



Health & Safety Local Procedures

2020 / 2021

Statement of Local Health and Safety Intent
St Joseph's Catholic Primary School

The Head of School 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 authorised methods and codes of practice, including those inherent in professional or trade training.

Head of School

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Date.....

Chair of Governors:

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Date.....

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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.

Minor injuries are recorded on the first aid slips with a carbon copy given to Parents.

Major incidents are recorded in the first aid book.

The Business Manager will be responsible for completing the F2508 (RIDDOR) forms for more serious injuries and for carrying out the statutory reporting procedures for 'major' and 'over 7 day' absence injuries as required by the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

- The first aid book and first aid slips are located in the school office and used to record all incidents.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Principal, 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.

Staff are alerted to the fact that only a small proportion of accidents result in harm to people and the severity of injury is a poor indicator of risk. It is important to consider the potential rather than the actual outcome and to report minor injuries and 'near misses' where appropriate.

Reporting to the Health and Safety Executive (HSE)

The Business Manager will be responsible for reporting all RIDDOR incidents.

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 W/E's and holidays) must be reported to RIDDOR
- 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 15 days of the incident occurring.

The school will still be responsible for recording all work-related incidents which as a result has caused the persons to be away from school for 3 days or more.

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Asbestos

The asbestos register is held in the Main Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The School's Asbestos monitoring person/s will be the Site Manager. Refresher training is required 3 yearly.

The school shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under **no** circumstances must staff drill or affix anything to walls without first obtaining **approval** from the Principal.

Release of Asbestos Containing Materials

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Site Manager (or in his absence the Principal) must be contacted immediately who will contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Principal.

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Contractors

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

All contractors must report to school office/reception where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Contractors must provide proof of Disclosure & Barring checks if pupils are in school.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

The Site Manager is responsible for agreeing a system of work with the contractors to meet Health and Safety standards and for monitoring the progress of work generally to ensure the agreed protective measures are in place.

All contractors will be made aware of the asbestos register and sign to acknowledge they have read it.

Before any contractor undertakes hot works, a permit must be completed with the Site Manager and all the precautions observed – if not the contractor will not be allowed to work on site.

School Managed Projects

The school uses the services of the Local Authority for large works or to ensure competent contractors are used.

If any school managed projects are carried out, the Governors will be classed as the client and must ensure all documentation is in place.

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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, office manager and Head Teacher 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 Head Teacher.

Suitable training and information is 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 Work Stations:

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 students near the computers.
- Students 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 Students and Computers:

Some SEN students 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 student for printing etc. Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student.

Educational 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 pupil'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 pupils
- Provide a wider range of experiences for our pupils than could be provided on the school site alone.
- Promote the independence of our pupils as learners to enable them to grow and to 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.

Residential activities

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

How visits may be authorised

A competent appointed group leader will be responsible for running the activity. This will normally be a teacher employed at the school.

The school use EVOLVE to record all off-site trips and visits.

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

S/he will:

- ensure that risk assessments are completed well in advance as agreed with the EVC.
- support the Principal and Governing Body in their decisions on approval
- organise related staff training
- verify that all accompanying adults, including private car drivers, have had satisfactory disclosure and barring checks, and use approved 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)

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by OEAP. 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 Principal 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 Principal must authorise, and the Trust must be informed via email.

It is our policy that all pupils 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 party 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 Principal/EVC 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 6 pupils in Years 1 to 3;
- 1 adult to between 10 and 15 pupils in Years 4 to 6;

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 no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is

always likely to be lower than the legal minimum that applies otherwise (for children aged three and over in early year's settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

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

- **S**taffing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance Issues? Licensable?
- **G**roup characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?
- **D**istance from support mechanisms in place at the home base – Transport? Residential?

However, these are **minimum** requirements, and may **not** provide adequate supervision in all cases. In regard to visits abroad minimum requirements must be 2 adults.

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

A copy of the completed risk assessment will be given to the Principal (residential trips), the educational visits co-ordinator and all adults supervising the trip if they are not able to use EVOLVE off-site.

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.

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>

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 security checks.

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.

For visits taking place within the school day, a one-off permission slip will be sent out to parents/guardians on entry of starting at St. Joseph's.

Funding for off-site activities is provided mainly by parental contributions. 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.

The timetable for the payment of contributions should allow for the Principal 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 party 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 admin office should be provided with a list of everyone, pupils and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party 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 pupil is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Principal the possibility of excluding that pupil from the activity.

More detailed guidance on procedures and requirements can be obtained from OEAP (Outdoor Education Advisors Panel) www.oeap.info/

Group Leaders' planning

Group leaders must read thoroughly the appropriate guidance for off-site activities: www.oeap.info/

They should consult OEAP 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 party leaders
- guidance for the emergency contact and Principal

- medical questionnaire returns
- first-aid boxes

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Fire Evacuation & other Emergency Procedures

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

Smoking

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. The Principal will go through the emergency procedures in the induction and these are included in the staff handbook.

An outline of evacuation procedures are made available to all Contractors/Visitors and 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 a contractor and will call out nominated staff.

Fire Drills

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

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:** Boiler Room
- **Water:** Boiler Room
- **Electricity:** Cupboard within the staffroom

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

EMERGENCY PROCEDURES

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 ringing sound.
- The Site Manager, Principal or their nominee 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.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.

Assembly Points –

- Grass Bank at front of School.

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.
- Fire Marshals will carry out a sweep of the building.

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. Reception staff will bring out the children`s evacuation list. The result of this check must be reported to the Principal/Senior member of staff as soon as it is completed.
- Staff and visitors names can be checked via mobile phone apps of the signing in system.
- Fire Marshals responsible for sweeping their areas of the school whilst proceeding to the nearest exit point.
- All Fire Marshals should report to the Principal/Senior member of staff that corridors/buildings are cleared.
- The Principal and their nominee will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- The Site 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/Principal/ senior member of staff.
- 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 helper's 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' then 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.

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Fire Prevention, Testing of Equipment

Testing of the fire alarm system

Fire alarm call points will be tested weekly in rotation by the Site Manager 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 and inspected 3 times a year.

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 by the Site Manager and annually by an approved contractor and records held by the School.

Green Door Release Boxes

These will be tested regularly by the Site Manager

Emergency Red Pull Cords

These will be tested regularly by the Site Manager
Test records are located in the site's fire log book

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.

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First Aid & Medication

A first aid box stocked is kept in the school office and various areas around the school site.

First Aiders are responsible for ensuring that the contents of the first aid box are replaced as necessary and for ensuring that first aid training is repeated every 3 years.

First aid boxes are to be taken on school trips, and the person in charge is appointed to be responsible for the first aid box and for taking charge of the situation, i.e. calling assistance if a serious injury or illness occurs.

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

First Aiders:

The school has sufficient numbers of first aiders (includes Emergency First Aid and Paediatric First Aid)

Drivers (who transport pupils) will check that any vehicles are properly equipped with first aid boxes before they are used.

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.

Transport to hospital:

If the first aider or Principal 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

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Principal.

Records of administration of medicines will be kept by the office staff and locked at all times.

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 school office or in the staff room (if having to store in the fridge)

Where pupils need to have access to emergency medication, i.e. asthma inhalers, adrenaline-pen etc., they will be kept in classrooms.

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

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Flammable & Hazardous Substances

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 are responsible for ensuring compliance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), i.e.

- Identifying hazardous substances.
- Assessing the risks to health.
- Devising and implementing adequate control measures and communicating these to the persons involved before use.
- Recording sufficient information to justify the conclusion that the risks to health are adequately controlled.

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 staffroom 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 stripper’s 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.

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

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General Hazards

Workplace accommodation standards are regulated by the Workplace (Health, Safety and Welfare) regulations 1999. It is the policy of the school to comply with the standards for cleanliness, overcrowding, temperature, ventilation and lighting that are detailed in these Regulations and Approved Code of Practice. In particular staff shall ensure that areas are not overcrowded, and that furniture and equipment is arranged to allow unobstructed passage to all areas and exit doors.

Under no circumstances should staff use tables, chairs or any other item of furniture to stand on to work at height. If a stepping stool or step ladders have been provided they must be inspected before each time they are used. A fully detailed risk assessment must also be completed and agreed with the H&S group.

Ladders are not to be used without a fully completed risk assessment which has been agreed. Ladders are stored with the Caretaker and may only be used if that person has received the relevant training.

PUPILS MUST NOT BE ASKED TO WORK AT HEIGHT UNDER ANY CIRCUMSTANCES.

In general, heavy items should be stored at waist level to reduce the risk of injury from falling and handling. Filing cabinet drawers shall not be overloaded and staff must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.

Damaged or defective furniture and equipment is to be reported immediately via the correct channels. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.

Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupil's bags are not to be left in walkways or areas where they create tripping hazards.

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Staff are expected to rectify these situations where possible or report them to the Caretaker.

No knives or similar item are allowed on site for whatever reason. Any pupil who is suspected of carrying such articles must be dealt with immediately.

Disposal of Waste Materials.

All waste material that could cause harm to any member of staff, pupil or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals require specialist disposal (Caretaker should be contacted).

Health & Safety Information & Training

Consultation

The school Governing Body meets once a term and discuss health, safety and welfare issues affecting staff, pupils or visitors as part of the agenda. Action points from meetings are brought forward for review by school management.

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 a nominated member of staff.

The Principal is 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 on the central drive. SLT are responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The SLT will be responsible for assessing the effectiveness of training received.

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

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Health & Safety Monitoring and Inspection

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

The person(s) undertaking such inspections will complete a report in writing and submit this to the Principal. Responsibility for following up items detailed on the action plan will rest with various staff and the Site Manager (where applicable)

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

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Induction Procedures

All new Staff to the School will be required to be involved in an induction process. This will cover a large number of topics and the school's relevant policies and procedures.

This will include:-

- Employers H&S statement.
- Risk Assessment – reporting and recording process.
- Security and personnel protection – internal communication.
- Discipline of pupil
- Care and control of pupil
- Child protection issues – identification of SENCO.
- Off-site activities – risk assessment required.
- Administration of medication.
- First Aid – position of first aid kits.
- Dealing with drug related incidents
- Fire safety and fire drill.
- Emergency procedures
- Accident reporting (RIDDOR and other in-house requirements)
- Identification of H&S representatives.
- Environmental concerns – heating, lighting, furniture etc.
- Cleaning, reporting failures and inadequacies.
- Good housekeeping – tidy workspaces etc.
- Use and safety of PE equipment.
- Work experience.
- Use of personnel protective clothing.
- Disability, sex and race discrimination policies.
- Safe Handling.
- Stress.
- Sickness and absence policy.
- Employee facilities including toilets, medical room and drinking water.
- Safety signs.
- Equipment instructions – generally made available on or near equipment.
- Safe routes to school.

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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.

The Site Manager is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book. The Site Manager will be responsible for undertaking basic operational controls in lieu of a Legionella water risk assessment being conducted.

This will include:

- Identifying and flushing rarely used outlets on a regular basis and after school holiday periods.

Contractor

- Disinfecting/descaling of areas where water droplets are formed at least termly.
- Regular Temperature checks of hot and cold water outlets.
- Annual inspection of TMV's (Thermostatic Mixing Valves)

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Lettings/Shared use of premises

Lettings are managed by the Office Staff/Site Manager following guidance laid down by Governors.

Prior to any agreement for letting out of the school premises/equipment a written contract detailing the terms and conditions must be signed by the hirer.

Information will be given to the hirers regarding the emergency procedures.

The hirer is responsible for ensuring they have sufficient first aid arrangements in place and insurances etc.

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Lifting & Handling

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

Significant manual handling operations are required as part of the Site Managers duties.

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 Site Manager 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.

Staff shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to the Site Manager.

Staff shall use the trolleys and barrows provided for the movement of televisions, projectors, and boxes of books and paper.

Special care is to be exercised where pupil are involved with the moving of objects. Staff are required to assess these operations and only allow pupil to be involved where they will not struggle and adequate precautions are taken to prevent injury.

Moving and Handling

All staff who move and handle pupil 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 pupil 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.

Chair and Table Moving

Measures to reduce the risk of injury:

- Using correct lifting techniques.
- Carrying no more than 3 chairs at a time.
- Moving no more than 1 table at a time (single tables).
- Obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

- Using correct lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance where the weigh/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards Etc.

Measures to reduce the risk of injury

- Using correct lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance in proportion to the weight, size and distances involved.
- Wearing protective equipment such as gloves and safety footwear.

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 Principal to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Principal 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 Principal 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 Principal/Business Manager by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Principal, 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 log in 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 (Site Managers Duty mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Principal 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 task that has 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 Principal. 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 the Principal any aspect of work-related risks.

The Principal 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.

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Minibus

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 Principal
- Be aged 25 or over
- Have held a full driving licence for at least two years
- Observe the requirements of the Highway Code at all times.
- Have undertaken a driver assessment to measure their ability to drive school minibuses

It is essential that prospective drivers have undertaken a driver assessment conducted by a competent person. Prior to taking the assessment, drivers must not carry any pupil as passengers.

Vehicle Use

The minibus is borrowed from Bishop Milner School.

Vehicle use will be restricted for the purpose of education and welfare of pupil

Vehicle Accident Procedure

Any accidents, incidents or damage involving a vehicle must be reported to the Principal or person in charge of minibuses.

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 witness's present
- ask to see driving licence or other corroboration, if possible
- give your own name and school address
- note damage to your own and other vehicles
- note condition of other vehicles including tyres, lights, any previous damage, general condition, etc.
- if camera facilities are available take photographs

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:

- Crib sheet in bus to follow
- turn on the hazard warning lights and use the hazard triangle provided, unless parked in a safe position
- ensure the safety of passengers.

- assess the breakdown, report to the school office and/or telephone the breakdown service, as appropriate (refer to used handbook kept in the glovebox)

Petroleum spirit must not be transported in people carriers or minibuses.

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

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Pre-Journey Minibus Checklist

This form **must** be completed each time before a vehicle is used.

VEHICLE REGISTRATION NO.	Date:
Bodywork - Damage, No dangerous parts	
Tyres - Check for wear cuts/bulges and pressures	
Wheels - Security of wheel nuts (visual)	
Doors open and close properly	
Fuel top up if necessary	
Windscreen clean and undamaged	
Wipers undamaged / washers working	
Horn	
Brakes - Check brake pedal when vehicle is stationary and moving	
Handbrake	
Fire extinguisher in place	
First aid box	
Warning triangle in place	
Journey Planning – check your route	
Pick Hammer in place (beginning and end of each journey)	
All litter and belongings removed from bus	
I have read and understand the Guidance for the safe use of school vehicles	Sign *
Name/Initials of person making checks	*
If you identify problems with any of the above immediately contact: Bishop Milner Site Manager	
When the inspection sheet is completed please return it to: Main Office	

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Mobile Phones

Aim

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

Staff

During teaching time, while on outside duty and during meetings, mobile phones ideally 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 outside duty and during meetings. These situations must be agreed in advance by the Principal or a member of the SLT, should the Principal be unavailable.

Should staff need to take photographs whilst on the school site, they should seek the Principal's approval in advance and must utilise the school's own equipment. The I pads should not be used for personal communication of social networking sites during teaching time.

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.

Pupil

The Principal and Governors recognise that many children and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to the 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 use of mobile phones or mobile technologies must comply with the rules displayed throughout the School.

In general, pupil should not bring valuable items to the school, as they can be easily lost or stolen.

Pupil remain responsible for all their personal effects whilst in the school. When pupil enter the school grounds the school takes no responsibility for mobile phones. 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.

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 at the end of the day).

Communication with parents/guardians regarding mobile phone use when at the 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 pupil 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 Principal 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 pupil must not be posted on social networking sites without permission.

Exemptions

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

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New & Expectant Mothers

Introduction

All the normal rules relating to risk assessment apply for expectant and new mothers though, because certain hazards present more significant risks for this group, the law requires employers to follow a slightly stricter regime of preventative or precautionary measures. The table below briefly summarises the main points. The same general principles apply in relation to pupil who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Appropriate precautions must be taken to protect people to whom we owe a duty of care.

The majority of simple risks are already covered by advice based on generic risk assessments. However, there are circumstances in which the school must always undertake specific risk assessments; for example when a member of staff notifies the school that she is pregnant. The school will produce a risk assessment specific to her. The law requires that adjustments are made to an employee's work and/or environment where these are necessary to ensure that the woman and the baby remain healthy and safe. These adjustments may have to be varied as a pregnancy progresses as the woman's capabilities and tolerances are likely to change. Remember that, even after giving birth, certain risks may still need to be controlled to ensure the safety of the new mother and, if she is breastfeeding, the safety of her baby.

In certain cases, it may be necessary to move the member of staff to alternative work or, in extreme cases, grant paid leave. If an employer fails to protect the health and safety of their pregnant workers, it is automatically considered to be sex discrimination.

Some risks (some chemicals, physical risks such as radioactive substances and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations, give the school as much notice as possible so that adjustment can be made.

Line Managers must ensure they explain the matter to their female staff of childbearing age. It is important also not to exaggerate the risks, which are generally quite low in the school setting, to avoid creating unnecessary anxiety. The school will consult the [CLEAPSS](#) guidance for more specific advice on these issues.

Responsibilities

Risks to employed expectant and new mothers must be adequately assessed and controlled. A nominated SLT will be responsible for carrying out risk assessments.

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Premises & Work Equipment

Statutory Inspections

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

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted.

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

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 contractors.

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.

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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.

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the school office.

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 area of 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 line manager.

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

New and Expectant Mothers

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.

Curriculum Activities

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

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School Catering

The school catering staff are employed by Dudley MBC.

The catering is brought in from another school and not cooked on site.

Health & Safety Induction of staff

All staff including temporary staff will receive a full health & Safety induction of procedures within the catering department.

Staff will be given information on hygiene procedures and useful definitions.

Risk Assessments/Method Statements

Risk assessments and Method Statements have been produced for medium to high risk work activities.

Food Safety

Deliveries

All deliveries received will be documented and recorded

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Security

Safety of our pupil, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Principal 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 security system on the doors. These doors must not be propped open.

Visitors who are admitted into the school are asked to sign in and given a visitor's badge and ID must be shown and checked. Emergency and safeguarding information will be given to the visitor.

The school diary is used to inform the staff of planned visitors.

Children are reminded in assembly to tell their teacher if they see an unknown person without an ID badge wandering around the school premises.

Smoking

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

Entry to School for Children and Children Accompanied by Parents

Entry to the KS1 and KS2 playgrounds, are through the appropriate gate which is unlocked at 8:45am. These gates are locked at 9:00am each morning and unlocked at 3.15pm for collection of children at home time. Gates are locked at the end of the day at 3:45pm.

Supervision of Children

All pupils should not arrive before 8.45am, at which point the duty member of staff supervises the relevant entry doors.

Pupil Supervision

The Principal or in their absence a nominated senior person, remains on the premises until the last child is collected at the end of the school day.

Security of the school building will be reviewed in the sites and buildings committee meetings, and matters may be referred to the Governors for consideration as necessary.

Alarm System

The school alarm is always set each day.

Care of ICT Equipment

As far as possible all equipment is secured. Equipment will be security marked. Expensive portable equipment is locked away daily in the trolley which are then moved into the staff room. 'Older' computers remain in classrooms.

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 staff different access levels

Office Computers:

- Accessed only via individual passwords for the Principal and Office Manager.
- Financial files are accessed via further password
- 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
- Emergency & Business Continuity plan in place
- School anti-virus software is updated regularly through RM

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Site Manager

General responsibilities

- The maintenance of floor surfaces to ensure that there are no tripping hazards or slippery surfaces.
- Deal with any stray animals that come onto the school grounds and contact the local authorities as required.
- Erecting temporary warning notices on any floors that become slippery from cleaning operations, leaks or spills etc.
- The maintenance of fixtures and fittings, i.e. replacing light bulbs, tubes and broken door handles etc.
- Reporting faults to the appropriate contractor, which can't be dealt with immediately.
- Carrying out any necessary testing of fire alarm and emergency lighting batteries and testing the operation of any automatic emergency boiler fuel cut off devices.
- Keeping storage areas tidy and ensuring that any highly flammable liquid, e.g. petrol is stored in safe areas.
- Keeping the boiler house and plant rooms clean, tidy and free from accumulations of combustible materials and flammable liquids.
- Ensuring that boiler house ventilators are kept free of obstruction.
- Operating the boilers and plant in accordance with the manufacturer's advice and for ensuring the relevant instruction notices are posted.
- Isolating the electricity supply before changing light bulbs or tubes or carrying out any maintenance or repairs on equipment.
- Putting warning notices on isolated switches and equipment.
- Wearing appropriate personal protective equipment e.g. PVC gloves when handling fuel oil, safety shoes at all times, respirators when involved in dusty work, eye protection when hammering, chiselling or drilling etc.
- Storing all cleaning substances in accordance with the manufacturer's advice and where there are significant risks to health, following the control measures detailed in the COSHH assessments.
- The routine inspection of access equipment such as ladders, stepladders, tower scaffold etc.
- Ensuring that all access equipment is suitable for the work involved and is used in accordance with the manufacturer's advice.
- Obtaining assistance to foot ladders and steady steps when climbing more than 8 rungs high.
- Not approaching the edge of flat roofs nearer than 2 metres (except at ladder access point where this must be at least more than 1 metre above the roof).
- Cleaning any shower heads and running hot and cold water services prior to the school re-opening after more than 5 days closure.

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Stress/Wellbeing

The school and Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

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

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Principal and Heads of Departments
- Mentoring of new staff.

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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 11 and 3
- 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 pupil to enjoy the sun safely. We shall work with staff, pupil and parents to achieve this through:

Education:

- All pupil 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 where possible.
- Nursery parents are asked to put sun screen on their child before the start of a session.
- Sunscreen use will be encouraged on school trips.
- If required staff would guide children on use of sunscreen where required.

Shade:

- Nursery has a shaded area which can be used as a sun shade.
- Natural shading by trees.

Vehicles on Site

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

Car park spaces are available for staff, visitors and spaces are available for disabled parking.

The maximum speed limit entering the school is 5 miles per hour.

The access from the road shall be kept clear for emergency vehicles.

The car park gates and pedestrian gates are electronically controlled, and visitors are required to press the intercom button for assistance.

If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

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Violence

The school 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.

Procedure to Follow:

- Staff remain calm and non- confrontational.
- Staff to call on a colleague to try to help calm the situation.
- If the situation worsens staff must ask the parent/carer to leave the building to calm down.
- If they refuse to leave, staff remind that it is a school and as such they cannot allow the children or other staff to witness any aggressive behaviour.
- If they do not leave & you feel the situation warrants it, ask another member of staff who is away from the situation to call the police, 999.
- The incident will be recorded; as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.

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Volunteers in School

Introduction

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. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

We value 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

We are 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 our school will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with the Principal and recorded on the central record by the Business Manager.

Providers must understand the legal obligations upon the Governors and the Principal 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 adhered to at all times.

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 reimbursed 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 Principal 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. 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 Principal will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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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 school's nominated person responsible for work at height is the Site Manager.

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.
- No work at height is permitted when lone working on the school site

Pupil will not be permitted to use ladders/stepladders.

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

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Work Experience

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

- All pupils are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable. (If academies do not use the LA's preferred suppliers, pre-placement health and safety assessments must be carried out by competent people and supporting documentation completed.)
- 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 placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor pupil during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving pupil on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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Health and Safety Amendments made: May 2019

Educational Visits – added information regarding booster seats

Risk Assessments – added information regarding new and expectant mothers

Health and Safety Amendments made: February 2020

Statement of Local Health & Safety – added

First Aid and Medication – added Battery Buttons

DSE – added extra information

COSHH – added extra information