



# The Palmer Academy

## Health & Safety Policy

June 2019

Reference Number	Version	Status	Author(s)	
Amendments			Date	By whom
Updated for 2020-21 year			01/09/2020	D Prendergast
Intended Recipients	Group/Persons Consulted:			
All School staff Local Governing Body Parents and guardians	REAch2 Head of Health, Safety & Wellbeing Deputy Director of Education Head / School Business Manager Staff representatives Union Representatives Governing body			
Monitoring Arrangements and Indicators:	Annually by Local Governing Body			
Training/Resource Implications:	Refer to Training Matrix			
REAch2 Touchstone	Leadership, integrity and responsibility			
REAch2 KPI	KPI 4: Wellbeing of staff and children is effectively supported			
Approving Body	Local Governing Body			
Date Approved				
Review date				
Policy Location	School web site / Intranet			
Summary				
This policy supplements the REAch2 Health & Safety Policy, establishing the local school arrangements and responsibilities for managing safety. All staff are to be familiar with this policy and the arrangements contained within.				
Reference Documents	Risk Assessment Policy Safeguarding Policy Training Matrix			

## Contents

<b>Statement of Intent</b> .....	<b>6</b>
<b>Responsibility</b> .....	<b>7</b>
Local Governing Body.....	7
Headteacher .....	7
Premises Manager & School Business Manager .....	8
All School Staff .....	8
Pupils & Parents .....	9
Visitors and Contractors.....	9
<b>Arrangements</b> .....	<b>10</b>
First Aid .....	10
Head Injury .....	11
Playtime.....	11
Accident Reporting, Recording & Investigation .....	12
First Aid Kit Contents.....	12
Health concerns .....	12
Medication/ Medicines .....	12
Asthma .....	13
Administering Medications .....	13
Nuts .....	14
Illness.....	14
Diarrhoea & Sickness.....	14
Female staff in school - pregnancy .....	14
Occupational Health Support.....	15
Working at Height .....	15
Handling & Lifting.....	15
Jewellery & Clothing.....	15
Lone Working .....	15
Personal Protective Equipment (PPE) .....	16
Smoking.....	16
Stress and staff wellbeing .....	17
Training and Development.....	17
Display Screen Equipment and Home Working .....	17
Sun Safety & Hydration .....	18

Violence & Aggression.....	18
Visitors.....	19
<b>Premises .....</b>	<b>21</b>
Asbestos .....	21
Contractor Management.....	21
Electrical Equipment .....	22
Fire Evacuation Procedure/ Evacuation Procedure .....	24
Lockdown Procedure.....	25
Emergencies: arrival and dismissal .....	26
Outdoor Play Equipment.....	26
Hot drinks .....	27
Hazardous Substances (COSHH).....	27
Lettings/shared use of premises .....	27
Guidance on infection control.....	27
Property Defect Reporting .....	28
Snow and Ice .....	28
Water Hygiene .....	29
Preventing Slips & Trips .....	29
Radios .....	30
School Office .....	30
Keys .....	30
Disability and Access .....	31
<b>Processes .....</b>	<b>32</b>
Health & Safety Committee .....	32
Supervision & DBS Arrangements.....	33
Swimming and Pool Management .....	33
Work Experience and Young Workers .....	33
Drugs & Medications.....	34
Intimate care .....	34
Health and Safety Advice .....	34
Risk Assessments.....	35
School Journeys & Off-Site Activities .....	35
School Transport – e.g. minibuses .....	37
Monitoring & Audit Arrangements .....	37

Critical Incident Planning.....	37
Missing Pupil .....	38
Registration .....	38
Security.....	38
<b>Child Protection &amp; Safeguarding .....</b>	<b>39</b>
<b>PREVENT.....</b>	<b>40</b>

## Foreword

The safety of our staff is our priority. We will endeavour to undertake our work, teaching and activities with all due regard for the risk they present, and will ensure that we are committed to the highest levels of safety management. It is my expectation that all staff will read and enshrine the principals set out in this policy in their everyday life at the school.

Staff are encouraged to challenge poor safety behaviours and to make us immediately aware of any issue or deficiency that may potentially harm someone, regardless of how trivial it may seem.

Headteacher	Deputy Director of Education	Chair of Governors
Signed:	Signed:	Signed:
Date:	Date:	Date:

## Statement of Intent

This policy statement complements (and should be read in conjunction with) the REAch2 Health & Safety Policy, it records the school's local organisation and arrangements for implementing the health and safety arrangements of the academy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:

- All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representative's forms part of this policy.

## Responsibility

### Local Governing Body

The Local Governing Body (LGB) will:

- Provide critical oversight of health and safety management arrangements at the school, providing assurance at Trust level on overall school safety performance.
- Ensure that appropriate safeguarding arrangements are in place, including risk of harm to pupils. Including the naming of a dedicated safeguarding lead for the school.
- Preserve, develop, promote and maintain the school's health and safety management system, in partnership with REAch2 Head of Health, Safety & Wellbeing.
- Ensure that health and safety matters are taken into account when organisational decisions are made.
- Receive information to allow the governing body to monitor the effectiveness of this policy and management arrangements
- Ensure that Health & Safety is maintained as a standing item of all Governing Body and school senior level meetings.

### Headteacher

The Headteacher is responsible for implementing this policy. They will:

- Ensure that the school has a structure in place to manage health and safety, including the delegation of key functions within this policy to suitable competent persons.
- Ensure that all safeguarding requirements are fulfilled for the school, including the delegation of a competent safeguarding lead.
- Provide feedback to the Trust on any issue, deficiency or shortcoming in local health and safety management arrangements.
- Ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Ensure that all school activities are organised and have sufficient arrangements and resources.
- Provide reports to the governing body on a termly basis to allow the governing body to monitor the effectiveness of the health and safety policy and management arrangements.
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place and for the results of these to be recorded;
- Make arrangements to draw the attention of all staff employed at the school to its Health & Safety policy and procedures. This should take place during induction and upon any change of role.
- Ensure that all incidents are reported on the Trust's online incident system and that any critical or serious incident is notified immediately to the Trust.
- Ensure that regular safety inspections are undertaken, ensuring that the Trust's online risk management system is appropriately updated and monitored.
- Ensure that appropriate estates safety arrangements are in place, including the monitoring of school equipment and estate safety issues.
- Report to the governing body and REAch2 Estates Team any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

- Ensure that suitable arrangements are in place for the monitoring of contractors on site, including arrangements for induction of contractors onto school grounds.
- Must assign responsibilities for Health and Safety within the staff team which include premises manager, health and safety coordinator, educational visits coordinator, first aiders, and site safety maintenance and where necessary appoint competent contractors to advise and ensure all key health and safety and maintenance responsibilities are met.
- Must ensure that those who have been assigned specific responsibilities in school for Health & Safety have been identified, this has been communicated, and adequate training or instruction has been given.
- Ensure that the Trust's Online Risk Assessment system is updated and that suitable and sufficient risk assessments have been conducted for relevant school activities, estates maintenance and curriculum activities.
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.

## Premises Manager & School Business Manager

Their responsibilities are:

- To maintain an understanding of the Trust's health and safety policy arrangements, and an awareness of relevant premises-related health and safety legislation, issues and procedures and operating within these requirements;
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance;
- Ensuring that all estate-related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertaking thorough investigation of all premises-related accidents/incidents;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.

## All School Staff

Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions. All employees, volunteers and helpers are advised to:

- Ensure that all safety guidance and training provided is followed;
- Attend and undertake necessary training provided by the Trust within the timeframe specified;
- Never act or do anything that may put yourself in danger or endanger others;



- Report immediately to any senior staff member any act, condition or process that you feel may, or has the potential to cause harm or loss;
- Never interfere with any safety provision, such as barriers, interlocks or signs;
- Report any dangerous act undertaken by a colleague, contractor or visitor immediately to a senior staff member of safety representative;
- Take responsibility for your visitors, ensuring that they are provided necessary safety information, as well as relevant safeguarding information.

## Pupils & Parents

Pupils of the school are considered, under this policy and HSE guidance, as visitors. As such we will manage the school and our activities to account for their age and limited experience. However, it is our expectation that pupils and parents will:

- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with safety systems, barriers or anything provided to ensure the safety of others;
- Inform any member of staff of any situation which may affect their safety or the safety of others;
- Ensure that pupils are provided with suitable clothing for school, including provision of suitable sun (UV) protection;
- Report to the school any medical condition, injury or condition that may impact on their child's safety whilst at school, and to provide such information as is necessary for the school to assess the risk of its activities and tasks.

## Visitors and Contractors

All visitors and contractors to the school are advised to:

- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not wilfully misuse, neglect or interfere with safety systems, barriers or anything provided to ensure the safety of others;
- Ensure that, where required, risk assessments and details of works are provided to the school and approved;
- Never to park in a way that may increase the risk to others, block an escape route or present a security risk;
- Observe the safeguarding rules and guidance when on site and report anything you believe to be inappropriate or in breach of the safeguarding principals to the school's dedicated safeguarding lead or reception staff;
- Always wear identify passes provided to you through the course of your visit.

## Arrangements

The following procedures and arrangements have been established within the school to eliminate or reduce health and safety risks to an acceptable level and to comply with relevant legal requirements. Arrangements are categorised into People, Places and Processes.

**People:** Our arrangements to ensure the safety of our staff and their activities.

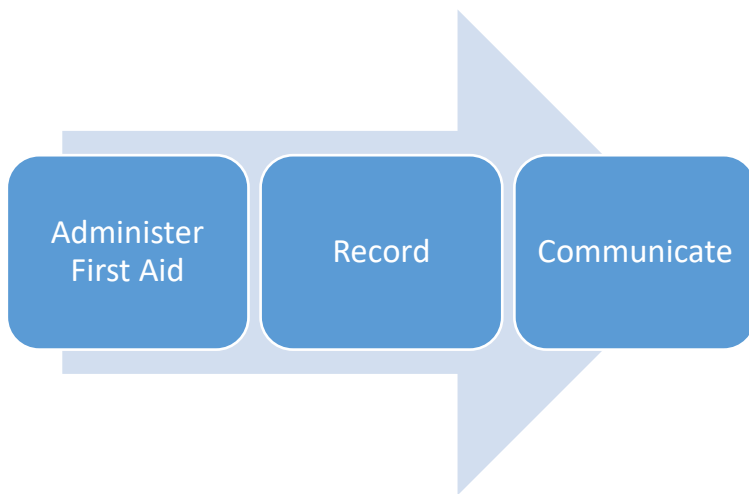
**Places:** How we will ensure the safety of our school premises.

**Processes:** Our procedures and policies put in place to ensure effective management of the school.

The Palmer Academy must be a safe environment. All staff must read the Health & Safety Policy, the Safeguarding Policy and Procedures and the Business Continuity Plan/Incident Management Plan. The following are designed to ensure this.

### First Aid

Responsibilities	
Administering first aid, recording details of accidents or incidents and contacting parents/carers	All staff/ Staff member administering first aid
Ensuring First Aid supplies are stocked and first aid kits are stocked	Class LSAs and Sam Knight
Investigating near misses and serious accidents	Sam Knight & Dom Prendergast
Completing RIDDORs	Sam Knight & Trina Binks
Overseeing recording and investigating of accidents and incidents	Sam Knight
First Aid training and training records	Sam Knight
Medication administration	Trina Binks & Class LSA



#### **In the event of an accident or a requirement to apply first aid:**

1. Apply first aid. If required, contact the emergency services via the school office. Inform the Headteacher.
2. Record all accidents or incidents in the First Aid Duplicate Books. All serious near misses or incidents requiring medical attention must be recorded on PARAGO. A RIDDOR may be required.
3. Inform class teacher and class LSA.

4. Inform parents by phone and/or text and using one of three proforma letters: 'head bump', 'accident' or 'asthma'.
5. If the accident requires hospital treatment or is an injury caused to a member of staff by a pupil, then record in PARAGO and inform the Headteacher.

The school has assessed its first aid needs and staff have been trained in the provision of first aid / Emergency First Aid. A copy of the first aid needs risk assessment will be available from the Business Manager and will be reviewed annually and approved by the Governing Body.

Medical supplies are held in the office and there are first aid bags for use in the playground, in every classroom and on educational visits.

If the emergency services are required, the first aider will contact the Head or a member of the Senior Leadership Team who will advise the office to contact the emergency services. The Head or an appropriate member of the Senior Leadership Team or teaching staff would act as loco parentis and accompany the child to hospital.

First Aid training is recorded in a central record and is updated regularly and monitored to ensure that refresher training is undertaken when required. A list of First Aiders is displayed in every classroom and in the staff room of the school detailing the name and location of the first aiders.

#### **Current First Aiders are:**

Displayed on posters around the school.

### **Head Injury**

- All children with a head injury, (although that does not include banging their head on i.e. another child's arm or putting their head on the table and bumping it down), should be assessed by a First Aider.
- A head bump is when a child bangs their head with force onto another child's head, wall, floor, door or other hard surface.
- Parents of a child who has suffered a potentially serious head or facial injury will be called by the Office Team immediately.
- Parents of a child who has suffered a head bump or knock will be texted by the Office Team.
- All head bumps and knocks must be recorded in the First Aid Duplicate Book.
- A 'head bump' template letter should be sent home on the day and, where possible, the class teacher/class LSA should verbally speak to the parent/carer at the end of the school day (in addition to the above).

### **Playtime**

During playtime the member of staff on duty should send injured or sick children to the first aid point where a First Aider is on duty. They should administer first aid, record incidents in the First Aid Duplicate Book and fill in template letters for parents, giving information as to what happened and the treatment given. Only the name of the child of the parent/carer may be recorded on any communication.

For serious accidents, where there is a head injury or a significant change in body function, then a full accident form should be completed too (using PARAGO). Never carry or lift a child if they cannot walk you must call for assistance on the radio.

All classrooms have a small basic first aid kit. Staff members should inform Adrienne Roberts when certain items have run out.

## Accident Reporting, Recording & Investigation

If an accident occurs, it must be reported in detail to allow investigation and follow up. All incident, near miss, violence and aggression, including acts of bullying can be reported on the Trust's online risk management systems (Parago).

It is the school's expectation that all incidents will be investigated, to ensure that the root causation is identified and appropriate action undertaken. For serious incidents, and for all RIDDOR reportable incidents, the Trust's Head of Health, Safety & Wellbeing will be notified and if required, an independent investigation undertaken. All staff are advised to provide the required support for any investigation.

The school will review all reported accidents termly to identify trends and issues, this will be supplemented by the Head of Health, Safety & Wellbeing who will undertake Trust-wide reviews, offering the school appropriate feedback on emerging trends and issues.

Staff must ensure that all accidents are reported immediately (within 4 hours) to their line manager or an appropriate member of senior management staff.

Investigations should follow the HSE guidelines: <http://www.hse.gov.uk/pubns/hsg245.pdf>

## First Aid Kit Contents

- Hot/Cold pack
- Plasters
- Cleansing wipes
- Sick Bags
- Disposable gloves
- Tissues
- Minor injury forms

## Health concerns

If a teacher is concerned about the health of a child, they should discuss the matter with the Inclusion Manager. A referral may then be made. If it is urgent a CPOMS form should be completed and a member of the Safeguarding team informed.

## Medication/ Medicines

All medication must come via the main office; parents or carers will need to fill in a permission form.

We will only give prescribed medication and once a day at lunchtimes.

No child should be given any medication including cough sweets or pain killers, unless it is their Asthma pump.

If a child has any medication on them they should be accompanied to the office with their medication.

Most medicines cannot be administered in school. In exceptional cases, a designated suitably-trained member of staff may administer some prescribed medication, but the Headteacher or Inclusion Manager must first agree to this and a plan agreed and signed by all parties. Inhalers, which are kept in a secure place but available throughout the school day, are allowed in school. Children should have access to these whenever they are needed. For children with long term medical needs healthcare plans are kept in the class Inclusion Folder.

If hospital treatment is required, parents must be contacted immediately and the Headteacher informed. A member of staff will always accompany the child to the hospital until the parent arrives.

## Asthma

Please note that all asthma pumps currently held within the school are in the registration classrooms of the child during lesson times. During PE lessons the PE Teacher holds the pumps. The Class Teacher delivers pumps to the office at lunchtime and collects on the way to collect the class.

- Inhalers are kept in inhaler boxes in each class first aid cupboard. All inhalers are named. These travel with the children when attending P.E. lessons, evacuations from the building and school trips.
- Pupils take their own inhaler out break and lunchtimes. If a child requires their inhaler, this is recorded on the administration of medication form.

## Administering Medications

- Most medicines cannot be administered in school. In exceptional cases, a designated suitably-trained member of staff may administer some prescribed medicines. Parents will need to fill in the relevant paperwork and sign their permission, before the medicine is administered.
- Records of this are maintained by the school office.
- Medications which require training will be regularly reviewed. A trained staff member needs to attend trips.
- Once the form is completed it should be held in the school office. Medications should be kept securely either in the fridge (in the SBM's office) or securely in the SBM cupboard.
- The Office Manager and year group/class LSA lead the Administration of Medicine process and hold overview of all medical needs. If there is absence, they make arrangements for cover or cover this themselves. If the pupil is absent, this is recorded on the form.
- An alarm is set for reminders.
- All medicines are returned to parents.
- Two people sign off medication administration.
- The school is unable to administer Calpol or other paracetamol based products, unless prescribed by a doctor. Administration of medication forms will be in place. Parents/carers may give permission to administer Calpol for school residential. Administration must align with directions for use and must be recorded.
- School discourages such usage of items such as lip salves and cough sweets. Any usage must be agreed with a member of SLT ahead of a child using them in school and would usually be in line with medical professional guidance. This is to prevent inappropriate usage and minimise risk of allergic reaction from ingredients of such products.
- School will endeavour to support children with any arrangements directed by a medical professional, for example more frequent drinking of water for a kidney condition or UTI. This would be indicated in a personal healthcare plan.

## Nuts

The school must remain a nut free school. All staff, pupils, visitors and parents/carers should refrain from bringing in nut products.

## Illness

- It is rare that a child is so sick in school that they will need to go home. If a member of staff is worried about a pupil, the matter should be referred to the class teacher. If it is deemed necessary, the class teacher will send the child to the office with the LSA asking for the child's parents to be contacted. Teachers should not send children directly to the office. Parents should only be asked to collect a child where immediate medical attention is deemed necessary. The office staff will record children sent home on the School Management System.
- Children who are unwell or who have an accident that requires first aid should be cared for by a First Aider or a member of support staff.
- All major accidents where a child requires hospital treatment must be referred to the Headteacher.
- All incidents need to be recorded in the Accident Book.

## Diarrhoea & Sickness

- Send a child over to the office if they have severe diarrhoea, clear other children from the area and send message to the office for attention.
- With older children who have soiled themselves first encourage them to go to the toilets to wipe themselves and ask them if they have their PE kit, then bring or send them over to the medical room. From there we will give them wet wipes, clean clothes and call parents for collection.

\*SEND children (where specified on the EHCP) and EYFS children should be cared for in line with the Intimate Care Policy.

## Female staff in school - pregnancy

Some infections if caught by a pregnant woman can pose a danger to her unborn baby. Chickenpox: this can affect the pregnancy of a woman who has not previously had the disease. If a pregnant woman is exposed early in pregnancy (the first 20 weeks) or very late in pregnancy (the last three weeks before birth) she should promptly inform her GP and whoever is giving her ante-natal care who can do a blood test to check she is immune. German measles (Rubella): if a woman who is not immune to rubella is exposed to this infection in early pregnancy her baby can be affected. Female staff should be able to show evidence of immunity to rubella or, if that is not available, have a blood test and, if appropriate, immunisation. If a woman who may be pregnant comes into contact with rubella she should inform her GP promptly. Slapped cheek disease (Parvovirus): occasionally, parvovirus can affect an unborn child. If a woman is exposed early in pregnancy (before 20 weeks) she should promptly inform whoever is giving her ante-natal care. Animals in school permanently and visiting Animals may carry infections, especially gastroenteritis, and guidelines for protecting the health and safety of the children should be followed. Animal living quarters should be kept clean. All waste should be disposed of regularly. Litter boxes should not be accessible to children. Young children should not play with animals unsupervised and children must wash their hands after handling animals, cleaning cages, etc. Particular care should be taken with reptiles as all species can carry salmonella.

All staff who are pregnant must have a risk assessment agreed by the School Business Manager and Head.

## Occupational Health Support

Occupational Health Support is available if considered appropriate to support staff wellbeing, stress management and health by both the individual member of staff and by the Head.

## Working at Height

Staff are prohibited from standing on chairs, tables etc. to carry out work on displays etc. The Site Manager has steps and access equipment which are regularly inspected and can provide assistance where needed.

Any staff member required to use access equipment must have appropriate training in the use and maintenance of this equipment by a competent provider. To support staff e-Learning in safe work at height is available and will form the basis for any new staff induction.

Where necessary external contractors will be used for high level cleaning and maintenance requirements.

## Handling & Lifting

It is probable that all staff will undertake some form of manual handling at work, to varying degrees. The school will:

- Provide Manual Handling e-Learning training to all school staff.
- Where any significant handling task is identified steps will be taken to avoid, assess and reduce the load concerned, taking into account individual capabilities and skills. The need for manual handling training of inanimate objects and for people moving will be identified and provided as it emerges.
- Ensure that risk assessments are undertaken for manual handling tasks conducted by staff.
- Require suppliers to deliver to point of use where possible.
- Provide a passenger lift and trolleys to aid the movement of equipment, stationery through the school.

Staff are requested to notify their line manager of any injury, illness or medication that may affect their ability to perform manual handling tasks.

All staff must use equipment provided for manual handling tasks, including trolleys and supports.

It is the school expectation that people lifting and handling will not be expected. Any staff who is required to undertake people handling as part of any care and support work will be provided specific training and support.

## Jewellery & Clothing

It is expected that where the wearing of jewellery may present a risk, such as during sports and PE activities or working with high needs pupils, it will be removed.

The school cannot be liable for lost jewellery; staff and parents are reminded that they must ensure all valuable items are kept secure.

## Lone Working

A lone worker is an individual who spends some or all of their working hours working alone without direct supervision. This may occur during normal working hours at an isolated location within the normal workplace or when working outside normal business hours. Staff may also be considered to be lone workers if the nature of their workplaces them in isolation from others, either in or outside of core hours where the nature of the work may lead to injury.

Core school hours are considered to be 7:30am – 6pm

No lone working will be permitted after 8pm.

No staff member should work alone outside of the core hours unless they have the permission of the Head or a member of the SLT. Individuals must ensure that they have informed a responsible adult that they are working alone in the school and carry a mobile phone with them at all times.

All lone working activities will be risk assessed. Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- Risk of violence - All jobs involving an element of lone working will be assessed for any risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling.
- Plant and equipment - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- Work at height - Working at height will NOT be undertaken when working alone.
- Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- Access and egress - Some lone working may require access to locations that are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

## Personal Protective Equipment (PPE)

The need for personal protective equipment will be identified by risk assessment for tasks and processes. Where the need is identified, for instance, for protective clothing, this will be provided free of charge by the employer. It is the responsibility of staff and helpers to ensure they wear and use all PPE as directed. Any defect, damage or other issue that renders the PPE not effective must be reported immediately to the line manager.

## Smoking

The school is a non-smoking site and will do its utmost to support staff to quit smoking. No smoking is allowed:

- On any part of the premises.
- In any school owned vehicle.
- In a personal vehicle whilst transporting any staff for students.
- In any location where it poses any nuisance to others, such as near other premises.
- All smoking debris must be safely disposed of and not left on the floor.



- All external areas utilised by the school in the event of an emergency will be deemed as a workplace, as such no smoking is permitted around any students whilst outside of the school property.

The Head, on agreement, will support staff with time for smoking cessations sessions.

## Stress and staff wellbeing

Schools are dynamic and changing environments, with fluctuating pressures. The school leadership team acknowledge that within the changing environment staff need support, and will ensure that pressures are reasonably managed.

Staff are encouraged to identify and areas of concern that are affecting their mental or physical wellbeing at an early stage to allow for appropriate support to be planned.

Individual risk assessments will be developed by line managers with staff who may become more vulnerable through pregnancy, disability or ill health including mental ill health. Where necessary, staff will be referred for Occupational Health support.

The school will undertake a risk assessment in line with the HSE's Stress Management Standards, and will ensure that it has in place procedures for managing work load and competence.

## Training and Development

New staff will receive a health and safety induction which will be recorded. The training will cover all critical aspects of safety on site, including;

- Responsibilities for safety
- Fire safety arrangements
- Reporting incidents
- Safety handling and lifting
- Working at height
- Reporting safety concerns
- Policy induction
- Asbestos management
- Safeguarding
- Security and lockdown

The school has access to a range of e-Learning courses to fulfil part of the induction requirement. New starters will be provided with log in details to enable them to complete their assigned e-learning courses.

The school will maintain a training matrix, establishing minimum levels of training based on job role type. All staff at induction and through their appraisal will be expected to provide evidence that all necessary training has been undertaken.

The Head is responsible for ensuring that all staff have undertaken mandatory training identified in the training matrix and by the Trust.

All staff are responsible for ensuring that where training is provided, that it is undertaken and the principles adhered to.

## Display Screen Equipment and Home Working

Staff who are regular users of computers, tablets, laptops etc (continuous use for more than an hour a day or as a habitual part of their job) are required to undertake an online e-Learning training course and self-assessment. Where

staff are required to undertake work from home, on a regular or semi-regular basis, a Home Worker Self-Assessment will be required.

The school will have a nominated DSE lead, who will review all completed assessments and follow up on any defect, issue or support request arising from the self-evaluation. All staff must inform their line manager should the assessment no longer be valid, and as a minimum reviewed on a two-year rolling basis.

Guidance on good ergonomic posture is available to staff and eye tests will be paid for by the school every two years. Where the test results in the need for corrective appliances solely for VDU use the school will contribute to the cost of basic corrective appliances.

Where equipment is identified for the purpose of home working, the school will agree funding on a case by case basis.

Staff who are classified as Home Workers, either on an ad hoc or contracted basis, will be required to complete a Home Workers safety assessment. The DSE Lead or designated line manager will be responsible for reviewing and approving the home worker assessment and will, where identified, rectify any identified issues.

## Sun Safety & Hydration

To ensure that children and staff are protected from skin damage by the harmful ultra-violet rays in sunlight and maintain a healthy level of hydration we will:

- Educate children throughout the curriculum about the causes of skin cancer and how to protect their skin;
- Encourage children to wear clothes that provide good sun protection;
- Hold outdoor activities in areas of shade whenever possible, and encourage children to use shady areas during breaks, lunch time, sports and trips;
- Sunbathing is strongly discouraged;
- Work towards increasing the provision of adequate shade for everybody;
- Encourage staff and parents to act as good role models by practising sun safety;
- Regularly remind children, staff and parents about sun safety through newsletters, posters, meetings and activities for pupils;
- Invite relevant professionals into school to advise the school on sun safety;
- Request that parents / guardians provide adequate sun protection;
- Where outdoor activities are planned, such as sports events, a dynamic assessment will be taken to ensure that children are not exposed to unreasonable sun exposure;
- Ensure that suitable potable water supply is available to all children and staff;
- Encourage hydration breaks during sport and PE activities.

## Violence & Aggression

- The school operates a zero tolerance policy to acts of aggression and violence to our staff and pupils. Our staff must feel confident to speak out in the event that they feel they have been treated with disrespect, aggression or have been the subject of a physical assault. It will be the policy of the school to remove any person from site who acts in a way that intimidates others, and will work closely with our Police Community Support Officer (PCSO) to review arrangements for managing violence and aggression to staff.

- In the first instance staff must report any violence / aggression immediate to their line manager or any member of the SLT Group. Once reported, it is the duty of the SLT member to ensure that immediate action is taken to address the nature of the disclosure and, if necessary report to the Head and Deputy Director of Education. The school will ensure that all reports are fully investigated and all staff fully consulted on the progress of any investigation.
- The school will undertake regular risk assessments of the risk of violence and aggression to staff.
- The school reserves the right to refuse entry to its grounds, any person known to engage in acts of aggressive behaviour or having history of violence towards staff members.
- The school, where required, may take a court order to prevent the entry of any person where the court and Headteacher believe there are grounds to do so.
- The school will have in place robust procedures to address internal acts of bullying and harassment and will take action against those are believed to participate in any act that victimises any staff, parents or students.
- To minimise the risk of violence, no staff may be permitted to lone work without prior agreement (see lone working section).
- No cash handling will be undertaken by staff without a risk assessment having been undertaken.
- All visitors, including parents, must report to reception on their arrival and must not be permitted entry until a staff representative has confirmed their visit.
- All acts of violence and aggression must be reported on the Trust’s online risk management system.

## Visitors

All visitors to the school should sign in via the School’s entry system. They are then given visitors’ stickers to wear for the duration of their visit, which includes Health & Safety Procedures. They should also be given Safeguarding & Safety Information leaflet.

Visitors who have a DBS check or have an ID from a professional body which confirms a DBS has been undertaken will be given a green lanyard and will be allowed unsupervised in the building. Visitors without a DBS will be given a red lanyard and will need to be supervised by a school member of staff at all times (this must include any parents attending meetings during school hours).



*Green lanyard: DBS checked visitors*



*Red lanyard: Non DBS checked visitors*

Staff should challenge any unrecognised visitor by asking, "Can I help you?". They should then be escorted to the office where they can sign in. Any person seen acting suspiciously should not be approached. The Headteacher or most senior member of staff should be informed immediately. If children are present, they should be supervised away from the situation.

All visitors to the school must be given a copy of the 'Safeguarding and Safety Information for Visitors' leaflet to read on arrival.

## Premises

### Asbestos

The school is of post year 2000 construction, and there are no known asbestos items contained within the school grounds. However, all works likely to disturb the building fabric must be suitably managed and risk assessments undertaken.

### Contractor Management

- Any contractor coming to work on the school site must make arrangements in advance and have a meeting with the Premises Manager or member of the SLT to agree their work arrangements to cause minimum disruption to the school and prompt communication about hazards and risks and how these will be managed.
- Contractor activity will be monitored by the Premises Manager to ensure agreed rules are followed and contractors will be required to sign in and out of site as per the school agreed procedure, including the Asbestos Log Book.
- Contractors will take all reasonable steps, including background and criminal record checks, to ensure that their employees and those of Subcontractors are suitable for working within an educational environment. Supervisory measures must be in place to ensure no contact with pupils except where urgent matters prevail of a Health & Safety nature.
- REAch2 has set a minimum safeguarding requirement that at least one person who has a current (i.e. no more than 3 years old) Enhanced DBS Check will supervise all individual employees, operatives and Subcontractors during the course of every project. Specifically, these requirements are:
  - Wherever possible, Contractors will be restricted to an exclusively "contractor-occupied site" during term-time where their activities are segregated from the remainder of the school population as much as possible **and** they are always to be under the direct, continuous and uninterrupted control of at least one Site Supervisor (who has a current Enhanced DBS check) for the full duration of the works on site.
  - A copy of the DBS certificate/s and Site Supervisor's photo ID must be provided to the Client, the School Business Manager and retained within the Construction Phase Plan prior to commencement of work on site.
  - The Client reserves the right to question the content of the DBS certificate/s (in particular, aspects relating to positive disclosure) with the Site Supervisor's employer and, furthermore, reserves the right to reject supervisory staff based on the contents of the DBS certificate and / or the outcome of discussions with employers.
  - All site operatives must be in possession of and wear their company photo ID at all times when on site.
  - Operatives must always "sign in" at Reception first, wear their visitors badge at all times while on the premises and sign out at the end of their shift. Operatives may also be required to sign in / out elsewhere on the premises but Contractors will be advised of this at the time.
  - Where necessary, all operatives will be escorted to and from the "contractor-occupied site" by a member of school staff such as the Site Manager / Caretaker.
  - Where site segregation is not possible (e.g. for short-term, localised or remote aspects of a project and / or emergency maintenance carried out by one (or a small number of) operatives then they will be supervised by a member of school staff such as the Site Manager / Caretaker / School Business Manager - where necessary, Academy Trust Regional Maintenance Surveyors will practically support this supervisory function.
  - The Site Supervisor/s, in possession of a current Enhanced DBS check, will ensure that they are familiar with the Safeguarding Policy & Procedure for the school at which the work is being undertaken - a copy of the

Safeguarding Policy & Procedure will be provided at the Project Pre-Start Meeting, acknowledgment of receipt will be recorded in the minutes of that meeting and a copy of the Safeguarding Policy & Procedure will be retained within the Construction Phase Plan.

- The Site Supervisor/s, in possession of a current Enhanced DBS check, will arrange to meet regularly (at least weekly) with the School's Head in order to review the effectiveness of safeguarding arrangements.
- Particular protocols, as agreed with the Head, will be recorded within the Construction Phase Plan and will include provision to allow the Head to raise safeguarding concerns directly and immediately with the Contractor.
- Any identified shortcomings in terms of safeguarding must be immediately and fully addressed to the satisfaction of the Head and Client - note that this can include the removal of site operatives from the project in the event of shortcomings in safeguarding provision and / or failure to adhere to either agreed protocols and / or the provisions herein.

Contractors will be inducted onto the school site by the Premises Manager. Site inductions will vary depending on the nature of the works, but will as a minimum cover the following aspects:

- Access and egress from the site
- Reporting incidents and near misses
- Asbestos (log book and confirmation of locations)
- Fire safety arrangements
- Site conduct
- Management of waste and chemicals
- Site segregation

All incidents that occur on site must be notified to the school, regardless of who the employer is. The school may request details from the contractor on follow up action to rectify an incident, near miss or failing by the contractor to manage their site risks. Where the REAch2 Estates Team are the contract managers, the school will ensure the Regional Maintenance Surveyor is notified of any incident and corrective action taken.

## Electrical Equipment

All staff should undertake a visual check of electrical equipment prior to using it to ensure it is safe. Guidance can be provided by the Premises Manager.

Staff are prohibited from bringing in electrical appliances into school unless they have permission from the Premises Manager.

It is the school policy to follow HSE guide INDG236 to set out PAT test frequencies. The school will observe the below for a typical low risk school environment:

**Table 1 Suggested initial intervals for checking portable electrical equipment**

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated <input type="checkbox"/> (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2–4 years	No
Double insulated <input type="checkbox"/> (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months – 1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to

The hard wiring of the building will be inspected and tested every five years.

Any unsafe equipment must be taken out of use and repaired or disposed of.

Pupils using electrical equipment should be supervised.

Only qualified and competent persons may be permitted to work on any electrical equipment of supply i.e. NICEIC.

## Fire Prevention & Precautions

- The school will ensure it fully meets the requirements of the Regulatory Reform (Fire Safety) Order 2005, and will ensure that:
- A full and comprehensive fire risk assessment is conducted for the school by a competent person.
- The Head will ensure that all actions arising from the FRA are reviewed and undertaken within the specified time.
- Where actions require funding or specific expertise, full consultation will be given to REAch2 Estates team and the lead Regional Maintenance Surveyor.
- The Fire Risk Assessment will be reviewed at least annually or following any fire incident.

- All staff regardless of their role will be provided a fire safety induction, including the location of exits, actions to be taken the event of discovering a fire and where necessary firefighting.
- Life safety comes first; staff must never endanger themselves and must ensure as a priority the safety of students.
- The Site Manager is responsible for weekly and monthly tests of emergency lighting and the fire alarm system.
- The SLT to organise termly fire drills and provide feedback from these drills.
- Fire action notices are posted in each room identifying the fire evacuation procedure.
- The school will ensure that a suitable number of fire marshals are appointed, details of which will be posted to the rear of class doors and within the staff room.

## Fire Evacuation Procedure/ Evacuation Procedure

### IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the building should be evacuated should activate the alarm using the nearest available break glass call point. They should then notify the front office of the exact location of the incident.

### FIRE FIGHTING

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

### ON HEARING THE FIRE ALARM:

- All staff, pupils, and other occupants of the building must respond to alarm activations by walking in an orderly way to the nearest fire exit.
- The fire alarm is a continuous ringing sound.
- The caretaker or fire marshal will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- The office manager will summon the emergency services (DIAL 999) as necessary;
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point(s)
- Fire wardens are responsible for ensuring corridors/buildings are cleared. Fire wardens should ensure that, in the event of their absence, another member of staff is available to take over their duties.
- Other staff, visitors and contractors must leave the building by the nearest exit and report directly to the office manager and office staff at the assembly point:

#### **The main school field at the rear of the building**

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last adult to leave the classroom must close the door. Pupils should walk in classes and remain with their class teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route and report to their class teacher.
- If the alarm sounds at breaktime or lunchtime and bell should be rung and pupils should line up. Class teachers should meet their class at the playground and escort them to the assembly point.

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

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



- On arrival at the assembly area pupils must stand in their classes while staff check their registers. Registers and the staff and visitors inventory will be taken out to the assembly point by the office manager and office staff.
- All other staff, visitors and contractors must report to the bursar to be accounted for. All visitors who do not have a DBS must remain with school staff at all times.
- The result of this check must be reported to the Headteacher or senior member of staff as soon as it is completed – teachers should raise their registers once they have verified that all pupils are present.
- All Fire Wardens should report to Headteacher or senior member of staff that corridors/buildings are cleared.
- The Headteacher or senior member of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade via Headteacher or senior member of staff.
- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Reading Girls School and arrangements made to contact parents.

**Persons requiring additional support must have a 'Personal Emergency Evacuation Plan' (PEEP) in place. These must be completed and signed off by the Headteacher or the School Business Manager.**

Fire drills will take place four times each academic year: twice in the first term and once each in the second and third terms (all unannounced).

PLEASE NOTE, THE FIRE ALARM WILL BE TESTED AT 8AM EVERY MONDAY MORNING. THE BUILDING SHOULD NOT BE EVACUATED AT THIS TIME.

## Lockdown Procedure

In the event of an emergency that requires children to be contained in their classrooms and staff to be aware of an emergency (i.e. incident happening outside the school, violent intruder inside the school grounds etc), the following codes will be used to alarm staff:-

**LOCKDOWN ALARM or the following by word of mouth, text and email: "LOCKDOWN"**

In these circumstances, children must be contained in the classroom and all external doors locked.

The decision to lockdown the school will be taken by the most senior member of staff on site.

**The lockdown will be communicated by:**

- Lockdown alarm or by word of mouth using the following: "LOCKDOWN"
- Updates will be sent via text message and email to all staff.
- The 'all clear' will be communicated by text message and verbally by members of the LEADERSHIP and Office Team.

**Action to be taken by all staff:**

- Move pupils into the nearest classroom. Year 5 staff to check Upper School Toilets. All available staff not supervising pupils to check corridors, accessible toilets, hall, stairwells and outside.

- Lock both the internal and external door.
- Lock windows and close blinds.
- Move pupils away from windows.
- If there is an immediate threat, pupils must take cover under tables.
- Do not open doors until the all clear has been given.
- Occupy the pupils.
- Visitors to the school to be guided to the Bursar's Office or the nearest safe room.

**Action to be taken by Caretaker and Office Team:**

- Lockdown alarm.
- Ensure all fire exits and other external doors are locked (5 other external doors: stairwells, corridor, front, hall).
- Allow access to site for Thames Valley Police.

**Action to be taken by Headteacher:**

- Call Thames Valley Police.
- Where possible, isolate and contain the threat.
- Follow the Incident Management Plan.
- LOCK-DOWN COLLECTION PROCEDURES

**LOCK-DOWN COLLECTION PROCEDURES**

As there are a number of exits from the school site (the front doors, playground gate, Surrey Road entrance) it is possible that children will be released to parents through an alternative exit. If the police agree that this is a safe option, the school communication systems can be used to inform parents of which gate they should make their way to and the Emergency Team will work with the Emergency Services to ensure the safe hand-over of the children. The most likely scenario is that police would check the school register before allowing parents onto the site so they can then collect from the classrooms, with teachers keeping a record of who has been collected, by whom and at what time. However, the School Incident Team will confirm arrangements after consultation with the Police/Emergency services.

**Emergencies: arrival and dismissal**

- Pupils will be signed in and out by a member of staff as they enter the classroom and when they are dismissed.
- If an alarm sounds during these times, all handover from and to parents/carers halts.
- The preservation of life is paramount.
- If the fire alarm sounds, all pupils will be taken to the assembly point. Any pupils still with parents/carers will be directed to the assembly point with their parents/carers.
- If the lockdown alarm sounds, doors will be locked and, unless there is an immediate risk to life, parents/carers still with their children will be directed to leave the site by the nearest exit.

**Outdoor Play Equipment**

The school has a number of external play apparatus. To ensure their safety, it is our policy that all external equipment is provided a full RPII accredited annual inspection. The Premises Manager will have the responsibility for overseeing that all checks are completed and for the undertaking of weekly visual inspections on all play equipment.

All staff are to report damage and defects immediately and to take all reasonable steps to prevent dangerous equipment from being used.

The school will ensure that playground and supervision risk assessments are completed, and communicated to relevant staff.

## Hot drinks

Hot drinks should not be taken into the playground or classroom while the children are present. Staff should use thermos flasks or mugs with lids to transport hot drinks.

## Hazardous Substances (COSHH)

The school will procure where possible non-hazardous cleaning substances and other chemicals, e.g. paints. Safety data sheets will be obtained for product and an assessment made to ensure that substances are stored, used and disposed of safely.

Substances MUST not be decanted into other containers.

All cleaning and other hazardous products must be stored in locked areas, with any flammable substances in flammable containers.

The Premises Manager is responsible for carrying out COSHH assessments and training will be provided to them.

Protective clothing is provided where required by assessments or in accordance with Safety Data sheet information.

Staff are reminded not to bring any substances or preparation into the school without prior consent.

## Housekeeping, Cleaning & Waste Disposal

The school employs cleaning staff in the morning and evening who may respond to spillages etc.

In the event that no support staff are available staff are responsible for making safe any spillage. Cleaning supplies are kept in cleaning cupboards and warning signs must be placed to identify slippery floors.

Rubbish is cleared on a daily basis and stored securely in a compound until it is collected.

Arrangements are in place for the disposal of clinical and other hazardous waste.

The school will provide facilities to recycle waste.

All staff are reminded to clean away food stuff after all meals and not to leave food waste where it may attract vermin.

## Lettings/shared use of premises

The school hires areas of the school during school vacations.

The school will only let the named areas for commercial and community purposes so long as hirers submit a copy of any risk assessments for activities to be carried out in the school building and the school is confident that these pose no risk to the building.

Hirers will be notified of their health and safety responsibilities including responsibility for raising the alarm, school security, public entertainment licenses etc.

All hirers are responsible for ensuring their own insurance is in place for their activities; a copy of the indemnity cover must be provided as part of any hire.

The school reserves the right to cancel any event in line with the booking terms.

Hirers will be liable for all damages and costs associated with their hire.

## Guidance on infection control

Please refer to the HPA website for the current guidance on infection control in schools. A copy of this guidance is displayed in the office. [http://www.hpa.org.uk/webc/HPAwebFile/HPAweb\\_C/1194947358374](http://www.hpa.org.uk/webc/HPAwebFile/HPAweb_C/1194947358374)

### **Encourage children to:**

Always wash hands after using the toilet and before eating or handling food using warm, running water and a mild, preferably liquid, soap. Toilets must be kept clean.

Effective hand-washing is an important method of controlling the spread of infections, especially those that cause diarrhoea and vomiting. Rub hands together vigorously until a soapy lather appears and continue for at least 15 seconds ensuring all surfaces of the hands are covered. Rinse hands under warm running water and dry hands with a hand dryer or clean towel (preferably paper). Discard disposable towels in a bin. Bins with foot-pedal operated lids are preferable. Encourage use of tissues when coughing and sneezing. If a food handler has diarrhoea or vomiting Public Health England's advice should be sought urgently.

Cleaning up body fluid spills-universal precautions Spills of body fluids: Blood, Faeces, Nasal and Eye Discharges, Saliva and Vomit, must be cleaned up immediately. This must be immediately reported to the Premises Manager/ Senior Classroom Assistant. Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have. Clean and disinfect any surfaces on which body fluids have been spilled. An effective disinfectant solution is household bleach solution diluted 1 in 10 but it must be used carefully. Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of according to local guidance, not in the main bins. Mops used to clean up body fluids should be cleaned in a cleaning equipment sink (not a kitchen sink), rinsed with a disinfecting solution and dried. Ensure contaminated clothing is hot laundered (minimum 60°C).

## **Property Defect Reporting**

Any minor defects or building concerns should be reported to the Premises Manager and recorded in defects book for remedial action. This is found in the Main Office. Otherwise, staff who are set up to use the online reporting system can raise a helpdesk ticket.

Where a major issue is identified, or the defect presents an imminent risk to the safety of building occupants, the school will take all necessary measures to cordon and make the area safe. The school will notify the Estates Team and Regional Maintenance Surveyor.

Staff must take steps to warn others of any immediate hazards, for example by placing warning signs which can be found in the cleaners' store.

## **Snow and Ice**

The school will prepare a gritting plan, identifying all key priority access and egress routes. All staff are advised to familiarise themselves with safe access routes. Where severe weather warnings are issued, the school leadership team, on approval of the Head will close the school. External activities, such as play and PE will be dynamically assessed; if severe weather presents a risk the school will opt to run indoor play to reduce the risk to staff and pupils.

The school will follow the Severe Weather Policy to make decisions and communicate effectively in such times.

## **Vehicles on Site**

- Staff must park their vehicles in the designated car park at the rear of the school. Designated senior and support staff may park in the front car park.

- Access to the site is controlled by automatic gate at the front and by coded manual gate at the rear. Under no circumstances should staff attempt to repair or tamper with the gate. All defects must be reported to the site Premises Manager.
- Vehicle speeds are limited to 5 miles an hour and notices are displayed in the car park.
- All delivery drivers and contractors have to report to Reception.
- The school will ensure that large vehicles to site, such as for larger deliveries and construction works, are planned to transit to a safe area and where possible out of hours.
- Children awaiting transport for visits will be accompanied by teachers and escorted onto vehicles.
- Road awareness safety training takes place for pupils.
- All staff wishing to park on the school premises must register their car with the school, so that ownership can be identified.
- Any suspicious vehicle must be reported immediately to the school reception staff, who will clarify ownership or seek further assistance.

## Water Hygiene

- To ensure the safety of the water supply, the school will ensure that a Legionella risk assessment is undertaken, in alignment to HSE Guide L8. All assessment and corrective works to the water system will be undertaken by a competent person.
- The Premises Manager will be responsible for the day to day management of the water system, and will work with any external appointed contractor to ensure that the necessary checks, cleaning and dosing activities are undertaken, as identified in the Legionella control plan.
- The water system should be regularly tested by an external contractor, and the risk assessment updated regularly by a competent external company.
- Any external contractor working on the water system must record their activities in the water system log book and refer to it before commencing work.

## Preventing Slips & Trips

Slips and trips are amongst the highest reported incident type. The school will ensure that:

- The Premises Manager is undertaking daily site tours and conducts formal monthly / termly property inspections.
- All floor damage will be ideally made safe immediately; however, if not, the Premises Manager will ensure that suitable steps are taken to cordon off or secure areas where trip hazards are identified.
- Areas of changes in level will be suitably lit and marked.
- All staff are reminded to deal with small spillages when they happen and to take action where they see spillages.
- The Premises Manager will support staff with managing larger spillages or ground contamination.
- The school will ensure that wet play activities or those involving potential floor contaminants are planned and risk assessed to prevent or minimise any slip / trip risk.
- Annual building condition surveys will be undertaken by REAch2, and will include floor condition and life span.
- The Regional Maintenance Surveyor working with the school Business Manager will identify a plan of work to address defect as well as advise on potential budgets i.e. SCA / Capital.

## Radios

### Protocol

1. Only use the device to contact an individual staff member or to respond to an individual call. No general questions or calls (“Anyone seen..”).
2. To contact someone: press and hold the PTT side button. Wait 4 seconds before you start talking. State who you are and who you are calling, followed by the word “over”.
3. If there is no response call again, followed by the word “over”.
4. End all messages with “over”. End all conversations with “out”.
5. They should be used to pass simple messages or to locate individuals.
6. The only names used on the devices should be the persons being called etc. **NO OTHER STAFF, PUPIL OR PARENT NAMES**. No initials or anything that could identify a pupil. No information that could be used to bring yourself or the school into disrepute or help someone identify what is wrong or who someone is.
7. **EMERGENCY SITUATION:** we will use the word **“rainbow”** and state the location. E.G. “Mrs Knight to Mr Prendergast over” Response: “receiving over”. Reply: “Rainbow, main reception. Rainbow, main reception. Over.” Response: “received. En route. Out.”

### Individual Calling

There is the facility to individually call members of staff. When this is up and running the office will use them to call for pupils. This should not be done on an open line!

### Devices

Should be charged in Sam’s office. Pick up and drop off there.



PTT (Push To Talk) button:  
PRESS AND HOLD FOR 4 SECONDS. START TALKING AND  
KEEP IT HELD DOWN. RELEASE AFTER SAYING “OVER”  
or “OUT”

## School Office

The school office is managed by Trina Binks. It is both the ‘front of house’ of the school and the operational heart of the school. Data and information must be handed over confidentially, being aware of visitors waiting either in the lobby or waiting area.

## Keys

Key holders for the site are: Rod Shore, Dom Prendergast, Trina Binks, Sam Knight. In the event of the Security alarm, fire alarm or lockdown alarm sounding out of hours, these individuals should be contacted (in order).

Internal keys should be kept securely in the school office in the key safe.

If an internal key is lost it should be reported to the School Business Manager.

## **Disability and Access**

The site is fully accessible, including accessible toilets and a lift. Pupils must be accompanied in the lift. If any pupil, staff member or visitor requires support, the School Business Manager should be called.

## Processes

### Staff Consultation and Communication

Health and safety will be included on the agenda for all staff (teaching and non-teaching) meetings to allow staff to raise any concerns and make suggestions for improvements.

All staff will have access to the REAchIn intranet pages, where they will have access to a range of supportive material and consultation documents, including information on safety initiatives and news bulletins.

The school will post relevant safety information within the staff room on the noticeboard. Where a change to work practice is identified, staff and union representatives will be consulted.

Headteachers will have access to a regular Heads Forum, facilitated by REAch2. The forum will provide update information on safety management including trends and actions required from schools.

The Deputy Director of Education will work with schools to discuss and consult on new safety developments, including issues related to new policy and work practice.

### Health & Safety Committee

To supplement the ongoing staff meetings, the academy will hold a termly Health & Safety Committee meet. This meeting will be hosted by the lead Health & Safety governor representative and will comprise of, as a minimum:

- Head
- School Business Manager
- Staff representative
- Premises Manager / Premises Representative
- Health & Safety Governor

All meeting will be minuted and the Business Manager will be responsible for ensuring that all actions are appropriately assigned and actioned. Terms of reference will be provided and reviewed annually by the Local Governing Body.

The Committee will provide oversight of the academy health and safety performance, providing support and guidance to the school to improve safety performance and understanding. The committee will, as part of its operation review:

- Incident reports and trends
- Audit actions
- Inspection logs and defects reports
- Training and staff competency
- School condition reports and estates related actions
- Policy review
- Health & Safety policy review
- Risk assessment matrix review and outstanding actions
- REAch2 Initiatives and reports



## Supervision & DBS Arrangements

- The DfE requires that recruitment practices in schools and nurseries meet a certain standard of safety. Their recruitment procedures should help deter, identify or reject people who might pose a risk to children. DBS checks are a key part of determining a prospective employee's suitability to work in a school, college or nursery.
- It is the school policy to adhere to all DfE requirements related to DBS checks, and as such will ensure that all staff, governors and those likely to interact with children or work within any school-related activity, will have all necessary enhanced DBS checks. The DBS check will include a check of the children's barred list if the person has been assessed to be working in regulated activity.
- No staff may be permitted to undertake activities within the school until the DBS check has been returned and agreed by a member of the SLT group.
- All staff members will have their DBS check reviewed at three year intervals, or sooner if identified by the LGB or a SLT staff member or where directed by the Deputy Director of Education.
- Those visiting the site who have not been appropriately DBS checks MUST be accompanied on site at all times by a school staff member and at no time left unsupervised whilst in the school grounds.
- Pupils will be supervised at all times during the school day in the classroom, at playtime, at lunchtime and during any afterschool activities.
- During out of school activities pupils will be supervised at all times and a risk assessment will be undertaken for all out of school activities to ensure that the appropriate levels of supervision and DBS checks are in place.

## Swimming and Pool Management

- If teachers accompany children to swimming lessons off-site they must make themselves aware of the normal and emergency operating procedures for the pool being attended.
- The school will risk assess and provide suitable supervision arrangements based on the age, skill and support requirements of the pupils.
- The school, where using an external pool provider, will ensure that on an annual basis relevant copies of public liability cover is provided and stored. In addition, the school will ensure that the provider has at all times competent and qualified lifeguard cover.

## Work Experience and Young Workers

Where work experience placements are offered to external students, it is the policy of the school that:

- All work experience students will receive a full Health & Safety induction to the school.
- Work will be planned to take into account their limited work experience and knowledge of risks.
- A risk assessment for Young Workers will be undertaken and communicated to relevant staff.
- A DBS will be undertaken for all staff.
- Suitable supervision will be provided at all times.
- Weekly catch up sessions will be held by their line manager.

The Work Experience Policy will be communicated and followed.

## Drugs & Medications

- The school will administer medications only after receipt of a written request from the child's parents / legal guardian and accompanied by the GPs / consultants prescription. Staff are not permitted to dispense any other medication (including pain killers).
- Parents are encouraged to request GPs to prescribe medicines which do not require doses during the school day where possible to minimise the need for pupils to receive medication during the day.
- Where necessary staff will receive specialist training to support pupils with medical conditions for example epilepsy, asthma, allergies etc. This training is recorded and the records are held in the medical boxes and medical room.
- Care plans will be drafted in conjunction with parents and appropriate health professionals and shared with staff as appropriate. These will be regularly reviewed to ensure they remain valid.
- All medications and drugs are stored safely in the medical room and accessed when required unless it is appropriate for pupils to carry their own medication (inhalers). Cold storage will be provided as required.
- A written log of all medication administered to pupils in school is kept confidentially in the office.
- Emergency contact information for each child is held on Arbor and records updated as required.
- The school, may in the event of a critical situation, administer medication to a child without consent of a parent if the First Aider or medical services believe there is imminent life risk.

## Intimate care

- It is our intent to develop the independence of each child at the school, however we appreciate that some additional care may be required. The school will manage a dedicated Intimate Care Policy, that will be reviewed annually and agreed by the Governing Body.
- Parents have a responsibility to advise the school of any known intimate care needs relating to their child.
- Where the school has been notified of a child requiring intimate care, the school will ensure that an Intimate Care Plan is put in place and agreed by parents / guardians. The plan will detail the extent of the school's responsibilities and activities to be undertaken. Once agreed the plan will be subject to a 6 monthly review. It is the responsibility of parents to inform the school of any change that may impact of the validity of the plan.
- **Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents. This act of intimate care would be reported to the dedicated safeguarding lead and parents at the earliest possible time following the event.**

## Health and Safety Advice

The school is part of the REAch2 Academy Trust, and has access to advice and guidance via fellow schools, Deputy Director of Education and where required the Head of Health, Safety & Wellbeing, who will be as a minimum a Chartered Health & Safety Practitioner. The Trust will maintain a dedicated support service for schools on matters related to health and safety management; contact will be via the [HS@reach2.org](mailto:HS@reach2.org) email address. In the first instance all general enquiries will be directed to the School Business Manager.

## Risk Assessments

The Academy has a clear policy on risk assessment, and has set our clear responsibilities and expectations for the management of risk. Risk assessments will be undertaken on all activities and processes that may cause harm, including issues related to premises and curriculum safety.

The Senior Management Team are responsible for identifying risks to pupils, premises and employees and are responsible for the development of written risk assessments with the staff concerned for significant risks or where legislation dictates.

Relevant risk assessments will be discussed with staff during induction and staff are expected to follow those control measures identified to keep themselves, pupils and premises safe.

Risk assessments will be undertaken using the Trust's online risk management system (Parago). The school will ensure that there are sufficient number of trained staff at the school to both undertake and cascade instructions to relevant staff.

Risk assessments will be subject to review on a risk level basis. Typically risk assessments will be reviewed between 12 months and 36 months depending on their risk. In addition, risk assessments will be reviewed on an incident, change in work process, new staff, new guidance or changes in legislation or where we believe the risk assessment to be no longer valid.

Individual risk assessments will be developed by line managers with staff who may become more vulnerable through age, pregnancy, disability or ill health.

## School Journeys & Off-Site Activities

Teachers planning educational visits must obtain permission for the intended venue from the Educational Visit Coordinator (EVC) and ensure they carry out all documented planning of the visit including:

- pre-approval
- risk assessment of travel and activities at the venue
- obtaining permission from parents
- costing
- staffing ratios
- qualifications of those supporting activities
- using approved transport, etc.

All journeys must be approved by the EVC and in the case of overseas international journeys must be agreed by the Headteacher.

If organised properly, educational visits are valuable learning experiences. It is important members of staff follow carefully agreed procedures, as the school cannot subsidise poorly arranged trips. A teacher wishing to take their children out of school should ensure:

Steph Harriss oversees and authorises all trips, visits or events. Any entries to the diary should be agreed with her first.

### Timeframe:

- Ideally Trips and Visit will be organised for the year by October, all dates need to be checked with Steph H who will put these in the diary. Only one trip per day can go ahead.
- A letter will be sent to parents with a breakdown of costs for the year (see below). A detailed consent letter will need to go to parents for all trips (see example below)
- A copy of all letters have to go to the office so that Parent Pay can be updated

Organise	Communicate (6 weeks)	Identify Risk (by 4 weeks)
<ul style="list-style-type: none"><li>• Book the event (identify pupil numbers and educational value) and arrange invoicing.</li><li>• Liaise with the Steph H to ensure it is put in the school diary.</li><li>• Liaise with the office to book transport.</li><li>• Liaise with the office to agree the cost per child</li><li>• Write the letter to parents to inform the cost for the year</li><li>• ParentPay dates.</li><li>• Agree staffing with staff and relevant Assistant Head. Each trip should have parent helpers on - do not rely on a trip using only staff for trips.</li><li>• Organise cover for the playground at lunchtime if you will be taking staff wo do lunch duty with you.</li><li>• Create a folder for the event in Palmer Staff Team and the Events, Trips &amp; Visits group</li><li>• Save this form, the risk assessment and any organisational papers (invoice, information etc) in the event file.</li></ul>	<ul style="list-style-type: none"><li>• <b>Parents:</b> send a letter providing details of the trip, cost, educational value and organisational arrangements. Parents must sign a consent form. All letters must be checked by SH and sent to the Office.</li><li>• <b>Office Manager:</b> to agree transport, organisational arrangements, ParentPay</li><li>• <b>Staff:</b> staffing, organisational and logistical arrangements, timetable variations, roomings.</li><li>• <b>School Business Manager:</b> invoicing</li><li>• <b>Kitchen:</b> number of free school meals required</li></ul>	<ul style="list-style-type: none"><li>• Identify: hazards, control measures, pupils with medical conditions, emergency procedures.</li><li>• Evaluate the likelihood and severity of risk.</li><li>• Ensure all risk assessments are printed and given to Steph H, who will get the signed by DJP. Steph H will pass signed RA back to trip leader</li></ul>

### Trip Pack

A Pack needs to be put together and given to all staff members on the trip. The pack must include:

- Timetable of the day
- Risk Assessment
- Group List
- Map of the place (if appropriate)
- Trip form on the day with register copied on the day (example below) A copy must be given to the office
- Emergency numbers for children and confirmation of trip and coach (to be help by group leader)

### Parent Helper

Need to be given the Group list and timetable only

### Event Form

<b>Name of person organising:</b>	Click here to enter text.	<b>Today's date:</b> Click here to enter a date.
<b>Name of event:</b>	Click here to enter text.	
<b>Date of event:</b> Click here to enter a date.	<b>Times</b> Start/depart: Click here to enter text. Finish/return: Click here to enter text.	<b>Year group:</b> Choose an item.
		<b>Number of children:</b>

**Event total cost:**

Click here to enter text.

**Transport requirements:**

Choose an item.

Click here to enter text.

**Cost per child:**

Click here to enter text.

**Parent Pay****Staff attending:****Parent letter date:**

Kitchen informed?

**Open:** Click here to enter a date.

Click here to enter text.

Click here to enter a date.

Invoice sent to SBM?

**Close:** Click here to enter a date.

**Checked by Events Team?**

**RA complete and signed off?**

**Adult/pupil ratios**

Key Stage 1 ratios are 1:8 (1:6 if public transport is involved)

Key Stage 2 ratios are 1:10

Foundation Stage we follow a ratio of 1:4

## School Transport – e.g. minibuses

Any school transport hired by the school must have seatbelts for every child and drivers must be DBS checked.

No staff member can transport a child in their own vehicle car without appropriate DBS check, insurance (business use) and child seat if needed due to the size of the child.

## Monitoring & Audit Arrangements

The school will monitor the effectiveness of these arrangements and the policy by:

- The Senior Management Team reviewing this policy every year involving the staff team and Link Governor and amending as necessary. The policy should be approved by the Local Governing Body.
- By completing an annual site inspection, comprising of senior team members and governor representative. Support will be provided by REAch2, using template guidance documents.
- By conducting a REAch2 self-led safety audit at least annually to benchmark the school against statutory and REAch2 policy standards.
- By reporting our performance to Governors on the Key Performance Indicators identified within this policy.
- By structured monitoring of our activities by the H&S Link Governor who will then be able to report back to the REAch2 Board.
- REAch2 Head of Health, Safety & Wellbeing will run a phased audit program to provide a strategic level audit of the school.
- The Deputy Director of Education will support the school in monitoring the effectiveness of these arrangements and provide professional guidance on identified non – compliance.

## Critical Incident Planning

The school has an Incident Management Plan (also referred to as the Business Continuity Plan or Rainbow Plan). A member of the nominated **School Incident Management Team** will normally activate and stand down this Plan. The flowchart listed below details the key roles in a critical incident in school. For incidents off-site, closure in the event of extreme weather conditions, an emergency relating to other services using the site the full team is unlikely to need to be mobilised. In this eventuality, the person assuming the “Gold” role will decide which staff are involved.

Gold

Dom Prendergast

Silver	Katherine Druce/ Staph Harriss/ Jac Chick/ Libby Thomassen/ Sam Knight
Bronze Communication	Trina Binks. Deputy: Karen Asquith
Bronze Medical	Jo Taphouse. Deputy: Maxine Goldwater
Bronze Site	Sam Knight. Deputy: Rod Shore
Bronze Family Liaison	Rob Bruce. Deputy: Ewa Brettell
Bronze Casualty Liaison	Angela White. Deputy: Carol Carpenter
Recorder/PA	Sarah Bryant
Premises Officer	Rod Shore

## Missing Pupil

See also: Missing Pupil Policy

- In the unlikely event that a pupil goes missing from the school site or on a trip, the following action must be taken:
- Make a physical note of the time and the last known location.
- Contact the Headteacher (or most senior member of staff on site).
- If on a trip, ensure the safety of remaining pupils in one safe location.
- If on a trip, liaise with the centre staff.
- The Headteacher or appointed person will coordinate a strategic search of the site.
- As part of the search, pupils should be interviewed to determine whether they know where the pupil is.
- If the pupil cannot be found on site a search of the immediate surrounding area will begin (including shops).
- The school office will contact the parents.
- The Headteacher will contact the police. Information required for police: name, age, recent photograph, height and physical description, any disability or learning difficulty, pupils personal details, recent comments made by the pupil to friends, contact details of parents and Academy.

## Registration

Registration takes place at 9.00am and at 12.45pm (Lower sch.) and 1.15 (Upper sch.) when the children enter their classes. The names of children arriving after 9.00am are entered into the school entry system at the front office, recorded by admin staff and registers are adjusted accordingly.

Staff should register pupils electronically using Arbor. This must be saved at 9am so that the 'Evacuation Report' can be printed and all pupils accounted for.

## Security

The security of the school site is paramount at all times. The gates will be opened at 8:40am and locked at 9:05am. They will be opened again at 3:10pm and locked again at 3:45pm. During these times (and any other times the gates are open) staff should be visible on the playground and main entrances to the building. Any acting suspiciously should be challenged in a polite way and reported to the Headteacher. At all other times visitors should sign in at Reception and, if a current DBS is not provided, should be accompanied at all times by a school member of staff. All external doors must be locked or manned when the gates are open.

## Child Protection & Safeguarding

See also: Safeguarding & Child Protection Policy

**All** adults working with children, regardless of role, have a duty to safeguard and promote their welfare. This means:

- protection from mistreatment;
- preventing impairment of health and/or development;
- ensuring children's circumstances are conducive to safe and effective care;
- enabling children to have the best opportunities possible to allow successful transition to adulthood.

All staff, volunteers and visitors will require proof of the appropriate level of DBS check before working with pupils.

It is important that your behaviour with children is suitable and never open to question. Appropriate relationships with children are built on mutual trust and respect. It is good practice to ensure that you are not alone with a pupil, or, if 1:1 contact is necessary, that your work with them remains visible to other adults. Use of mobile phones in our school without prior permission from a staff member is prohibited; please ensure your phone is turned off and out of sight.

If you have any concerns about any of our pupils, no matter how small, it is important to report them, as they may be part of a bigger picture of concern for that child. Reporting should be to the Designated Safeguarding Lead. These must be recorded by the individual member of staff on CPOMS.

Dom Prendergast, the Head, is the **Designated Safeguarding Lead** for the school. He is responsible for the management of safeguarding at school. Rob Bruce, Family Support Manager, is the **Operational Safeguarding Lead**. If you are concerned about a child either speak to him or any of the Designated Safeguarding Officers.

<b>Designated Safeguarding Leads</b>	<b>Mr Dom Prendergast</b>	<b>Designated Safeguarding Lead</b>
	Mrs Jac Chick	Deputy Designated Safeguarding Deputy Lead
	Mr Robert Bruce	Operational/Deputy Designated Safeguarding Deputy Lead
	Mrs Sarah Bryant	ELSA/Deputy Designated Safeguarding Deputy Lead
	Miss Libby Thoamssen	Deputy Designated Safeguarding Lead
	Mrs Trina Binks	Admin/Deputy Designated Safeguarding Lead

On rare occasions, children can disclose directly to an adult that they are being harmed, or are at risk of suffering harm. Should you be the recipient of such a disclosure, please adhere to the following procedures:

- listen carefully;
- allow the child to talk freely and without interruption;
- reassure them, but do not promise confidentiality;
- do not interrogate, or ask leading questions.

Following the conversation record what was said in as much detail as possible on CPOMS. Try to capture the precise words that the child used, as it is important that the disclosure is reported as accurately as possible. Make sure the form is fully completed. You should also speak to one of the Designated Safeguarding Officers immediately.

### **Important facts to remember:**

- There are four categories of abuse: **physical, sexual, emotional and neglect**. Children can show through their behaviour and actions as well as through their words that they are being abused, so it is important for all staff to be

vigilant to any warning signs. Remember, children can be abused by adults and other children, by strangers and family members, and can be abused at any age.

- **Female Genital Mutilation (FGM)** is a type of physical abuse committed against young girls to fit within cultural traditions. It is against the law, and is recognised as child abuse. Any adult in school who receives a disclosure of FGM having taken place must report it to the Police. Girls who have undergone FGM often show signs of having difficulty in standing, sitting and walking, and have problems going to the toilet. There is often talk of ‘a special celebration’ or ‘becoming a woman’.
- The **Prevent Duty** requires all adults in school to ensure that children are prevented from being drawn into radicalisation, extremist thinking and terrorism. Schools must report any concerns about these issues to the Police, and all adults in school must be aware of any behaviour, actions or disclosures that suggest extremist or radicalised thinking, including any knowledge of, or sympathy with, known terrorist groups.

The Palmer Academy has a policy for safeguarding and child protection, which is available in the staff room, office, online or upon request from the School Business Manager.

Adults in school are also expected to report any concerns about another adult working with children who may pose a risk to them, known as ‘whistleblowing’. The Palmer Academy has a whistleblowing policy, which advises to whom any concerns must be reported. Please find this in the staff room, office or upon request from the School Business Manager.

## PREVENT

PREVENT refers to the government strategy to prevent individuals becoming radicalised. Staff must complete annual PREVENT training and report any concerns that a child or member of the school community is at risk of becoming radicalised. Staff must be aware there are many forms of radicalisation. All concerns must be reported to the Designated Safeguarding Lead both verbally and via a safeguarding referral form (CPOMS).