



# **Howard Primary Academy**

## **HEALTH AND SAFETY POLICY**

**2021 / 2022**

Next Review Date: 01.04.2022

## Statement of Local Health and Safety Intent

Good health and safety management will be an integral part of the operation of The Staffordshire Schools Multi Academy Trust, Members of the Trust, Board of Directors, CEO, Local Advisory Group, Heads of Schools, employees, partners and all other people with whom we do business.

The Board of Directors 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 academy improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this academy.
- ❖ Review with the Local Academy Group 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 academy staff.
- ❖ Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy improvement plan.
- ❖ The Academy will expect employees to show a proper, 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.

Name of Academy

.....

Signed (Head of School)

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Date:.....

Version	Date	Action/Notes	Signature of the Chair of Directors
1	May 2017	Approved by:  Ratified by: Board of Directors	
2	April 2018		
3	April 2019		
4	April 2020		

## Health and Safety Policy

Good health and safety management will be an integral part of the operation of The Staffordshire Schools Multi Academy Trust, Members of the Trust, Board of Directors, CEO, Local Advisory Group, Heads of Schools, employees, partners and all other people with whom we do business.

The Board of Directors will ensure as a minimum compliance with all relevant legislation and approved codes of practice. The Board of Directors will be supported in this by Health and Safety Advisors. Where statutory standards and requirements are not in place the Board of Directors will endeavour to ensure best practice, standards are developed and implemented.

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

### **The Aim of the Policy is to:**

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

### **Board of Directors/CEO**

- The production of an Academy Health and Safety Policy, to be reviewed as required.
- Ensuring that the requirements of health and safety legislation are met, and to promote best practice.
- Ensuring that each Academy budget is managed on a risk priority basis, so that health, safety and welfare is maintained.
- Ensuring that effective health and safety planning and target setting takes place within each Academy and that regular monitoring, audit and review of health and safety performance is undertaken.
- Ensuring that the health and safety functions and duties of all staff are discharged in line with this policy.
- Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations:
- Ensuring effective communication with the Academy Representatives, Head of School, staff, parents and pupils in respect of health and safety matters.
- Ensuring that adequate resources are made available to ensure effective health and safety management and training.

- Make arrangements to ensure that the Academy complies with all relevant legislation particularly the Health & Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Ensure that procedures are in place to identify hazards and evaluate risk control measures.
- Ensure that there is an appropriate management structure and periodically monitor its effectiveness.
- Ensure that the Head of School, as the Key Manager for health and safety, carries out the appropriate responsibilities.
- A safe environment for pupils, staff, visitors and other users of the premises.

In practice, the Board of Directors/CEO will delegate the functions necessary to discharge these responsibilities to the Heads of School; however, they will ensure that they have adequate monitoring of these functions in place.

### **Heads of Schools**

The Head of School will:

- Manage the Academy budget on a risk priority basis, so that health, safety & welfare are maintained
- Provide an effective risk management process
- Conform to statutory regulations and codes of practice and guidance and to best practice
- Takes account of individual personal requirements, such as special needs, individuals with poor literacy and those who use another language
- Pays particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks
- Ensure that accidents, incidents of aggression, near miss incidents and ill health conditions are investigated and reported according to TSSMAT procedures as well as legal requirements
- Carry out investigations of all accidents and incidents in order to identify any measures necessary to prevent a recurrence.
- Provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their responsibility.
- Ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities.
- Ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.
- Ensure that health and safety responsibilities are identified within job descriptions, as required
- Evaluate, monitor and review local health and safety arrangements and performance formally once a year, or where there are significant changes to legislation, or following an accident/incident or organisational changes.
- Consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work can be effectively dealt with.
- Arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties.
- Ensure that the Academy Directors are informed of any breach of health and safety statutory requirements, which cannot be effectively dealt with.

- Ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term.
- Implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by any external advisors
- Ensure that all welfare facilities are provided and maintained to an appropriate standard.
- Ensure that this policy is communicated to all directors, employees and others operating at the academy site.
- Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- Ensure that health and safety is considered in routine meetings with staff.
- Identify any employee health and safety training needs and ensure that these are communicated to the head of school.
- Ensure that any new staff receive specific health and safety induction training and record that this has been done.
- Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety.
- Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the head of school;
- Ensure that the head of school is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by the leadership team.
- Ensure that all defective equipment or plant is taken out of use until repaired or replaced.
- Ensure that protective clothing or equipment is issued and used when necessary.
- Ensure that all areas of work are maintained to a high standard of housekeeping.
- Respond appropriately to all hazards brought to their attention by employees.
- Undertake appropriate health and safety training courses.

### **The Trust Administrator**

Will assist the Heads of School to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors. Other duties include:

- Ensuring Caretakers are carrying out their tasks and completing all necessary paperwork.
- Carrying out minor works as and when required
- Ensure all fixed and portable electrical systems are tested annually.
- To be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- To maintain a system to ensure that accidents and hazards are recorded, reported as appropriate to the Health and Safety Executive and that appropriate remedial action is taken.
- Ensure that contractors on site follow safe working practices.
- Ensure that regular health and safety inspections are carried out.

The Trust Administrator will be responsible for ensuring all academies within the trust are compliant in regard to health and safety and that any issues are reported immediately if can't be rectified at a local level.

### **Caretakers**

Responsible for cleaning and general maintenance of the academy and ensuring all statutory checks are undertaken.

- Caretakers will co-operate with the Head of School (through their Line Manager) and ensure that they effectively monitor the condition of the premises.
- Report defects so that appropriate remedial action can be taken.
- Arrange for the fire alarm to be tested weekly using a different call point each time in rotation and the findings recorded in the Fire Log.
- Ensure that the Academy has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment and that all fire escape doors are properly identified and accessible.
- Ensure that all fabric, fixtures and fittings on site are maintained and in a safe and secure condition.

### **Educational Visits Co-ordinator (EVC)**

Follow guidance provided by the Outdoor Education Advisors Panel – National Guidance.

- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the academy.
- Undertaking the functions outlined in the DfE publication “health and safety of pupils on educational Visits” and National Guidance for Educational Visits

### **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the Head of School:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc, where necessary and ensure they are used.
- To make recommendations to the head of school regarding the safety of equipment or tools, in particular any equipment or machinery which is potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. And to carry them out.

### **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

### **Employees at each Academy must:**

- Report any hazard or malfunction to their Head of School. Employees must use all normal lines of internal communication before contacting external enforcement agencies.
- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety.
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations.
- Be sensibly and safely dressed for their particular working conditions.
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
- Use all safety equipment and protective clothing provided.
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety.
- Maintain tools and equipment in good condition, reporting all defects to supervisor.
- Report to supervisor all accidents, incidents of aggression, work-related ill-health and near misses.
- Attend appropriate health and safety training courses.
- Have knowledge of all processes, materials and substances they use.
- Understand all fire evacuation procedures, the positions of fire safety equipment.
- Understand the risk assessments in their areas and comply with the control measures arising from them.

### **The Pupil**

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and others, bearing in mind the age and experience of the pupil.
- Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives or other dangerous items).
- Observe the safety rules of the academy and in particular the instructions given by staff in emergency:
- Use and not willfully misuse, neglect or interfere with things provided for safety.

### **Arrangements for Health and Safety**

The following arrangements will be adopted to ensure that Directors/CEO and each Head of School fulfils their responsibilities and provides the foundation for securing health and safety of employees, and all users of the site.

### **Setting Health and Safety Objectives**

The Directors will set health and safety objectives which will be actioned by individual academies. Where necessary health and safety improvements will be identified and included within each Academy action plan.

### **Provision of an effective Health and Safety Training Strategy/Plan**

Each Head of School will produce a Health and Safety Training Plan on an annual basis.

### **Provision of and effective Joint Consultative Process**

The Directors/CEO will be responsible for Health and Safety and will meet at least once per term. They will ensure that concerns are investigated and where necessary

addressed within a clear action plan, with identified responsibilities and target dates for action.

### **Specialist Advice and Support**

Specialist advice and support will be obtained from external advisors or nominated advisors.

### **Establishing Adequate Health and Safety Communication Channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- Meetings and staff meetings at site.
- Provision of information relating to safe systems of work and risk assessments.
- Communication of advice from academy's advisors and educational officers.
- Communication of health and safety bulletins
- Communications with relevant specialist advisors and appropriate union representatives

**Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.**

### **Financial Resources**

The Directors/CEO will review each Academy budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

### **Monitoring**

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Directors/CEO on a regular basis, or as required.

### **Health and Safety Action Plan and Objectives**

The Board of Directors will ensure that all health and safety objectives and actions are documented and carried out in a timely manner.

### **Risk Assessments**

Job and specific risk assessments will be carried out by staff within the school in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

### **Local Arrangements**

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school (see local arrangements section)

### **Accidents / Incidents**

The Heads of School will ensure that accidents and incidents are reported and monitored in line with the legislation and TSSMAT procedures. Following an incident/accident where a pupil is taken directly to hospital, taken home, is absent from the Academy or when an incident/accident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Board of Directors, Health and Safety Advisors for further advice. Appropriate remedial actions will be taken.

### **Third Party Monitoring / Inspection**

The Academy will be subject to third party inspection and monitoring, as follows:

- OFSTED
- Elite Safety in Education Safety Advisors



Actions arising from third party audit/inspection will be incorporated within the Academy action plan with appropriate target dates for completion.

**Employer's Liability**

The Academy holds the relevant legal liability insurances.

## Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Asbestos](#)
- Appendix 3 - [Contractors](#)
- Appendix 4 - [Display Screen Equipment](#)
- Appendix 5 - [Educational Visits](#)
- Appendix 6 - [First Aid and Medication](#)
- Appendix 7 - [Fire Evacuation and other Emergency Arrangements](#)
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- Appendix 10 - [Health and Safety Information and Training](#)
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- Appendix 12 - [Infection Control](#)
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- Appendix 25 - [Volunteers](#)
- Appendix 26 - [Work at Height](#)
- Appendix 27 - [Work Experience](#)

**Accident Reporting Procedures**

In accordance with TSSMAT procedure employees must report accidents, violent incidents, and dangerous occurrences.

- Local accident books for children will be located within the medical room and the staff accident book is located within the school office and used to record all minor incidents.
- A separate accident form for serious incidents to employees, visitors and contractors injured whilst at work will be located in school office.
- Academy accident reports will be recorded on the appropriate forms and monitored for trends and sent to the Board Director for Health and Safety on a monthly basis.
- Any pupil who receives a bump to the head, a text message is sent to the child's Parents and a letter will be sent home with the child. (The child will wear a sticker for the duration of the day to inform all staff of the bump to head)
- Parents will be informed of injuries to the face, prior to the parents collecting their child.
- The Head of School, 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 0345 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 child 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 Academy will still be required to keep a record of all-over three-day injuries – this will be recorded on the accident/incident form.
- The Head of School will be responsible for notifying any RIDDOR reportable injuries.
- Fatalities to be reported immediately by telephone to The Staffordshire Schools Multi Academy Trust

**TSSMAT to be informed of all major injuries (a copy of the RIDDOR report if applicable) to be sent along with any accident investigation reports.**

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### **Asbestos**

The asbestos register is held in the academy 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 Academy's Asbestos monitoring person/s will be Staffordshire County Council and the Facilitates Manager. The Academy will be responsible for ensuring Asbestos Awareness Training has been undertaken by the Trust Administrator and Refresher training required 3 yearly.

The Academy 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 (hazard exchange forms) 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 management plan.

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 Head of School.

### **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 Head of School must be contacted immediately who will contact TSSMAT.

The relevant agencies (asbestos registered contractors) will then be contacted 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 should be reported to the Head of School.

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### **Contractors**

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

All contractors must report to the Academy school office where they will be asked to sign in using the computerised system and given a badge to wear.

Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Head of School and Trust Administrator will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

### **Academy Managed Projects**

Where the Academy undertakes projects direct, the Board of Directors would be considered the 'client' and therefore have additional statutory obligations.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. The Academy will ensure all contractors complete the contractor job registration form prior to work commencing.

To ensure contractor competency the Academy will use recommended contractors.

For major/notifiable works the Board of Directors will appoint an architect/project manager to oversee the works carried out.

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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, bursars etc. shall have a DSE assessment carried out by their line manager.

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.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use only every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

The Academy will be responsible for covering the cost of the eye test.

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 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 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.

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## Educational Visits

### Introduction

Educational visits are activities arranged by or on behalf of the Academy, and which take place outside the Academy grounds. The Board of Directors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the Academy 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 Academy 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 Academy 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.

### Residential Activities

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

### How visits may be authorised

The Head of School will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the Academy.

The Trusts educational visits co-ordinator will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed and signed by Head of School
- Support the Head of School and Board of Directors in their decisions on approval
- Organise related staff training.
- Verify that all accompanying adults, including private car drivers, have had satisfactory Disclosure & 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 O.E.A.P. Outdoor Education Advisors Panel National Guidance [www.oeap.info/](http://www.oeap.info/) or <http://oeapng.info/>

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 Head of School before any commitment is made on behalf of the Academy. 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 Head of School will seek the approval of the Board of Directors.

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.

The Academy MUST inform Board of Directors of any High Risk and Residential visits.

### **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 Head of School 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 Academy 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**:

- **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 Head of School, the Board of Directors and the educational visits co-ordinator, 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 academy 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 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>

### **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.

For local visits parents will sign an annual permission form to cover all short visits within the local community throughout the academic year.

Visits which are outside the local community (including residential) parents will be required to provide specific consent for these activities.

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. Parents will be informed of this principle through the Academy prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Head of School 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 Academy number, but where an activity extends beyond the normal Academy day the home telephone number of a designated emergency contact should be provided.

Before a party leaves, the Academy office should be provided with a list of everyone, children 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 Academy, the party leader should discuss with the Head of School the possibility of excluding that pupil from the activity.

More detailed guidance on procedures and requirements can be obtained from TSSMAT

### **Group Leaders' Planning**

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

They should consult National Guidance 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
- 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 the emergency contact and head of school
- Medical questionnaire returns, first-aid boxes

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## First Aid & Medication

First aid boxes are located:

Medical Room

Early Years Room

Kitchen

A nominated person will be 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 Academy has sufficient numbers of first aiders (includes First Aid at Work and Paediatric First Aid)

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

A list of first aiders is displayed in the staff room. A list of Paediatric First Aiders will be displayed in Early Years (Class 1)

The Trust Administrator 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 Head of School 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.

### 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.

### 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)

At our Academy we believe that it is in the child's best interests to be in school for as much time as possible and that the need to take medication (including asthma medication), should not be a barrier to accessing education in school. We have therefore updated our policies in line with current national and local guidelines.

There is no legal obligation for teaching staff in the Academy to administer medications. You will however find that designated staff are more than happy to administer prescribed medication if it is detrimental to the child's health if not given, provided that parents have completed a medical form.

### **Pupils with Complex Health/Long Term Needs**

The Academy will formulate a written healthcare plan in consultation with parents and other agencies where required. It is anticipated the Academy and parents will work in partnership to promote the management of the child's condition.

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.

The Academy will assess the suitability of all off-site provision for these children.

### **Asthma and Allergy Medication**

Immediate access to reliever medicines and adrenalin pens is essential; this medication will be kept in the pupil's classrooms. The inhalers will also be taken to the site of lessons held away from the classroom. The Academy would ask that parents keep us informed of any changes to asthma medication.

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## Fire Evacuation & other Emergency Procedures

The Board of Directors are responsible for ensuring a fire risk assessment is carried out on a regular basis and reviewed annually by the Head of School or Competent Person. The fire risk assessment is located in the MAT Office and reviewed on an annual basis.

### Fire Instructions

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

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 the main office in the evacuation box.

### 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)

- **Oil Tank:** Boiler House
- **Water:** Boiler House and Girls Toilets
- **Electricity:** Class 4 Cupboard

Details of chemicals and flammable substances on site are kept by the Caretaker 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, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing sound.
- A nominated person will check the fire panel and determine which zone area the alarm has been activated from.
- Office staff will summon the emergency services (DIAL 9- 999) as necessary.
- 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 the assembly point.

### **Assembly Point – Main Playground**

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.
- Staff must check areas they are passing (i.e. toilets, empty classrooms) while making their way to the assembly areas.
- 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 year groups while staff check their registers (registers brought out by office staff)
- Registers, visitors' book etc. will be taken out to the assembly point by the office Staff. The result of this check must be reported to the Head of School/senior member of staff as soon as it is completed.
- The Head of School/senior member of staff 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/Head of School/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, the Academy Emergency Plan procedures will be implemented.

**In the event of a bomb threat follow the evacuation procedures for fire.**

## **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.

A Personal Emergency Evacuation Plan will be implemented as and when required for staff and pupils within the Academy.

### **Visual Disability**

People with a visual disability will usually require the assistance of one person.

### **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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## **Inspection/Maintenance of Emergency Equipment**

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

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the fire log book.

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

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

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

### **Inspection of Fire-Fighting 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 by the Caretaker and annually by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by the Caretaker

### **Emergency Red Pull Cords**

These will be tested regularly by the Caretaker

### **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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**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 nominated person responsible for substances hazardous to health will be the Facilities Manager.

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.

**COSHH****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.

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## **Health & Safety Information & Training**

### **Consultation**

The Board of Directors will meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors.

Health and Safety is a standing agenda item at other relevant meetings.

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

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

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by a nominated person.

The Head of School is responsible for ensuring 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 kept in a folder and electronically with the Trust Administrator in the MAT Office at Richard Crosse Academy, and staff will hold a copy of their own certificates in their CPD files. The Trust Administrator will be 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 Head of School will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School's 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 Trust Administrator and Elite Safety in Education.

The health and safety board member may be involved/undertake an inspection on an annual basis and report back to full Board of Directors meetings. This monitoring will also cover management systems in addition to inspecting the premises.

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

A Health & Safety report will be sent to TSSMAT on an annual basis (or earlier if deemed necessary) detailing the outcomes of the health & safety inspections and auditing of the Academy's procedures.

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## **Infection Control**

### **Introduction**

This policy has been written following guidance from Public Health England 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 well-being 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 Public Health England. 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 Health Protection 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 PHE 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 students.

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

Detailed information about many conditions is available at: <http://www.hpa.org.uk/>.

It is important to note that the school are 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.

### **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's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

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## Legionella

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

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

The Trust Administrator will be responsible for ensuring all operational controls are being carried out and recorded in the legionella control logbook.

The contractor will be responsible where necessary/required for sampling and disinfecting of water tanks, and monthly water temperature checks.

The Caretaker will be responsible for carrying out and recording the following:

- Identify and carry out flushing of rarely used outlets on a regular basis, and during Academy holiday periods.

A contractor will inspect and test the Thermostatic Mixing Valves on an annual basis.

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## 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 Head of School to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head of School 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 Head of School 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 Head of School by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head of School, 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 (Head of School'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 Head of School 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 Head of School. 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 Head of School any aspect of work-related risks.

The Head of School 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**

The minibus is leased through a leasing company, and they are responsible for ensuring it has a current MOT certificate and it is taxed.

The minibus is a 15-seater (including driver) all occupants must wear seat belts whilst the minibus is in motion.

All staff who drive the minibus have received MIDAS training, and are classed as competent drivers.

The drivers must ensure they carry out visual checks of the minibus prior to use and complete the paperwork (held in the minibus).

The paperwork must be returned to the main office prior to the journey commencing. The minibus is securely parked in the car park.

If a journey is anticipated to take longer than 2 hours a second driver will be required.

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## **Mobile Phones & Communication Technology**

### **Aim**

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

### **Staff**

During teaching time, 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 Academy day, while on playground duty. These situations must be agreed in advance by the Head of School.

Should staff need to take photographs whilst on the Academy site, they should seek the Head of School's approval in advance and must utilise the Academy's own photographic equipment. Staff must not take photographs on their own mobile phones.

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 Academy into disrepute, disclosing information about the Academy and/or its' personnel constitute inappropriate use. (Refer to Academy social networking policy)

### **Pupils**

The Head of School and Board of Directors of our Academy 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 Academy for before and after Academy 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 Academy will not allow the bringing of mobile phones to Academy by pupils, unless under exceptional circumstances which must be agreed prior with the Head of School.

In general, pupils should not bring valuable items to Academy, 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 Academy. Pupils should not bring mobile phones into Academy unless by prior arrangement.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The Academy 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.

### **Exemptions**

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

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## **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 Head of School 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.

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## **Premises & Work Equipment**

### **Statutory inspections**

Regular inspection and testing of Academy equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the Academy reception office staff.

All staff are required to report any problems found with plant/equipment to recorded in the maintenance work logbook (situated in the staff room). Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Oil Safety**

All oil-run appliances will be inspected and tested on an annual basis by a registered contractor.

### **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 the Caretaker; a termly inspection will be carried out by an Operational Inspector of Play (Elite Safety in Education) 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.

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

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier

### **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 Academy without prior authorisation and will be subjected to the same tests as Academy equipment.

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

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**General Risk Assessments**

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

The risk assessments are held centrally on the shared drive area, and a hard copy will be kept in the Staff room.

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 a nominated person.

It is the responsibility of staff to inform the Head of School 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 a relevant staff member using the relevant codes of practice and model risk assessments developed by national bodies.

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## **Security**

Safety of our pupils, staff and visitors to the Academy is of paramount concern to our whole Academy community. The Board of Directors has endeavoured to make the Academy as safe as possible.

### **Entry to Academy for Visitors/Staff**

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

Visitors who are admitted into the Academy are asked to sign in using the computerised system and given a badge to wear.

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

### **Supervision of Children**

Children should not arrive unaccompanied before 8.30 am at which point the children will be supervised. Children not collected at home time wait in the office reception area.

### **Pupil Supervision**

The Head of School or in their absence a nominated senior teacher remains on the premises until the last child is collected. (Not including extra -curricular clubs)

### **Alarm System**

The Academy alarm is always set each day.

### **Care of ICT Equipment**

As far as reasonably practicable the ICT equipment is secured within the classrooms.

Lockable trolleys for laptops, Ipads are used.

### **Security of Data**

The Board of Directors recognises 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.”

### **Academy Networked Computers:**

- Accessed by personal passwords
- Password gives pupils and staff different access levels
- MAT staff only has access to management files
- Secure remote back up service in place

### **Other Data Protection Issues:**

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

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## **Stress/Wellbeing**

The Academy 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.

The Academy takes part in the HSE Stress Questionnaire

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

- Regular Performance Management Reviews during school time
- Mentoring for all staff
- Well – being during school time
- Guaranteed PPA weekly
- Open door policy of Head of School
- Occupational Health Referral if required

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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.

TSSMAT 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 Academy's initiative encourages educational establishments 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 our Academy 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 Academy is doing about sun protection and how they can help at the beginning of the summer term.

#### Timetabling:

- Children will spend more time playing outside before 11am and after 2.30pm
- Children in Early Years, Foundation Stage and KS1 will be limited to 20 minutes at any one time playing outside on very hot sunny days

#### Shade:

- The early years children have a canopy in the EYFS outdoor area
- Gazebos and trees offer shade to children playing outside.

#### Clothing:

- Parents are informed to dress their children accordingly to the weather conditions and provide sunhats.

#### Sunscreen:

- Parents will be informed to apply sunscreen on their children prior to attending Academy
- Children may bring sunscreen into Academy to re-apply if necessary
- Sunscreen use will be encouraged on Academy trips

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### **Vehicles on Site**

There is a staff and visitors car park available.

The carpark gate is open during school hours but there are internal fences and gates that are locked during the school day when the pupils are in school.

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

### **Deliveries**

Where possible deliveries should be made between 9am – 2pm or before children start the Academy day.

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**Violence**

We will not tolerate violent behaviour from parents, visitors or others who enter the Academy.

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

**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 Academy. Consult with the CEO 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 an Academy 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

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. 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

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 Academy will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with The Head of School recorded on the central record by the Business Manager.

Providers must understand the legal obligations upon the Directors and Head of School 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 the academy. 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 academy.

### **Academy 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 academy.

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

### **Expenses**

Although there is no obligation to make financial reimbursements to volunteers, the academy 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 Head of School prior to expenditure.

### **Induction and Training**

Volunteers who work in the academy will be given an induction process which aims to enable them to become familiar with the academy, 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 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 Head of School will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Board of Directors 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 Academy's nominated person responsible for work at height is the Facilities Manager

The nominated persons shall ensure:

- All work at height is properly planned and organised.
- The weather is accounted for when working at height outside
- 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 (i.e. termly) inspected and tested.
- 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 Academy's work equipment.

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**Work Experience**

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

- All students are briefed before working in the Academy regarding Academy 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 student 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 students during the placement.
- Emergency contact arrangements are in place (including out of Academy hours provision) in order that a member of Academy staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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## **Amendments 2019**

Appendix 2: Asbestos updated

Appendix 3: Contractors updated to reflect current signing in arrangements

Appendix 6: First Aid & Medication updated with new link to guidance.

Appendix 18: Risk Assessments updated

Appendix 19: Security updated to reflect current signing in arrangements

Appendix 22: Vehicles updated to reflect current carpark arrangements

## **Amendments 2020 (Elite Safety in Education - CE)**

Appendix 4: Pupil work stations, SEN students and Computers - added

Appendix 5: Booster seats - added

Appendix 6: Button Batteries – added

Appendix 9: COSHH Guidelines – added

Appendix 12 Infection Control

Appendix 18: New and Expectant Mothers - added

## **Amendments 2021 (Elite Safety in education)**

No significant changes.