, concerts, forest arts centre.
- Design and technology – visits to local factories or design centres, museums.
- Modern foreign languages – local languages events.
- ICT – its use in local shops/libraries/secondary schools/etc.
- RE – visits to local places of worship.

### Residential Activities

Pupils in the school will have the opportunity to take part in a residential visit.

### How Visits May be Authorised

The Headteacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed.
- Support the Headteacher and Governing Body in their decisions on approval.
- Organise related staff training.

- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use recommended coach companies.
- Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Appropriate child car seats must be used if a private car is being used on a regular basis and not in an emergency situation.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by Outdoor Education Advisors Panel. All off-site activities must take place in accordance with the guidance given.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Headteacher will seek the approval of the Governing Body and consider informing the Local Authority before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk Assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Headteacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors, and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce

or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to between 10 and 15 pupils in Years 4 to 6.
- 1 adult to 6 pupils in Years 1 to 3.

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.

In some cases, there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **Staffing requirements** – Trained? Experienced? Competent? Ratios?
- **Activity characteristics** – Specialist? Insurance Issues? Licensable?
- **Group characteristics** – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental conditions** – Like Last Time? Impact of Weather? Water Levels?
- **Distance from support mechanisms in place at the home base** – Transport? Residential?

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the Headteacher, the Governing Body (where applicable), and the educational visits coordinator, and all adults supervising the trip.

### **Transport**

The costing of off-site activities should include any of the following that apply:

- Transport.
- Entrance fees.
- Insurance.
- Provision of any special resources or equipment.
- Costs related to adult helpers.
- Any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys and double-checking that each driver has been subject to the normal Disclosure and Barring checks.

Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

Booster seats purchased prior to February 2017 (without back supports) can still be used and there is no requirement to replace these unless general wear and tear or they have been involved in an accident. <https://www.gov.uk/government/news/new-child-car-seat-rules-no-change-for-existing-booster-seats>

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only; we do not make any profit from this.

### **Communication with Parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided through parental contributions and subsidised by school funds. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher making a decision about the financial viability of the activity in reasonable time.

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the group leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a group leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the group, together with a programme and timetable for the activity.

The safety of the group, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupils likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Headteacher the possibility of excluding that pupil from the activity.

More detailed guidance on procedures and requirements can be obtained from [www.oeap.info/](http://www.oeap.info/)

### **Group Leaders' Planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities: [www.oeap.info/](http://www.oeap.info/)

They should consult the documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

### **Visit Plan**

The visit plan for intended educational visits must include the following:

- Risk assessment.
- Report on preliminary visit.
- Applications for approval of visit.



- General information.
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit.
- Travel schedule
- Accommodation plan (if applicable).
- Full plan of activities.
- Fire precautions and evacuation procedures.
- Intended arrangements for supervision.
- Insurance arrangements for all members of the group.
- Emergency contacts and procedures.
- General communications information.
- Guidance for group leaders.
- Guidance for the emergency contact and Headteacher.
- Medical questionnaire returns.
- First-aid boxes.

[Back to appendices](#)

## **Premises & Work Equipment**

### **Statutory Inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by Mitie.

All staff are required to report any problems found with plant/equipment to Mitie. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Curriculum Areas**

Curriculum coordinators are responsible for reporting maintenance requirements for equipment in their areas to the Headteacher.

### **Air Conditioning Units (if applicable)**

All air conditioning units will be inspected and tested by Mitie following guidance from the manufacturer/supplier.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by a qualified competent person.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **Play Equipment**

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected on an annual basis by an approved contractor.

A visual inspection of fixed outdoor play equipment will be carried out by Mitie and an annual inspection by an Annual Inspector of Play (RPII).

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes.

[Back to Appendices](#)

## **General Risk Assessments**

The school risk assessments (for all activities, teaching and non-teaching and premises) will be co-ordinated by Elite Safety in Education and the school staff.

The risk assessments are held electronically on the Elite Safety Health and Safety portal and the school's shared drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

## **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant staff.

It is the responsibility of staff to inform the Headteacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

## **Pregnant and Nursing Mothers Assessments**

Any risk assessment under-taken for pregnant and nursing mothers (staff) should be completed by following the guidance by the HSE.

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

Risk assessments must be reviewed on a regular basis and conducted with the expectant mother or nursing mother.

Any hazards identified will be discussed with the expectant/nursing mothers and controls will be put in place to either eliminate or reduce the risk.

## **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by a relevant staff member using the relevant codes of practice and model risk assessments developed by national bodies.

[Back to Appendices](#)

## Security

Safety of our pupils, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Headteacher have endeavoured to make the school as safe as possible.

### Entry to School for Visitors/Staff

The reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors are able to wait in the foyer but prevented from going further into the school by a key-code system on the door. This door must not be propped open.

Visitors who are admitted into the school are asked to sign in. The school diary is used to inform the office of planned visitors.

Children are reminded in assembly to tell their teacher if they see an unknown person wandering around the school premises.

### School Building Security of External Doors

Exit of external doors is by pushing a green button and the door will automatically open.

### Security of the Nursery

A telephone is installed in the Nursery for emergency use (located in the Nursery kitchen).

During Nursery session the Nursery doors are locked. Nursery children are supervised at all times including outside activities.

### Supervision of Children

All pupils should not arrive before 8:45 am at which point they are let into school.

### Pupil Supervision

The Headteacher or in her absence a senior teacher remains on the premises until the last child is collected.

Security of the school building will be discussed with Governors, as necessary.

### Alarm System

The school alarm is always set each day.

### Care of ICT Equipment

As far as possible all equipment is secured.

Expensive portable equipment is locked away daily in the laptop trolleys. 'Older' computers remain in classrooms.

ICT suite has security grills on the windows.

### Security of Data

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.

"Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data".

### Curriculum Networked Computers:

- Accessed by personal passwords.
- Password gives pupils and staff different access levels.
- SLT only has access to management files.

### Office Computers:

- Accessed only via individual passwords for the Office Staff.
- Financial files are accessed via the finance team.

- Access to the school office is prohibited except for staff requiring access for a specific purpose.

**Other Data Protection Issues:**

- Printed material is disposed of by shredding.
- Parents are informed of data kept in school and its use through the Fair Processing Notice.
- Personal data is not disclosed over the telephone.
- Disaster recovery plan in place.
- School anti-virus software is updated regularly.

[Back to Appendices](#)

## **Stress/Wellbeing**

The school is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school will use the HSE Stress Indicator tool to identify any issues.

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

- Regular Performance Management Reviews.
- Open door policy of Headteacher and SLT.
- Mentoring of new staff.

[Back to Appendices](#)

## Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun, then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

The school has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

### What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

- Spend time in the shade between 11am and 3pm.
- Make sure you never burn.
- Aim to cover up with a t-shirt, hat, and sunglasses.
- Remember children burn more easily.
- Use factor 15+ sunscreen.

At school we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils, and parents to achieve this through:

#### Education:

- All pupils will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

#### Clothing:

- We encourage parents to provide sun hats to protect the children whilst outside.

#### Sunscreen:

- Children will be asked in Reception, KS1 and KS2 to administer their own at lunchtime and nursery parents are asked to put sunscreen on their child before the start of a session.
- Sunscreen use will be encouraged on school trips.

#### Shade:

- Key stage 2 wooded area.
- Key stage 1 Maths outdoor classroom.

[Back to Appendices](#)

## Tree Management

The school will carry out a two-yearly inspection regime, which must be carried out by an appropriately qualified arborist who will take into account things such as size, type, location of each and every tree and the risk to both people and property in the event of any failure.

### Tree Risk Assessment – Carried out by an arboriculturist

- Assess target(s) that may be vulnerable (e.g. playgrounds, neighbouring premises, buildings).
- Assign target zones to target areas as appropriate.
- Determine tree inspection type and priority.
- Assess trees for hazard (identify trees needing more detailed inspection).
- Make tree risk assessment (assess the probability that a hazard may result in harm).
- Assign risk categories to trees and prioritise management.
- Implement management system including remedial action, monitoring and inspection regime.

Any regime that simply involves treating tree stock as a whole, essentially a “one size fits all” inspection policy with no regard to specific risk is likely to be considered insufficient.

### The school will ensure:

- Good record keeping of inspection reports for each tree, and evidence of taking into account advice given and implementation of recommendations.
- Incorporate tree management into our school health and safety management/improvement plans and associated grounds inspection records.

### Caretaker/Site Manager

- Carry out regular monitoring inspections of all trees identified in the inspection report and document.
- Carry out additional monitoring inspections when adverse weather conditions have occurred and document and make safe any areas of concern.

[Back to Appendices](#)



## **Vehicles on Site**

There is a designated car park for staff and visitors.

Visitors must use the intercom system and be verified prior to the barrier being lifted.

The access gates for pupils attending school and leaving school is separate to the main vehicle access point.

If an event is being held outside of normal school activities the pedestrian gate will always remain open.

[Back to Appendices](#)

## Violence

The academy will not tolerate violent behaviour from parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for the school.

### Prevention:

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with senior leadership team if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

[Back to Appendices](#)

## Volunteers in School

### Introduction

At our academy, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of school too. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Our academy values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

### Safeguarding

Our academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at the Academy will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with the Headteacher recorded on the central record by the Headteacher's PA.

Providers must understand the legal obligations upon the Governors and Headteacher are the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:

Law enforcement officers in certain circumstances.

HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005).

LA Authority

Standards and Framework Act 1998).

It is the responsibility of the school to ensure that its child protection policy is always adhered to.

### Organisation

- Volunteers will not be asked to undertake certain duties.
- Those which would normally fall within a teacher's responsibility under *loco parentis*.
- Covering for staff absence within the classroom.
- Unsupervised 1:1 work with children.
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA).
- Those requiring full financial or budgetary responsibilities.
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems.

The deployment of volunteers should not involve any substantial addition to the workload of staff; however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

### **School Information and Regulations**

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

### **Expenses**

Although there is no obligation to make financial reimbursements to volunteers, the school will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g. excess travel costs connected with the tasks undertaken for school, etc.). Travel expenses will be re-imbursed at the current agreed rate; any other expenses (e.g. resources or equipment purchased for school use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Headteacher prior to expenditure.

### **Induction and Training**

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before.

If the volunteer is undertaking formal training (e.g. NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

### **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person, and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Headteacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

[Back to Appendices](#)

**Work at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The schools nominated person responsible for work at height is Mitie.

The nominated person shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

Pupils will not be permitted to use ladders/stepladders.

Contractors will not be permitted to use any of the school's work equipment.

Ladders are to be checked termly.

[Back to Appendices](#)

**Work Experience**

The school retains a duty of care for all pupils undertaking work experience and must ensure the placement is appropriate, therefore:

- All pupils are briefed before working in the school regarding school arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every pupil will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor pupils during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact pupils' parents/guardians should an incident occur.
- All incidents involving pupils on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

[Back to Appendices](#)

**Health & Safety Policy Review September 2020**

**Health & Safety Policy Review September 2021 (AT)**

Infection Control – Added link to website

**Health & Safety Policy Review September 2022**

Appendix 3 – Control of Substances Hazardous to Health

Appendix 10 – Infection Control

Appendix 16 – Offsite-Visits

**Added: Tree Management Policy March 2023**

**Health & Safety Policy Review September 2023**

Appendix 7 – Added Concussion