



Mary Howard Primary School

HEALTH AND SAFETY POLICY & LOCAL PROCEDURES

2025 / 2026

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 2022		
5	April 2023		
6	April 2024		

7	18th October 2024	Approved by: Ratified by: Board of Directors	
8	18th July 2025 - July 2026	Ratified by: Board of Directors (October 2025)	

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 School

Mary Howard

Signed (Executive Headteacher)

Date: 26.06.25

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 Headteacher will:

- Manage the Academy budget on a risk priority basis, so that health, safety and 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 workplaces 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 Headteacher 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 Headteacher (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 Headteacher 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 Headteacher 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 Headteacher 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	-	<u>Accident Reporting Procedures</u>
Appendix 2	-	<u>Asbestos</u>
Appendix 3	-	<u>Authorised Driver</u>
Appendix 4	-	<u>Contractors</u>
Appendix 5	-	<u>Control of Substances Hazardous to Health</u>
Appendix 6	-	<u>Dangerous Plants</u>
Appendix 7	-	<u>Display Screen Equipment</u>
Appendix 8	-	<u>Educational Visits</u>
Appendix 9	-	<u>Emergency Evacuation</u>
Appendix 10	-	<u>Fire Safety Policy</u>
Appendix 11	-	<u>Fire Prevention, Testing of Equipment</u>
Appendix 12	-	<u>First Aid and Medication</u>
Appendix 13	-	<u>Health and Safety Information and Training</u>
Appendix 14	-	<u>Health and Safety Monitoring and Inspections</u>
Appendix 15	-	<u>Infection Control</u>
Appendix 16	-	<u>Legionella</u>
Appendix 17	-	<u>Lone Working</u>
Appendix 18	-	<u>Manual Handling</u>
Appendix 19	-	<u>Mini-Bus</u>
Appendix 20	-	<u>Mobile Phones/Communication Technology</u>
Appendix 21	-	<u>Pandemic Flu Policy</u>
Appendix 22	-	<u>Premises Work Equipment</u>
Appendix 23	-	<u>Risk Assessments</u>
Appendix 24	-	<u>Security</u>
Appendix 25	-	<u>Stress</u>
Appendix 26	-	<u>Sun Protection</u>
Appendix 27	-	<u>Vehicles</u>
Appendix 28	-	<u>Violence</u>
Appendix 29	-	<u>Visitors Policy</u>
Appendix 30	-	<u>Volunteers</u>
Appendix 31	-	<u>Work at Height</u>
Appendix 32	-	<u>Work Experience</u>

Accident Reporting Procedures

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

- Local accidents are recorded electronically and can be located from the office and used to record all minor incidents to pupils.
- A separate accident form for employees, visitors and contractors injured whilst at work will be located in the main 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.
- 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 Trust Administrator 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.

[Back to Appendix](#)

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 Trust Administrator. 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.

Refurbishment & Demolition Surveys.

This type of survey will be required when a building (or part of it) is to be upgraded, refurbished or demolished and is required prior to any work commencing. This survey is used to locate and describe, as far as is reasonably practicable.

- All ACMs in the area that the refurbishment will take place
- For the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

During this type of survey consideration must be given to the risk of spread of debris including asbestos during aggressive inspection techniques such as:

- Lifting carpets and tiles,
- Breaking through walls, ceilings, cladding and partitions
- Opening up floors and void.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise the risk to pupils, staff and any third parties on the premises. Ideally the building should not be in service, and all furnishings should be removed. This would only apply to working areas within a building for small refurbishment projects.

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 Headteacher must be contacted immediately who will contact the TSSMAT and relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head of School.

[Back to Appendix](#)

Authorised Drivers Policy

1. Trust Driver & Vehicle Operating Policy

More than a quarter of all road traffic incidents involve somebody who is driving as part of their employment. Health and safety law applies to work activities on the road in the same way as it does to all Trust activities, and the Trust needs to manage the risks to staff and pupils as part of the Trust's health and safety arrangements.

The aim of this policy is to ensure that the Trust takes all reasonable practicable measures to reduce the potential of harm being caused during Trust operated related journeys by employees of The Staffordshire Schools Multi Academy Trust. Whenever employees are driving a Trust vehicle, the risk assessment relevant to the trip must also include reasonable measures to control driver fatigue.

This will be achieved by ensuring that:

- Our drivers are competent to drive the appropriate class of vehicles.
- Our vehicles are properly maintained, and are subject to driver checks before use.
- There is continuous monitoring of driver performance and vehicle standards.

2. Authorised Driver Status

a) Individuals wishing to drive a Trust vehicle on Trust business must be deemed competent in order to be added to the 'Authorised Drivers List', regardless of their driving qualifications.

b) Individuals must have attained the age of 21 years and have a minimum of two years driving experience since passing their UK full driving licence.

c) A copy of the driver's licence must be held by the Trust.

d) Competence will be assessed through a medical and a practical driving skills assessment (undertaken via Staffordshire County Council), and a check on the driving history as recorded on the DVLA website.

e) Where offences and points are recorded on the DVLA check, the relevant Headteacher will make a decision regarding the driver's competence to drive Trust vehicles. This will be recorded and kept in the Authorised Driver file.

f) To keep Authorised Driver status, the medical and practical driving skills assessment will be retaken in line with permit dates.

g) Authorised drivers are required to inform the Trust immediately in relation to any driving offences incurred, involvement in any road traffic accident, whether or not they were at fault, and impediments to their fitness to drive. Reporting such incidents will not necessarily affect the person's Authorised Driver Status. Decisions regarding the driver's continued competence to drive Trust vehicles will be made by the relevant Headteacher and recorded.

h) The driver will provide a DVLA licence check code to the Business Operations Manager annually, in order for a check to be carried out. Decisions regarding the driver's continued competence to drive Trust vehicles will be made by the relevant Headteacher and recorded.

i) The Trust will consider removing 'Authorised Driver Status' from an individual if there is reason to believe that a person's driving ability is below that required by the Trust. This assessment will be made on such evidence as accident history, complaints relating to driving, and driving offences.

3. Responsibilities for all Authorised Drivers

- a) All drivers are expected to read and comply fully with the details of this policy.
- b) Drivers should ensure that they are fit to drive before driving a Trust vehicle.
- c) Drivers should ensure that the vehicle is in a safe condition before every journey, using the vehicle check documents provided.
- d) Any accident, complaint, vehicle damage, vehicle defect, breakdown, vehicle check by statutory agency, enforcement action or offence must be reported in writing to the Business Operations Manager as soon as possible after the event.
- e) Employees are responsible for any fines or penalties they accrue whilst driving Trust vehicles.
- f) As an employee, regardless of the legal minimum alcohol limit, Trust Authorised Drivers are required to refrain from consuming any alcohol, medication or other substances that may have a detrimental effect on their ability to drive.
- g) Particular consideration should be given to consuming alcohol within the previous 24 hours and the potential latent effect if driving with residue alcohol in the system.
- h) No driver should knowingly allow an unauthorised driver to take charge of a Trust vehicle, unless a member of the emergency services or breakdown services.
- i) Drivers must ensure that there is a forward-facing factory fitted seat and a working 3-point seat belt for each passenger carried.
- j) No person should be carried in the load compartment of any vehicle.
- k) Drivers must act responsibly and take appropriate rest breaks. Regardless of any suggested timescales or if driving in a convoy, if a driver feels fatigued they must take an adequate rest break.
- l) There is an expectation that drivers will refuel a Trust vehicle if the fuel gage falls below 50% full.
- m) In all but exceptional cases the vehicle should be left in a clean and tidy state ready for the next user.

[Back to Appendix](#)

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 and issued with a visitor's badge.

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

The Headteacher and Caretaker 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.

[Back to Appendix](#)

Control of Substances Hazardous to Health

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

The nominated person responsible for substances hazardous to health will be the Caretaker.

They shall ensure:

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

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

Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate 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.

[Back to Appendix](#)

Dangerous Plants

The Staffordshire Schools Multi Academy Trust recognises that many plants are poisonous if eaten or capable of causing allergic reactions if handled. Accordingly, no plants on the list of the dangerous plants shown below are allowed on the premises without first conducting a risk assessment to review the degree of risk posed to the children.

The outside play areas have also been checked for the dangerous plants listed below. Where a potentially dangerous plant exists and we are unable to remove it, we have conducted a risk assessment which takes into account:

- the ages and maturity of the children
- the degree of supervision required
- whether we need to restrict access to affected areas
- how children with allergies might be affected.

The following is a list of the most commonly found plants that staff should be aware of as posing a possible hazard. Note that this list is *not* fully comprehensive.

Common name	Latin name	Harmful
Indoor Plants		
Angels' Trumpets	(Brugmansia or Datura)	E
German Primula	(Primula Obconica)	T
Lantana	(Lantana)	E / T
Leopard Lily	(Dieffenbachia)	E / T
Oleander	(Nerium Oleander)	E
Rosy Periwinkle	(Catharanthus Roseus)	E
Umbrella Tree	(Schefflera)	T
Bulbs eg Daffodils & Hyacinths	(Narcissus) (Hyacinthus)	E / T
Cut flowers eg Daffodils, Monkshood, Mistletoe	(Narcissus) (Aconitum) (Viscum Album)	E / T
Garden Plants		
Autumn Crocus	(Colchicum Autumnale)	E
Castor Oil Plant	(Ricinus Communis)	E / T
Foxglove	(Digitalis Purpurea)	E
Freemontodendron	(Fremontodendron)	T
Ivy	(Hedera Helix)	E / T
Laburnum	(Laburnum Anagyroides)	E
Leyland Cypress	(X Cupressocyparis)	T
Lily-of-the-Valley	(Convallaria Majalis)	E
Lupins	(Lupinus)	E
Mezereon	(Daphne Mezereum)	E / T
Monkshood	(Aconitum Napellus)	E / T

Pokeweed	(Phytolacca)	E / T
Rue	(Ruta Graveolens)	T
Spurge	(Euphorbia)	E / T
Yew	(Taxus Baccata)	E
<i>Wild and native plants</i>		
Black Bryony	(Tamus Communis)	E
Black Nightshade	(Solamum Nigrum)	E
Cherry Laurel	(Prunus Laurocerasus)	E
Deadly Nightshade	(Atropa Belladonna)	E
Giant Hogweed	(Heracleum Mantegazzianum)	T
Hemlock	(Conium Maculatum)	E
Hemlock Water Dropwort	(Oenanthe Crocata)	E
Horse Chestnut	(Aesculus Hippocastanum)	E
Lords-and-Ladies	(Arum Maculatum)	E
Mistletoe	(Viscum Album)	E
Snowberry	(Symphoricarpos Albus)	E
Wild Privet	(Ligustrum Vulgare)	E
Woody Nightshade	(Solanum Dulcamara)	E

Key: E = Harmful if eaten, T = Harmful if touched

[Back to Appendix](#)

Display Screen Equipment (DSE)

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

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

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

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

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

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

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

Pupil Work Stations

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

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

SEN Pupils and Computers:

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

[Back to Appendix](#)

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 Headteacher 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 Headteacher 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 safety 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 <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 Headteacher 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 Headteacher 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 Headteacher 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 - 10 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 sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.

In some cases, there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to

manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

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

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

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

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

A copy of the completed risk assessment will be given to the 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 Headteacher making a decision about the financial viability of the activity in reasonable time.

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the 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 Headteacher 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:

<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

[Back to Appendix](#)

Emergency Evacuation Policy

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the school, the following steps will be taken:

- If appropriate the Headteacher, manager or session supervisor will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building the nominated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.

This policy acts in conjunction with the Fire Safety Policy, and the Lockdown Policy.

[Back to Appendix](#)

Fire Safety Policy

The Staffordshire Schools Multi Academy Trust understands the importance of fire safety. To this end:

- Staff are made aware of this policy at Induction, and regular updates are given at staff briefings
- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Staff take responsibility for ensuring fire escape routes are kept clear at all times.
- Children are introduced to the fire safety procedures during their settling in period.
- All children are shown the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept closed at all times but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- Notices explaining the fire procedures are positioned next to every fire exit.
- Fire drills are conducted termly in school, and in care club.
- All fire drills are recorded.

Fire prevention

The Trust will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Trust's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises, where possible.
- Ensuring laptops or tablets are not left on charge overnight
- Storing any potentially flammable materials safely, and away from ignition sources.

Fire and Emergency Evacuation Procedures.

Staff must ensure they are familiar with these procedures and act upon the requirements.

Action when the Fire Alarm sounds

A loud siren emanating from the zone triggered will be heard in all areas.

All teachers will lead their class without delay to their Emergency Assembly Point, following the route for the room. All doors must be closed on vacating. The teacher will then take a head count, while waiting for printed registers.

The Fire Marshal or nominee on site will verify the fire using the zone displayed on the alarm panel to identify the area and check. If there is a fire they will then telephone 999 to call the Fire Service.

A Nominated Person will collect the Emergency Evacuation Box containing printed registers, staff/visitors signing in sheets and other necessary items before exiting the building.

The Fire Marshal will complete a sweep of the building, checking all rooms working towards an evacuation point.

Once outside the Nominated Person will distribute registers so that final checks can be made. If necessary, the children will be moved to a site-specific safe distance:

The Fire Marshal will wait in a relevant safe position, to direct the fire services to the building.

Disabled Persons

The Trust will be aware of any staff or pupils with disabilities that may hinder escape. A Personal Evacuation Plan (PEEP) will be drawn up and a buddy assigned to assist evacuation in the case of a fire or emergency when the person first joins the Trust.

In the case of a visitor to school, the office staff will advise of the evacuation plan on arrival.

Action on discovering a fire

Anyone, on discovering a fire will activate the break glass as explained in the Health and Safety Induction given prior to starting work at the Trust. They will then follow the evacuation plan.

All staff, on evacuating rooms will ensure doors are closed.

No one will stop to collect personal items or re-enter the building for any reason.

Summoning the Fire Service

The Fire Marshal will telephone the fire service giving information and details necessary to enable their attendance.

Roll Call

All Teachers must be aware of how many children are in their care at all times. On evacuation initial numbers will be checked.

The Nominated Person will provide paper copy registers so that class roll calls can be carried out. The Nominated Person will also complete a roll call from the signing in books for staff and visitors.

If all personnel are not accounted for the fire service will be informed immediately on arrival.

Fire Drills

Fire drills are carried out every term, or if there has been a change in route or situation.

No warning is given to any member of staff and drills can occur at any time. The drill is recorded by the Fire Marshal, and the information passed to the H&S Co-Ordinator for assessing, prior to being filed in the H&S Internal Testing Folder. Information recorded shall include the time taken to evacuate, time taken to roll call, along with any other matters of interest or learning. These findings are reviewed by the Health & Safety Officer.

Fire Marshal Personnel

The Fire Marshals' responsibilities are to: check the fire location, contact fire services, sweep the building, and meet the fire service to direct and liaise.

The Nominated Person's role, is to collect registers & sign in systems, collect the Emergency Evacuation Box, and coordinate roll call.

A Nominated Person must be chosen each day, with regard to daily activities, to undertake these duties. This will be communicated to all staff through the staff notice boards in staff rooms. Staff are responsible for ensuring they know who this person is. The Headteacher is responsible for ensuring the Nominated Person is aware they have been nominated.

Staff absences

In the event of Fire Marshal(s) being absent, a member of staff on site will be nominated to co-ordinate evacuations.

Visitors and Contractors

All visitors and contractors must sign in and out of the premises at reception. In the event of fire, the person hosting the visitor is responsible for escorting them to the Emergency Assembly Point.

Contractors will be informed of the fire emergency procedures as detailed on the Evacuation plan. Out of hours workers must have adequate arrangements in place to evacuate and contact the fire services.

The risk of fire arising from work being carried out must have been assessed and monitored according to hazard exchange forms and checklists.

Evacuation routes

Evacuation routes are clearly marked; with each room displaying a floor plan/directions giving routes to main and secondary exits. This information is included in the Induction carried out with all staff and volunteers.

Fire Alarm Testing

The fire Alarm is tested weekly, and a record is kept. Break glass points and Emergency lighting are tested in rotation, a record is kept and checked regularly.

Fire Fighting Equipment

Equipment is provided, examined and tested by a contractor. Annual testing is recorded and records kept.

This document must be brought to the attention of all staff and any temporary workers at Trust Schools.

[Back to Appendix](#)

Fire 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 logbook.

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.

[Back to Appendix](#)

First Aid & Medication

First aid boxes are located:

In all classrooms, the kitchen and the main office.

A designated first aider will be responsible for regularly checking 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)

A list of Paediatric First Aiders will be displayed in the school.

The Trust Administrator will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Mental Health First Aid

The school recognises that good mental health and wellbeing helps pupils to develop, attend school, engage in learning and fulfil their potential.

We provide wellbeing by ensuring there is a safe, calm and supportive learning environment, and targeting support for pupils who need help.

Concussion

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

Transport to Hospital:

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

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

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.

[Back to Appendix](#)

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 Headteacher 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, 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 Headteacher 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.

[Back to Appendix](#)

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.

[Back to Appendix](#)

Infection Control

Introduction

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

Aim and Objectives

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

Principles

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

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and 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 UK Health Security Agency. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

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

This will be discussed with the 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 UKHSA guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

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

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

The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

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

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

This advice also applies to pregnant pupils.

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

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

It is important to note that the school 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).

[Back to Appendix](#)

Legionella - Water Management

Success Indicators

The following indicators will demonstrate the level of compliance with this management arrangement and its procedures:

- a) Each premises will have a water system risk assessment and record system manual (logbook). Premises with manuals that are past their renewal date or no longer reflect the system on site, should contact the Entrust Property Compliance Team.
- b) Responsible Person/Responsible Persons are aware of their responsibilities; the management arrangements for water system safety; content of the risk assessment and record system manual.
- c) Risk assessment will be reviewed by a competent contractor at the agreed risk rated interval for the property type.
- d) Risk assessment recommendations are actioned to manage risks identified and to ensure adequate controls are in place.
- e) 6 monthly inspection of water system safety completed by a competent contractor.
- f) Hot and cold-water temperatures are adequately controlled and monitored.
- g) Outlets are protected to prevent scalding risks to vulnerable users.
- h) Control measures reviewed if positive Legionella bacteria are detected.
- i) Water system/temperature checks and cleaning are undertaken to recommended timescales.
- j) Decommissioning and recommissioning procedures followed when premises are closed/re-opened.
- k) Contractors involved in work on the heating/water system refer to the record system manual and record any work undertaken.

1. Application

This policy applies to all Trust workplaces and premises where the Trust has landlord maintenance responsibilities.

2. Introduction

This document provides information and guidance to staff on the Trust's policy and arrangements for ensuring that all Trust workplaces have arrangements in place to prevent exposure of occupants to legionella bacteria and excessive water temperatures.

Legionella and Legionnaires Disease

What is Legionella?

Legionella is a bacterium which is common in natural water systems (such as streams, lakes, etc.) and in man-made hot and cold water systems (storage tanks, pipework, taps and showers, etc.).

The bacterium can survive at low temperatures, but special conditions are needed in water systems before the bacterium multiplies and thrives. They require both a food source (e.g. the presence of sludge, scale, rust, algae or organic matter) and a water temperature in the range 20°C and 45°C. They proliferate between the temperatures of 20°C and 45°C and control of temperatures is the main method used for controlling the bacteria in domestic water systems.

Legionellosis is the name given to a group of illnesses caused by Legionella bacteria - the most serious and well-known being Legionnaires' disease. Legionnaires' disease results in Pneumonia like symptoms, which in some instances may prove fatal; symptoms include high fever, chills, headache and severe muscular ache. This is followed by a dry cough and difficulty with breathing.

Who are most at risk?

Those most at risk include the elderly and infirm, those with compromised respiratory function, e.g. smokers, alcoholics, and those suffering from cancer, diabetes, chronic respiratory disease, kidney disease or those with immunological deficiency.

How are people infected?

Anyone can get a legionella infection. Infection is caused by breathing tiny airborne droplets of water contaminated by the bacteria. Any water application that causes the release of contaminated aerosols into the surrounding area can transmit Legionella bacteria. The bacteria have been proved to be transmitted by wet air conditioning plant, cooling towers, evaporative condensers, showers, taps, humidifiers which create a spray of water droplets, decorative fountains, whirlpool baths, hydrotherapy baths, showers, taps, etc.

There is no evidence of person to person transfer of the disease.

Scalding - The risk from scalding

Scalding may occur in many situations in all types of buildings and applications, the degree of potential scalding depends on the water temperature, contact time, susceptibility of individuals and the volume of water delivered.

At 50°C, the risk of scalding is small for most people but the risk increases rapidly with higher temperatures and for longer exposure times.

However, the risk particularly to the very young, very elderly, infirm, or significant mentally or physically disabled or those with sensory loss (who may not be able to recognise high temperatures or respond appropriately or quickly) is higher. Fatal accidents have occurred in the case of whole-body immersion of vulnerable people in baths and showers.

The Conflict of Interest

In order to control the growth and multiplication of Legionella bacteria, it is necessary to raise hot water temperatures to a level which significantly increases the risk of scalding. In order to address this increased risk it is necessary to implement precautionary measures to hot water outlets.

There is also some conflict with the desire to minimise energy usage and CO₂ emissions and the need to maintain hot water temperatures. **The legal requirement to maintain hot water temperatures must always take precedent over energy saving measures.** There are however areas where the two aims are perfectly aligned e.g. insulating pipework and calorifiers effectively to prevent heat gain/loss to maintain water temperatures will also minimise energy usage.

3. Aims & Objectives

To minimise the risk of exposure to Legionella bacteria in water systems, and the risk of scalding through contact with excessively hot water.

4. Arrangements for Applying The Policy

4.1. Appointment of Duty Holders and Responsible Persons.

The Trust has delegated the “duty holder” responsibilities to the Senior Leadership Team (SLT) who are required to work within these management arrangements and ensure the availability of the resources to enable this. The Trust Administrator will act as the Responsible Person for the implementation of these arrangements.

4.2 Risk Assessment

Water hygiene consultants are appointed by the Entrust Property Compliance Team to undertake a risk assessment of the water systems within the Trust, whilst the Trust subscribes to the Entrust Property Compliance scheme.

The purpose of the risk assessment is to identify any areas in the water system that present a hazard to the occupants of the establishment.

In order to provide a risk assessment it will be necessary for a survey to be undertaken of the entire commercial hot and cold water systems within an establishment. This will be used to assess the potential of exposure of persons to Legionella bacteria and excessive water temperatures. It will also make recommendations where necessary to comply with current legislation in order to reduce the possibility of external contamination and bacteria growth within the systems.

The risk assessment and logbook will be provided to each premises and must be kept up to date and available for consultation at all times by persons who may need access to the information it contains.

The Responsible Person must identify any work activity which produces a water aerosol or risk of scalding in their establishment and ensure that they are subject to a risk assessment. They must identify to the contractor completing the water hygiene risk assessment any person using the building who is deemed to be particularly susceptible.

The Responsible Person should complete a risk assessment of hot surface temperatures caused by exposed pipe work so that suitable control measures can be taken to protect vulnerable individuals, such as lagging of pipes.

Risk Assessment Review

To ensure records are kept up to date, the Entrust Property Compliance Team will arrange for the water system risk assessment to be reviewed on a risk rated basis for each property type in accordance with the following frequencies:

- **High Risk** e.g. residential care homes for the elderly and infirm, Day Centres and Day Services- Annually.
- **Medium Risk** e.g. Schools, Leisure Centres and properties with high-risk outlets- once every two years
- **Low Risk** e.g. Offices, Libraries and other properties without high-risk outlets- **once** every 3 years.

It may also be necessary to carry out ad hoc risk assessment reviews when the risk assessment is believed to no longer be valid, for example following major refurbishment works or changes of use to the building. Where such changes have taken place, the Responsible Person must contact the Entrust Property Compliance Team to confirm that a review is required.

4.3. Water Hygiene Records

The Entrust Property Compliance Team will arrange for each premises to be provided with a copy of the risk assessment and a logbook containing the following:

- Confirmation of the “responsible person(s)”, their deputies, their duties and any tasks delegated to other personnel under their control.
- Schematic diagram of the water systems.
- Any necessary precautionary measures and remedial works **required as a result of the risk assessment.**
- Routine monitoring record sheets.
- Provision for recording all inspections and work undertaken by contractors or site personnel on the water systems.

All water hygiene consultant inspection reports and records must be filed in the appropriate section of the manual, which need to be retained for at least 5 years.

4.4. Servicing and Testing (Water Hygiene Consultants)

Water Hygiene consultants will be appointed by the Entrust Property Compliance Team in order to carry out 6 monthly inspections and report the condition of water systems at individual establishments.

During each visit the contractor will inspect water systems, measure temperatures at specific locations and may take a number of water samples. Following the visit, a written report will be submitted and the Responsible Person must ensure that recommendations are properly implemented and the reports filed in the manual for future reference.

4.5. Microbiological Testing

- All high risk properties will be sampled regularly.
- All cold-water storage tanks supplying wholesome water for drinking purposes or food preparation shall be sampled regularly for the presence of TVCs, E coli and coliforms.
- Significantly under occupied properties will be sampled monthly unless legionella bacteria are identified. Where legionella bacteria are identified a management plan will be designed and implemented.
- Systems that are deemed to be **“consistently out of control” by the consultant.** Samples will be taken from the sentinel outlets of a hot water system and/or the tank and sentinel outlets of a cold-water system. The quantity of samples will be determined by the consultant.

It is a Trust decision to deviate from L8 (Available upon request) by not sampling from the base of the calorifier.

Where safe means of access is required to reach tanks, pipework or other equipment Contractors are responsible for providing their own access equipment, however a safe route to and from the access points must be made available by the Responsible Person.

4.6 Managing defects identified by the Consultants

It is the Responsible Person's responsibility to address all defects and or management issues identified by either the risk assessment or servicing regime in addition to those identified through site-based monitoring. Where the Responsible Person cannot resolve the defect they need to raise this concern with the relevant Headteacher.

Any defect categorised as a D1 has an immediate and severe health and safety implication and requires immediate attention.

4.7 Water Temperatures

Water services should be operated at temperatures that prevent the growth of Legionella and reduce the risk of scalding.

Hot Water

Hot water should be stored at more than 60°C and distributed above 50°C

The only exceptions to this are low volume water heaters of 15 litres or less capacity.

These may be operated at a minimum of 50°C provided a risk assessment has been carried out by a competent person to confirm that:

- The unit is fed from a wholesome mains water supply
- There is a low risk population
- There is daily usage sufficient to turn over the entire contents of the system.
- No spray outlets are present in the system
- There are no excessive pipe runs/dead ends

In systems where no hot water is stored e.g. electric showers, combi boilers (where there is no recirculation loop) and instantaneous water heaters, there is no minimum temperature.

Where water heaters and calorifiers are routinely switched off overnight and/or at weekends, this should be controlled automatically by a timer as manual switching (a person physically operating a switch) is not sufficiently reliable. Storage temperatures need to be achieved 1 hour before the building is reoccupied.

Protected Outlets

Serviceable type 3 Thermostatic Mixing Valves (TMV) shall be fitted to all showers where the user cannot adjust the temperature (e.g. push button showers in sports facilities) whether used by vulnerable users or not.

All showers and other hot water outlets which are accessible by vulnerable users in order to prevent scalding must also have a serviceable type 3 TMV fitted.

The Responsible Person shall ensure that adequate measures are in place to prevent access by vulnerable users to all unprotected outlets.

In addition to the above, TMV's must also be fitted to welfare facilities provided in disabled toilets/bathrooms.

All TMV's shall be calibrated by the water hygiene contractor in order to deliver water at 43°C.

Unprotected Outlets

In areas used by people who are not classed as vulnerable with regard to scalding, TMVs should not be fitted, if already in place, they should be removed. Unnecessary installation can limit effective management of Legionella bacteria and may increase the risk of bacteria growth.

Hot water outlets which have been designated as "unprotected" must have a sign alongside to indicate the presence of hot water.

The hot water temperature delivery at these outlets is to be controlled between 50°C and 70°C (with some exceptions e.g. sterilising sinks and heated rinsing sinks).

Cold Water

Cold water must be stored and distributed below 20°C.

4.8 Exposure to Legionella

Legionella is a naturally occurring bacteria which may be present within water systems and are tolerated in small quantities. Where water samples have identified a significant level of Legionella bacteria in a system, this does not constitute a case of Legionnaire's Disease. There are separate procedures, therefore, to address, detected bacteria and a suspected case of Legionnaires Disease.

4.8.1 Action In the Event of Detecting Legionella Bacteria

When a positive count greater than 100 colony-forming units per litre (cfu/l) is identified from the analysis of a water sample taken by the water hygiene consultant, the Entrust Property Compliance Team will arrange for appropriate action to be taken in accordance with (Government Guidance) ACOP L8.

This will involve:

- An initial site visit to meet with the Responsible Person by the relevant Property Surveyor and, as appropriate, the relevant Health & Safety Advisor.
- Advice will be given regarding the implications of elevated levels of Legionella bacteria in the water systems.
- All spray nozzles shall be removed from taps in the affected system(s). All shower heads shall be removed. All other high risk outlets shall be removed from use.
- A safe (i.e. ensuring no aerosol is created) flushing regime shall be put in place where any outlet is removed from normal usage. **An increased flushing regime may also be considered appropriate in certain situations.**
- The risk assessment shall be consulted for any outstanding recommendations for the affected system(s).

- A check for any other contributing factors such as a system operating outside its normal parameters should also be undertaken e.g. temperatures etc.
- Chemical clean and disinfection and thermal disinfections may be considered for use as temporary measures or to conclude matters once the engineering measures have been completed but should not be considered as a solution alone.

The Responsible Person in conjunction with the Entrust Property Compliance Team and, where necessary, the Health, Safety & Team, will arrange for adequate control measures to be implemented during this period.

The process of cleaning and disinfecting the affected system(s) where necessary will only remove the bacteria. In order to prevent a reoccurrence the system will require modifications to remove the factors that have allowed the bacteria to multiply.

4.8.2 In the Event of a Case or Suspected Case of Legionnaire's Disease

The Responsible Person must contact the Health and Safety Team if it is suspected or confirmed that an employee/service user has Legionellosis. The Health and Safety Team will liaise with technical experts and notify HSE where appropriate.

The guidance in ACoP L8 Appendix will be followed and action taken to limit the risk of further exposure and cases.

4.9 Water System Checks/Cleaning (Responsible Person)

The following checking, inspection, monitoring and cleaning procedures must be carried out by or under the control of the Responsible Person and recorded in the log book:

Procedure	Frequency	Process
Calorifiers	Annually, or as indicated by the rate of fouling Monthly	Inspect calorifier internally by removing the inspection hatch or using a boroscope and clean by draining the vessel. The frequency of inspection and cleaning should be subject to the findings and increased or decreased based on conditions recorded. Where there is no inspection hatch, purge any debris in the base of the calorifier to a suitable drain. Collect the initial flush from the base of hot water heaters to inspect clarity, quantity of debris, and temperature Check calorifier flow temperatures (thermostat settings should modulate as close to 60 °C as practicable without going below 60 °C) Check calorifier return temperatures (not below 50 °C).
Hot water systems – temperature checks for scalding prevention	Monthly Monthly	Check and record temperatures at every tap/showerhead accessible to vulnerable users (these outlets should be protected by TMVs). If the required temperature of 43°C varies by more than +/- 2°C immediate action should be taken to prevent a scalding incident occurring and the water hygiene consultant must be called out to investigate.
Hot water services for legionella control	Monthly Quarterly (ideally on a	For non-circulating systems: take temperatures at sentinel points (nearest outlet, furthest outlet and long branches to outlets) to confirm they are at a minimum of 50 °C within one minute.

Procedure	Frequency	Process
	rolling monthly rota) Rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control	*For circulating systems: take temperatures at return legs of principal loops (sentinel points) to confirm they are at a minimum of 50 °C. Temperature measurements may be taken on the surface of metallic pipework *For circulating systems: take temperatures at return legs of subordinate loops, temperature measurements can be taken on the surface of pipes, but where this is not practicable, the temperature of water from the last outlet on each loop may be measured and this should be greater than 50 °C within one minute of running. If the temperature rise is slow, it should be confirmed that the outlet is on a long leg and not that the flow and return has failed in that local area. All HWS systems: take temperatures at a representative selection of other points (intermediate outlets of single pipe systems and tertiary loops in circulating systems) to confirm they are at a minimum of 50 °C (55 °C in healthcare premises) to create a temperature profile of the whole system over a defined time period. <i>*Until all risk assessments are reviewed in compliance with ACoP L8 (Fourth Edition) 2013, the location of principal and subordinate loops locations will not be identified in the water Hygiene Risk Assessment.</i>
Point Of Use(POU) water heaters (no greater than 15 litres)	Monthly–six monthly, or as indicated by the risk assessment	Check water temperatures to confirm the heater operates at 50–60 °C or check the installation has a high turnover
Combination water heaters	Annually Monthly	Inspect the integral cold water header tanks as part of the cold-water storage tank inspection regime, clean and disinfect as necessary. If evidence shows that the unit regularly overflows hot water into the integral cold water header tank, instigate a temperature monitoring regime to determine the frequency and take precautionary measures as determined by the findings of this monitoring regime. Check water temperatures at an outlet to confirm the heater operates at 50–60 °C.
Cold water tanks	Annually	Inspect cold water storage tanks and carry out remedial work where necessary. Check the tank water temperature remote from the ball valve and the incoming mains temperature. Record the maximum temperatures of the stored and supply water recorded by fixed maximum/minimum thermometers where fitted.

Procedure	Frequency	Process
		If supply wholesome water for drinking/food preparation please also refer to section 4.5 on Microbiological testing. All tanks must have close fitting lids.
Cold water services	Monthly Rotational basis to ensure the whole system is reaching satisfactory temperatures for legionella control Annually	Check temperatures at sentinel taps (typically those nearest to and furthest from the cold tank but may also include other key locations on long branches to zones or floor levels). These outlets should be below 20 °C within two minutes of running the cold tap. To identify any local heat gain, which might not be apparent after one minute, observe the thermometer reading during flushing. Take temperatures at a representative selection of other points to confirm they are below 20 °C to create a graph temperature profile of the whole system over a defined time period. Peak temperatures or any temperatures that are slow to fall should be an indicator of a localised problem. Check thermal insulation to ensure it is intact and consider weatherproofing where components are exposed to the outdoor environment.
Showers and spray taps	Quarterly or as indicated by the rate of fouling or other risk factors, e.g. areas with high risk patients	Dismantle, descale and disinfect all showerheads and hoses using suitable materials. Use a de-scale agent such as Freescan, Clean force or similar approved product to remove lime scale by soaking the showerhead / hose for 30 minutes or until the lime scale has been removed. Rinse the showerhead / hose and then clean and sanitise them using Titan Sanitizer, Protect or similar as approved by the Health, Safety and Wellbeing Service. A COSHH risk assessment must be in place for the use of descaling and cleaning products.
Point of Use (POU) Filters	According to manufacturer's guidelines	Record the service start date and lifespan or end date and replace filters as recommended by the manufacturer (0.2 µm membrane POU filters should be used primarily as a temporary control measure while a permanent safe engineering solution is developed, although long-term use of such filters may be needed in some healthcare situations).
Base exchange softeners	Weekly, but depends on the size of the vessel and the rate of salt consumption	Visually check the salt levels and top up salt, if required. Undertake a hardness check to confirm operation of the softener. Service and disinfect.

Procedure	Frequency	Process
	Annually, or according to manufacturer's guidelines	
Multiple use filters	According to manufacturer's guidelines	Backwash and regenerate as specified by the manufacturer
Infrequently used outlets	Weekly, or as indicated by the risk assessment	Consideration should be given to removing infrequently used showers, taps and any associated equipment that uses water. If removed, any redundant supply pipework should be cut back as far as possible to a common supply (e.g. to the recirculating pipework or the pipework supplying a more frequently used upstream fitting) but preferably by removing the feeding 'T' Infrequently used equipment within a water system (i.e. not used for a period equal to or greater than seven days) should be included on the flushing regime. Flush the outlets until the temperature at the outlet stabilises and is comparable to supply water and purge to drain Regularly use the outlets to minimise the risk from microbial growth in the peripheral parts of the water system, sustain and log this procedure once started For high risk populations, e.g. healthcare and care homes, more frequent flushing may be required as indicated by the risk assessment.
TMVs	Annually or on a frequency defined by the risk assessment,	Risk assesses whether the TMV fitting is required, and if not, remove Where needed, inspect, clean, descale and disinfect any strainers or filters associated with TMVs. To maintain protection against scald risk, TMVs require regular routine maintenance carried out by competent persons in accordance with the manufacturer's instructions.
Expansion vessels	Monthly–six monthly, as indicated by the risk assessment	Where practical, flush through and purge to drain. Bladders should be changed according to the manufacturer's guidelines or as indicated by the risk assessment.
Thermometer accuracy	During a service visit by the water hygiene consultant	A comparative check should be made in still (not running) water using the immersion probe against the consultant's thermometer to ensure the accuracy of the thermometer. Checks should be made in both hot and cold water to ensure accuracy across the range of likely readings. Where a thermometer is found to have an error it should be recalibrated, repaired or replaced immediately.
Humidifier cleaning	Periods as recommended	Any humidifiers that incorporate, or take water from reservoirs or tanks that can store water at temperatures in excess of 20°C should be regularly

Procedure	Frequency	Process
	by the manufacturer	cleaned and maintained in accordance with the manufacturer's instructions. Only materials that have been subject to an adequate COSHH risk assessment must be used to clean humidifiers.
Air conditioning equipment	6 monthly	Staffordshire County Council does not currently operate any cooling towers (evaporative condensing systems). Therefore, all air conditioning equipment shall be serviced in accordance with the manufacturer's instructions every 6 months by the contractor appointed by the Council to minimise any foreseeable risks arising from the normal operation of the equipment. This shall include cleaning and disinfecting the collection trays below condensing coils where water is likely to collect.
Swimming pool plant	Periods recommended by the manufacturer	These can be separated into conventional swimming pools and spa pools/baths. Conventional swimming pools maintained in accordance with the manufacturer's instructions and ACOP present very little risk of exposure to Legionnaires disease despite the temperatures involved due to the continual chemical treatment that takes place. Spa pools/baths, hydrotherapy pools or whirlpool baths (Jacuzzi is a trade name of such type of pool) present a greater risk due to the agitation of the water contained within the pool by means of pumped water or induced air that may create an aerosol. For this reason it is crucial that the manufacturer's instructions are followed closely and regular monitoring of water quality and chemical treatment takes place. All cleaning procedures must be carried out to exacting standards at the required frequencies by a competent person.
Ancillary equipment (e.g: water fountains, water dispensers, mains fed vending machines etc.).	As required	Any other equipment that utilises water should be maintained in a clean and safe condition in accordance with manufacturer's instructions. Where any item is infrequently used or is not used for long periods of time, consideration should be given to the possibility of stagnation occurring in the water contained within the appliance or the pipework supplying it (e.g. pipework should be regularly flushed or disconnected and drained down). Bottled water dispensers and ice machines- risk assessment must be completed especially where used by vulnerable groups and they must be

Procedure	Frequency	Process
		cleaned, services and maintained in accordance with manufacturer's instructions.
Sprinklers	As determined by the system installed	Conditions normally found within firefighting systems are not thought able to support the growth of populations of <i>legionella</i> . <i>It is recommended that upon installation the manufacturer's guidance relating to this is reviewed and considered.</i>
Dosing Systems	As determined by the system installed	An inspection and maintenance schedule will be set up in line with manufacturers recommendations for the system installed

4.10 Commissioning and Decommissioning

4.10.1 Commissioning (New and Newly Acquired Buildings)

A risk assessment should be performed before commissioning, to identify and take into account the potential for stagnation as this may lead to microbial growth where the buildings are not fully occupied immediately or where systems are commissioned as occupation occurs.

The building commissioning process should take into account the size and complexity of the water system. A correctly designed and installed water system should provide wholesome water at every outlet. Where there are any problems the design or installation defect should be identified and rectified. Any new water system will require, as a minimum, cleaned and flushed before being brought into use. Larger more complex systems may also require disinfection.

4.10.2 Decommissioning

If a property is to be taken out of use, it is recommended that the water systems are drained down fully, ensuring that all calorifiers and water heaters are taken off-line.

4.10.3 Buildings Taken Temporarily Out of Use

Short Periods (Less Than Two weeks)

Flush all cold outlets for a minimum of two minutes and hot outlets for 30 seconds to ensure that fresh water is drawn into the system.

This must be completed as near to but at least two hours before reoccupation to ensure the hot water temperatures are reinstated and microbial growth is prevented.

Medium Term (Two weeks to Two Months)

Flush all outlets for a suitable period of time to ensure that the entire system is turned over and replenished with fresh water.

This must be completed as near to but at least two hours before reoccupation to ensure the hot water temperatures are reinstated and microbial growth is prevented.

Alternatively, regularly flush in accordance with the little used outlets procedure described in the table above, systems may be returned to normal use with no further measures to be taken.

Long Term (Greater Than Two Months)

If a building is to be retained but closed indefinitely, the system should be isolated to prevent accidental flooding but not be drained down as this may permit increased microbial growth. To return the system to use, the system should be recommissioned as though it were new i.e. thoroughly flushed, cleaned and disinfected before being returned to use. (See Commissioning).

If a system requires cleaning and/or disinfecting prior to being used, this process should be carried out by a competent person as the levels of disinfectant must be carefully

controlled. Airlocks may occur within gravity fed systems that will require removal if they have been drained down and refilled.

4.11 Building Design

When developing new extensions and new build projects the council will ensure that consideration for designing out stored water systems is applied wherever practicable and will ensure that adequate precautions are in place to comply with this policy, the legislative framework and in particular the Approved Code of Practice L8 and the Water Regulations.

4.12 Managing Works to Premises

Trust Staff with responsibility for arranging work to premises (whether the work being completed is carried out by contractors, or others) must ensure, as far as is reasonably practicable, that:

- If the work of any person involves working on the water/water heating system, they are familiar with this (Water System Safety) policy, the water regulations and ACOP L8 before work commences.
- No work will be undertaken until the Control of Contractors Hazard Exchange Form has been completed by the “Responsible Person” and person(s) undertaking the work. Work may only commence when measures to deal with any identified hazards have been agreed.
- The contractor/third parties must read and sign the Water Hygiene log book and record the details of any work carried out.
- If the activity of any person involves invasive work on the water/water heating system (e.g. cutting into pipes, disconnection of services, etc.), ensure that person completes a suitable cleaning and disinfection of the system prior to its return to use and provides a clearance certificate.
- All works must comply with this (Water System Safety) policy, the water regulations and ACOP L8.
- Where a “Responsible Person” has responsibility for a listed building or a building in a conservation area he/she must ensure that no work is undertaken that contravenes the Listed Buildings and Conservation Areas Act 1990.

5. Training and Competency

Responsible Persons and employees completing water hygiene checks must attend the Water System Safety Course. Responsible Persons should also have received Responsible Person Training.

6. Legislative Framework

- a. The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- b. The Water Supply (Water Fittings) Regulations 1999. S.I. 1999 No.1148
- c. BS EN806 Installations inside buildings conveying water for human consumption. Operation and maintenance.
- d. BS 8580:2010 Water quality. Risk Assessments for Legionella control.
- e. Approved Code of Practice (ACOP) L8 - 'Legionnaires Disease: The Control of Legionella Bacteria in Water Systems'

7. Thermometer Type

A digital thermometer is required to meet the legal requirements for temperature monitoring.

The thermometer is required to have interchangeable probes, one suitable to be immersed in liquid for taking outlet temperatures and another to measure surface temperatures of copper pipes. The thermometer should be accurate and have a regular refresh rate of at least once per second. Accuracy will be tested through regular calibration.

An example of a suitable thermometer would be RS1319A Digital Thermometer, 1 input recording, K Type Input with an immersion probe and surface probe see link below. Many other suitable alternatives are available.

<http://uk.rs-online.com/web/p/digital-thermometers/0103433/>

8. Specialist Advice

The Entrust Property Surveyors provide advice on water hygiene to all work places and schools who purchase their services. Entrust Property Compliance Service also offers a service to complete monitoring activities required to comply with these arrangements.

9. Supporting Information

Control of Contractors Management Arrangement

Control of Substances Hazardous to Health Management Arrangements

10. Standard Documents

Water Hygiene Risk Assessment & Record System Manual (logbook)

Control of Contractors Hazard Exchange Form HSF46

[Back to Appendix](#)

Lone Working

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

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

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

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

Definition of Lone Working

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

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of Lone Working.

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

Controls

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

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Headteacher (or Trust Administrator if applicable) 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 Academy 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 Academy premises. At weekends and during Academy 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 Academy 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 Academy 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 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 mobile phone numbers) to call if the lone worker fails to return home at the expected time.

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

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the Academy's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the Academy'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 Academy. 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 Academy personnel are reminded about the importance of maintaining a healthy work/life balance.

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

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

[Back to Appendix](#)

Manual Handling

Manual handling is one of the major causes of absence through injury in the workplace. At The Staffordshire Schools Multi Academy Trust we work with our staff, provide training, and undertake risk assessments in order to eliminate hazardous manual handling activities as far as possible.

This policy is written with reference to the *Health and Safety at Work Act 1974*, which places a duty on employers “to ensure so far as is reasonably practicable, the health, safety and welfare of its employees”, and to the *Manual Handling Operations Regulations 1992 (as amended)*.

Procedure

In order to limit the risk of injury from manual handling operations, The Staffordshire Schools Multi Academy Trust will:

- Eliminate hazardous manual handling activities, as far as is reasonably practicable
- Assess the risks associated with any manual handling activities that cannot be avoided.

The purpose of the risk assessment is to reduce the risk of injury to the lowest possible levels, and should consider:

- The task
- The load
- The individual undertaking the task
- The working environment.

The main manual handling hazard at The Staffordshire Schools Multi Academy Trust is likely to be the setting-up and clearing-away of equipment. This is unavoidable, but staff should carry out the operation with reference to the guidance given in the manual handling training that we provide. It may be necessary to seek the assistance of an additional member of staff in order to minimise the risk of injury, for example when carrying tables and other heavy or bulky items.

Employee's duties

It is the responsibility of all staff at The Staffordshire Schools Multi Academy Trust to:

- Comply with any instructions and training provided in safe manual handling techniques
- Not put their own health and safety or that of others at risk by carrying out unsafe manual handling activities
- Report to the Headteacher or Care Club Manager any problems which may affect their ability to undertake manual handling activities, including physical and medical conditions (e.g. pregnancy, back problems).

In summary

Avoid Whenever possible, avoid manual handling situations.

Assess If avoidance is not possible, make a proper assessment of the hazard and risks.

Reduce - Reduce the risk of injury by defining and implementing a safe system of work.

Review - Review your systems regularly, to monitor the overall effectiveness of the policy.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014)*:

Safeguarding and Welfare Requirements: Staff Qualifications, training, support and skills [3.20-3.22]

[Back to Appendix](#)

Minibus

The minibus is owned by the TSSMAT and responsible for ensuring it has a current MOT certificate, insurance and the vehicle excise duty has been paid.

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

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

[Back to Appendix](#)

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 Headteacher and Board of Directors 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 the 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 the 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 the 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 the Academy. Pupils should not bring mobile phones into the 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 Headteacher and then only in exceptional circumstances.

[Back to Appendix](#)

Pandemic Flu Policy

The Staffordshire Schools Multi Academy Trust recognises the importance of advanced planning in order to maintain services and limit the spread of pandemic flu.

Flu is a viral infection, spread from person to person by close contact. Symptoms may include:

Sudden fever	Limb and joint pain
Sudden cough	Diarrhoea or stomach upset
Headache	Sore throat
Tiredness	Runny nose
Chills	Sneezing
Aching muscles	Loss of appetite

Any child who becomes ill with symptoms which could be pandemic flu while on Trust premises will be isolated from the other children until the child can be collected by his or her parents. The school or Care Club will remain open, but parents and staff will be informed, especially those in high-risk groups.

Any children or staff who are experiencing symptoms of pandemic flu should stay away from school or Care Club until all symptoms have passed and they feel well. Please also see the Illness and Accidents Policy.

Infection control

The flu virus is spread by:

Infected people passing the virus to others through large droplets when coughing, sneezing, or even talking within a close distance (one metre or less).

Direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.

Touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands. The virus can survive longer on hard surfaces than on soft or absorbent surfaces.

We will limit the risk of catching or spreading the flu virus by:

- Regular handwashing
- Provision of hand sanitiser
- Minimising contact between our hands and mouth/nose
- Covering nose and mouth when coughing or sneezing; using a tissue when possible, and disposing of the tissue promptly and carefully (bag it and bin it)
- Encouraging children to follow the guidance above
- Instructing staff to remain at home if they display any relevant symptoms, or sending them home if they first display symptoms while at work.

At The Staffordshire Schools Multi Academy Trust we will promote infection control through the methods above, and in addition we will:

- Display posters and information to promote infection control
- Ensure that adequate supplies of cleaning materials are available within Trust premises
- Dispose of waste promptly and hygienically
- Clean hard surfaces (e.g. door handles) with sanitizer regularly
- Provide tissues and suitable facilities for their disposal.

Closure

The latest scientific advice is that closing individual settings is of limited benefit in stopping the spread of the disease. However, there may be some occasions when we

will have to consider temporarily closing the school or Care Club because we have too few unaffected staff to run sessions safely. If this occurs the Trust will contact Staffordshire Early Years or Childcare Service on 0300 111 8000 for further support and guidance.

The school or Care Club will also have to close if advised to do so by the local authority in the interest of safeguarding the children in our care.

In the event of closure, the Trust will notify parents or carers as soon as possible. The Trust will also inform the local childcare information service as well as other relevant parties, e.g. feeder schools, other users of shared premises, etc. We will also notify Ofsted of the closure.

Advance planning

In preparation for dealing with a pandemic disease, the Trust will ensure that all contact details for staff, children and parents are up to date.

We will prepare letters of notification for parents and staff, so that they can be distributed as soon as an outbreak occurs.

We will endeavour to build a bank of relief or supply staff who are able to provide cover should staffing levels fall below the required legal minimums. Any relief staff will be DBS checked at the time of joining our team, so that they are legally able to work with children should the situation arise.

The Trust will regularly update its information regarding pandemic diseases, by checking the latest guidance from DfE and the local authority and will inform parents and staff of any changes to our emergency plans.

Useful contacts

Early Years or Childcare Service: 0300 111 8000

Ofsted: 0300 123 1231

[Back to Appendix](#)

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 be 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.

Gas Safety

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

[Back to Appendix](#)

Risk Assessments

The Small Schools Multi Academy Trust uses its risk assessment systems to ensure that Trust premises are a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks.

In line with current health and safety legislation and the *EYFS Safeguarding and Welfare Requirements 2014*, the Trust will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of CEO to ensure that risk assessments are conducted, monitored and acted upon.

The risk assessments are held electronically on Elite Safety H&S Portal and on the school shared drive.

Risk assessments are reviewed annually by an external H&S contractor, and annually internally by Trust management. All staff are asked to sign to record they have read the risk assessments.

Risk assessments will be carried out:

- Whenever there is any change to equipment, resources, or people's circumstances
- When there is any change to the Trust's premises
- When the particular needs of a child necessitates this
- When we take the children on an outing or visit.

Not all risk assessments need to be written down, only those with significant findings. Staff will decide, in consultation with the Headteacher, which risk assessments need to be formally recorded. However, risk assessments related to employment and the working environment will always be recorded in writing so that staff can refer to them. Staff have a full understanding and appreciation of the need for dynamic risk assessment in relation to our day-to-day business, as well as other situations, such as on trips. Staff have a responsibility to be dynamic about risk assessment and make changes if necessary.

Risk assessments will be reviewed following any accident, incident or near miss.

If changes are required to the Trust's policies or procedures as a result of the risk assessment, the Headteacher will update the relevant documents and inform all staff.

Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. During the course of the session, staff will remain alert to any potential risks to health and safety.

If a member of staff discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the relevant person. The relevant person will record the notification and ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring. This will also be recorded.

Recording dangerous events

The Headteacher will record all accidents, dangerous events or near misses on the **Incident** or **Accident Record** sheets as soon as possible after the incident.

The Trust will monitor **Incident** and **Accident Records** to see whether any pattern to the occurrences can be identified.

A full investigation will be carried out into the circumstances of any accident, dangerous event, or near miss.

Audits

External audits are carried out 3 times a year by an external H&S contractor. Regular audits are also carried out by the Trust's H&S Director, and the Trust's Business & Operations Manager.

Related policies

See our related policies: **Fire Safety**, **Health and Safety**, and **Manual Handling**.

[Back to Appendix](#)

Security

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility

School security is shared between the Board of Directors and Chief Executive Officer.

Role of the Board of Directors

The Board of Directors is responsible for approving the Security Policy and monitoring its implementation.

At The Staffordshire Schools Multi Academy Trust, the Board of Directors monitor the policy on a termly basis. The Board of Directors discuss any key issues that arise.

Role of the Chief Executive Officer

The CEO will be responsible for implementing the Security Policy agreed by the Board of Directors.

The CEO will ensure:

- All staff appreciate the importance of security and understand the Trust's policy and their responsibilities.
- Staff training needs are kept under review and training is undertaken as necessary.
- Parents are informed of the Security Policy and encouraged to help.
- Formal risk assessments are conducted annually by the Health and Safety Co-ordinator and updated on a termly basis.
- In addition, the caretaker carries out routine security checks on an on-going basis.
- Termly reports are made to the Board of Directors.
- All crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- Staff are the only people to know the combination of the door lock.
- Staff to contact the school Office or senior staff in an emergency.
- Staff to have meetings with parents in Classrooms or Headteacher's Office.
- All staff must challenge visitors not known to them unless wearing the necessary identification.
- All staff must ensure that the people trying to gain entry to the school should enter via the School Office. They should not gain entry through the playground gate.

Visitors

- All visitors, including contractors, to come to main office entrance, report to the School Secretary, sign in using the visitor's system and wear a visitor's badge.
- All parents wishing to meet with a member of staff, to follow the same procedure as above.
- All other visitors visiting the school must sign in by the School Office.
- Parents to be reminded of our security strategies on a regular basis through the weekly planner.

Hardware

- Security locks operate on the main Reception entrance to school.

- The gates giving access to the school's external areas are locked and only opened at the start and end of the school day.
- All external doors to be kept closed. (Doors can be opened internally and externally).
- All rooms containing equipment that may pose a risk to persons must be kept locked e.g. school kitchen and rooms containing cleaning equipment.
- All upstairs windows to be secured.

Outside School

- School gates to be kept locked out of school hours.
- School gates to be kept closed and bolted during school hours.
- Children must not play in areas marked as out of bounds by signs or cones.

Security of Equipment

Security strategies

Inside School Building

- All personal belongings to be stored in locked cupboards.
- All expensive, portable equipment to be marked as belonging to the school.
- All valuable and recognisable equipment to be listed on the Asset Register.
- The infrared intruder alarm system to be in operation when the school is closed.
- Staff to be responsible for returning equipment to the secure area.

Outside School Building

- Security fencing to the front and side of the school to prevent intrusion.

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents' evening

- All personal belongings to be stored in locked cupboards.
- All computers to be stored in rooms that are locked.
- All rooms apart from classrooms and hall to be locked.

Fundraising Events

- All rooms apart from those required to be locked where possible.
- All personal belongings to be stored in locked cupboards.
- For outside events - Sports Activities and Fun Days, internal doors by toilets to be locked so people have access to toilet facilities without having access to classrooms.

Monitoring of strategies

- Informally through verbal reports from staff and visitors.
- Formally through termly Full Board of Directors meetings.

All staff to take shared responsibility to ensure the security strategy is implemented.

[Back to Appendix](#)

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
- Guaranteed PPA weekly
- Open door policy of Headteacher
- Occupational Health Referral if required

[Back to Appendix](#)

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

At 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.

[Back to Appendix](#)

Vehicles on Site

There is a staff and visitors car park available. There will be no access on to the car park when children arrive and depart from school.

Care must be taken due to the driveway is owned by the National Trust and is a right of way for members of the public accessing the National Trust routes.

The carpark gate is always kept shut 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.

[Back to Appendix](#)

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.

[Back to Appendix](#)

Visitors Policy

The Small Schools Multi Academy Trust is committed to providing a safe and secure environment for the children in our care. When we have visitors to our schools we need to ensure that this will not have a detrimental effect on the children, and that the person in question has a valid reason for visiting. Accordingly, when a visitor arrives, we will follow the procedure set out below:

- **All** visitors must sign in when entering the school.
- **All** visitors must wear a visitor lanyard whilst on school premises.
- If staff require further reassurance of the identity of the visitor, they will phone the employing organisation of the visitor, e.g. Ofsted, Local Authority, Environmental Health Department, etc., for further confirmation. If this is not possible, staff will seek the advice of the Headteacher or Care Club manager.
- The person being visited will be recorded.
- Visitors will never be left alone or unsupervised with the children, without satisfactory identity and DBS checks being carried out.
- If a visitor has no reason to be on the Trust's premises, staff will escort them from the premises.
- If the visitor refuses to leave, staff will call the police. In such an event an **Incident Record** will be completed and the Headteacher and/or Care Club manager will be immediately notified.
- **All** visitors must sign out when leaving the school.
- All visitors must comply with any Health & Safety requirements within the school, including wearing appropriate PPE if required.

[Back to Appendix](#)

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 to. 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 teacher recorded on the central record by the Business Manager.

Providers must understand the legal obligations upon the Directors and Head teacher 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 Headteacher 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 Headteacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Board of Directors involvement.

[Back to Appendices](#)

Work at Height

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

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

The Academy's nominated person responsible for work at height is the Caretaker.

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 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.

[Back to Appendix](#)

Work Experience

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

- All pupils are briefed before working in the 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 pupil will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor pupils during the placement.
- Emergency contact arrangements are in place (including out of Academy hours provision) in order that a member of Academy staff can contact pupils' parents/guardians should an incident occur.
- All incidents involving pupils on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

[Back to Appendix](#)

Amendments 2024

Appendix 12 – First Aid & Medication – Added Mental Health and Concussion

Appendix 23 – Risk Assessments – Added Location

PHE Changed to UKSA and Link Updated

Amendments 2025

Appendix 12 – First Aid & Medication