



**Caslon Primary  
Community School  
Health and Safety  
Policy & Procedures  
2020**

# Health and Safety Policy

## Section One

### General Statement of Health and Safety Policy

This Policy statement is subsidiary to the Directorate of Children's Services Health and Safety Policy Statement and Dudley MBC's corporate health and policy statement and is provided in accordance with Section 2(3) of the Health and Safety at Work etc. Act 1974.

The school's Governing Body along with the school's Senior Management Team recognise and accept their legal responsibilities for Health and Safety within the school. We recognise as responsible employers and/or as persons in control of premises the need to provide a safe working environment for employees, pupils and others who may be affected by our activities.

To ensure the above is met the school's Governing Body and Senior Management Team will so far as is reasonably practicable provide to ensure that:

- Compliance with all relevant Health and Safety Legislation applicable to us is managed
- Information, instruction, training and supervision is provided
- The premises and grounds are maintained in a safe condition
- There is safe access and egress to all parts of the school premises.
- Plant and equipment is safe to use
- Safe systems of work are defined, implemented and managed
- Off site visits are conducted in a safe manner and risks are identified and controlled
- The handling and use of substances and articles is safe at all times and procedures exist for their safe use
- Adequate welfare facilities exist at all times
- Risk assessments are undertaken for all tasks, and information is readily available, appertaining to the risk assessments and the controls required to ensure a safe working culture.

To ensure that Health and Safety is given a high profile within the school the Governing Body will, within its allocated resources from the devolved capital, set aside adequate finances for this policy to be complied with and any allocated works/safety projects to be completed.

To provide for continued improvement in our health and safety performance staff are encouraged to support the Governing Body in their implementation of this policy and other safety initiatives for the school.

Health and safety consultation is important to us and will be undertaken as appropriate on matters affecting the health and safety of employees, pupils or visitors to the school.

This policy statement, along with section 2 the organisational structure and section 3 the arrangements and procedures, has been approved by the school's Governing Body.

Signed:  
Chair of Governing Body

Date:

Signed:  
Head Teacher

Date:

## **Section Two**

### **Organisation for Health and Safety**

#### **School Governing Body**

School Governing bodies have responsibilities for protecting the health and safety of staff, pupils and visitors as follows:

To take all reasonable measures within their power to ensure the school premises are safe and not hazardous to the health and safety of staff, pupils and visitors. The Council, as the Local Authority (LA), may take action where a governing body does not discharge this duty appropriately under the scheme of delegation.

- To accept their responsibilities and carry out the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislative requirements introduced through Act's, Regulations or Guidance, so far as is reasonably practicable.
- To assist the Head Teacher to produce and implement an effective Health and Safety Policy including Organisational arrangements and Procedural documents for work activities.
- To regularly review the health and safety arrangements within the school to ensure that the organisational structures are effective and meet the needs of the school.
- To agree with the Head Teacher a policy for financing health and safety matters which come within the responsibility of the school, and to notify the council of all health and safety matters which cannot be resolved for financial or other reasons, whether or not it is the responsibility of the school.
- To be aware of and comply with safety legislation, codes of practice and guidance notes and their application to the school.
- To receive through the Head Teacher or school staff copies of health and safety reports or fire reports noting the action taken or to be taken to implement the recommendations or requirements.
- To support the management of the school to ensure all school staff carry out their health and safety responsibilities and duties.
- To ensure that the appropriate training is given to inform and educate school management and staff of their health and safety responsibilities and duties.
- To establish as a matter of good practice committee's that deal with health and safety matters e.g. Site and Premises Committee, fire risk committee or similar designated committee.
- To receive minutes of the committee's and to confirm or recommend the appropriate action necessary.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.

#### **Head Teacher**

The Head Teacher has the following responsibilities:

- To establish and implement a suitable Health and Safety Policy within the school, the policy is to include the organisational arrangements necessary to make the policy within the school effective.
- To be responsible to the Governing Body for securing the full implementation of the schools Health and Safety Policy.
- To establish and regularly review risk assessments (Generic, Specific and Fire) as required by the relevant legislation and to incorporate the findings of the assessments into a risk management process within the school.
- To regularly review the schools Health and Safety Policy and the supporting organisational arrangements and practices.
- To ensure that arrangements are made for informing Governors and staff about the health and safety policy and that they have access to it.

- To ensure that health and safety responsibilities and duties are properly assigned, accepted and understood by the relevant staff and to review periodically the effectiveness of the health and safety arrangements.
- To ensure all staff comply with the requirements of the health and safety policy and supporting rules/procedures.
- To encourage and support the school staff in carrying out their health and safety responsibilities and duties.
- To ensure there is a designated member of staff (which may be the Head teacher) to undertake specific duties on health and safety and to act as “safety co-ordinator” between the school, the council, the Corporate Health and Safety Team, the enforcing authorities and service providers.
- To maintain copies of the relevant health and safety publications, codes of practice, guidance notes and safety booklets and ensure these documents are readily available for use by staff.
- To ensure that the appropriate training is given to inform management and staff of their health and safety responsibilities and duties.
- To encourage and support the health and safety training for school staff and pupils.
- To encourage and support the work of any school health and safety committee and its individual members.
- To receive minutes of the health and safety committee and to confirm, or recommend, the appropriate necessary action to be taken.
- To encourage and support the work of the trade union appointed safety representatives in carrying out their role within the school.
- To prepare health and safety reports of a technical or financial nature as required.
- To receive health and safety reports prepared by school staff and to act upon them as appropriate.
- To receive health and safety and maintenance reports from the authorities Corporate Health and Safety Team, the Health and Safety Executive (HSE) inspectors, the West Midlands Fire Service, The Environmental Health Officers and service providers, bringing the problems and recommendations to the attention of the school staff and Governors.
- To draw up a schedule of items or activities for which the school is responsible, laying down safe working procedures, where this is required by relevant legislation.
- To draw up a programme of work in conjunction with the school Governors to implement health and safety requirements where the responsibility lies with the school in accordance with the scheme of delegation.
- To establish an effective control system for the employment of contractors through which their safety policies are vetted and their work procedures monitored in accordance with the scheme of delegation.
- To consult with the council regarding the implementation of health and safety requirements where the responsibility lies outside the school.
- To consult with the councils Corporate Health and Safety Team or West Midlands Fire Service Officer’s prior to making changes to the layout of the school or undertaking activities which could affect general or fire safety.
- To establish and implement an effective accident reporting procedure within the school in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and guidelines supplied by the council and monitor the processing of accident forms in accordance with the accident reporting procedure.
- To establish and implement an effective first aid procedure within the school in

accordance with the Health and Safety (First Aid) Regulations and guidelines supplied by the HSE/DfES.

- To maintain an effective fire evacuation procedure and conduct regular fire drills to test the effectiveness of the procedures.
- To set up, co-ordinate and monitor the procedure for testing portable electrical appliances and ensuring that a log is kept of all appliances, their periodic inspections (as defined by the Electricity at Work Regulations) and tests by a competent person.
- To agree safety procedures for special events, which involve the use of temporary lighting, displays or plant and equipment etc. being brought onto the premises.
- To STOP IMMEDIATELY any work, process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or a hazard has been created that is likely to affect staff, pupils or visitors to the school and to inform the Corporate Health and Safety Team immediately of any actions taken.

**School Management Team** (this includes Deputy Head, Curriculum Coordinators, Heads of Year, etc.).

In addition to the general duties of staff, supervisory staff will be directly responsible to the Head Teacher or a member of staff nominated by the Head Teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. In particular they will ensure for their areas of responsibility that:

- Safe methods of work exist and they are implemented.
- Staff, pupils and others under their area of responsibility are instructed in safe working practices.
- Health and Safety rules and procedures are applied effectively and complied with.
- Risk assessments are conducted for all leisure, work and experimental activities and information on the risk assessments is disseminated to relevant persons.
- Safety inspections are regularly made and reports are provided to senior managers on the findings so that resources can be allocated to correct deficiencies.
- Guarding fitted to all plant and equipment is adequate for the task and regularly inspected.
- Signs are displayed advising of authorised use only for plant and equipment and that unauthorised use is prevented at all times.
- Appropriate facilities in the form of personal protective equipment and fire/ first aid facilities are available at all times.
- Hazardous, flammable and highly flammable substances are stored correctly.
- Any Health and Safety concerns are reported to the Head Teacher or their deputy immediately identified.

### **School Health and Safety Co-ordinator**

The Head teacher may delegate these responsibilities to the Health and Safety Co-ordinator in part or in full:

- To assist the Head Teacher to plan, implement and assess the Health and Safety Policy and Organisational arrangements and regularly review the system of risk assessments as required by the relevant regulations.
- To assist the Head Teacher to regularly review the schools Health and Safety Policy and Organisational arrangements.
- To ensure that members of staff are aware of and have access to the schools Health and Safety Policy.
- To inform new or temporary staff of their Health and Safety responsibilities and

duties and to provide the necessary information and advice for them to carry out their duties.

- To liaise with the Head Teacher and, where appropriate seek further advice on:
  - The implications of safety legislation, codes of practice and approved safe working procedures.
  - The health and safety aspects, affecting the design and layout of new and reorganised working areas.
  - The health and safety aspects of new plant, equipment and personal protective clothing.
- To carry out periodic inspections, with departmental managers, of premises and other work places, plant, tools, equipment and work activities, reporting to the head teacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with the councils Corporate Health and Safety Team, the Health and Safety Executive Inspectors, West Midlands Fire Service Fire Prevention Officers and Environmental Health Officers.
- To identify and recommend suitable health and safety training courses to enable staff to carry out their health and safety duties and maintain a record of staff attendance/certification.
- To support the investigation of accidents, dangerous occurrences and near misses occurring on the school premises and reporting the findings to the Head Teacher as appropriate.
- To regularly monitor:
  - The first aid procedure within the school, including the availability of first aid equipment and trained staff.
  - The fire evacuation procedure within the school and arrange for regular fire drills to test the effectiveness of the procedure.
  - Compliance with the control of substances hazardous to health Regulations (COSHH)
- To attend, as appropriate, the committee of the governing body dealing with health and safety and to prepare agenda items and safety reports.
- To receive health and safety reports prepared by the school staff and to act upon them as appropriate.
- To support the Head Teacher to follow up and progress the actions of reports received from council Corporate Health and Safety Team, health and safety executive inspectors, west midlands fire service officers, environmental health officers and other service providers.
- To advise Head Teachers or heads of departments to STOP IMMEDIATELY any work process, plant or equipment (including contractors operations) where it is considered there is a serious breach of health and safety legislation, or where a hazard has been created likely to affect the safety of staff, pupils or visitors to the school.

### **Class Teachers**

Class teachers are responsible to:

- Exercise effective supervision of their pupils
- Understand the fire evacuation procedures for the school and assembly points to evacuate to.
- Understand the first aid and accident reporting procedures and to comply with them.
- Follow the health and safety measures identified for their area of teaching and any relevant safety procedures e.g. CLEAPS.

- Personally follow safe working procedures and ensure pupils follow good examples of safe working.
- Ensure the use of protective equipment and guarding as required.
- Report to the Head or Site Manager any safety issues or omissions identified so that they can be rectified.
- Only work with equipment supplied by the school.
- Ensure all accidents incidents and near misses are reported through the normal channels.

### **Employees** (including temporary and voluntary)

All employees have a duty to carry out their work with due regard for the health and safety of themselves, other employees, pupils and the general public and to observe health and safety requirements relevant to their activities.

### **Employees will:**

- Co-operate with the Head Teacher and the school management team, so as to enable them to carry out their statutory duties and responsibilities effectively.
- Report to the Head Teacher hazards and near miss incidents, which could result in injury.
- Report to the Head Teacher all accidents, however minor, from which an injury is sustained or plant or equipment damaged.
- Co-operate in the investigation of accidents or incidents with the object of preventing a recurrence and with any statutory duty placed on the School Management Team
- Undertake their duties in accordance with their training, instruction and Schools policy.
- Use all machinery, equipment, dangerous substances and safety devices provided in accordance with training and instruction received.
- Attend all training courses and briefing sessions required by their Head of Department and Schools policy.

### **The Corporate Health and Safety Team**

The Corporate Health and Safety Team is responsible for providing advice and support to schools on all aspects relating to Health and Safety.

### **Their main brief is to:**

- Facilitate the implementation of Corporate Policy within their directorate.
- Develop directorate policy where no corporate policy exists due to the nature of their activities
- Implement directorate procedures to comply with corporate policy
- Advise directors/senior managers, line managers and schools on health and safety issues
- Inspect premises/sites
- Develop health and safety training courses and delivery
- Monitor/audit and review health and safety progress across their directorate
- Liaise with enforcement agencies
- Should the need arise due to risks to life in serious injury to stop the activity/close the premise – reporting back to the appropriate director as soon as practicable and the Corporate Health and Safety Team
- Investigation of serious accidents/incidents
- Preparing an annual health and safety report and advising their respective DMTs on action plans in consultation with Corporate Health and Safety.
- Liaise on a regular basis with the Corporate Health and Safety Team.
- Contribute to the development of corporate policies and procedures
- Represent their directorate at working groups on request of the Corporate Health

and Safety Team

### **School Health and Safety Representatives**

The Governing Body and Head Teacher recognise the role of the safety representative and we will support this role by encouraging safety representatives to investigate accidents and potential hazards where it is safe to do so, pursue employee complaints and be involved in school safety inspections.

### **Functions of safety representatives**

- To represent the employees in consultation with the employer
- To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he represents)
- To examine the causes of accidents at the workplace
- To investigate complaints by any employee he represents relating to that employee's health, safety or welfare at work
- To make representations to the employer on matters relating to health and safety arising from the above points
- To make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- To carry out workplace inspections
- To represent the employees he was appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority
- To receive information from HSE inspectors
- To attend meetings of safety committees where he attends in his capacity as a safety representative in connection with any of the above functions.

### **Pupils**

All pupils will be responsible for:

- Complying with school rules and procedures and any instructions given in an emergency situation
- Taking reasonable care of themselves and others
- Co-operating with class teachers and other school staff
- Using equipment and substances in the manner in which they are instructed
- Making full use of personal protective equipment provided for them to use when it is required
- Observe standards of dress consistent with safety and hygiene requirements
- Not to misuse anything provided for the purpose of safety or fire requirements
- Report to their teacher/Head Teacher anything they believe to be harmful or dangerous



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### **Accident Reporting Procedures**

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

For significant incidents the witness of the incident will complete the accident form using the relevant paper form. The Senior Administrator will input the accident information on-line to the Local Authority.

The Local Authority will be responsible for any RIDDOR requirements.

- The local accident folder is located in the first aid room and are used to record all minor incidents to pupils
- Bumped heads are always recorded and bumped head letters will go home with the child and Parents informed.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

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### **Asbestos**

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

The schools asbestos monitoring person/s will be the Site Manager and an LA approved contractor.

On an annual basis the contractor will inspect the remaining ACMs.

Refresher training is required 3 yearly.

The school shall ensure:

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

### **Release of Asbestos Containing Materials**

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

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the Head Teacher and the Local Authority, who will contact the relevant agencies.

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

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### **Contractors**

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

All Contractors must report to the school office where they will be asked to sign in and wear a visitor's badge.

Contractors will be issued with written safety guidance to include fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager will be responsible for monitoring areas where the Contractors' work may directly affect staff and pupils and for keeping records of all Contractors work.

### **School Managed Projects**

The school will use known or approved Contractors. The Site Manager will undertake appropriate competency checks prior to engaging a Contractor.

Check on list of construction line prior to engaging contractors.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, Contractor(s) and any Sub-Contractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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### **Display Screen Equipment (DSE)**

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

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

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

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

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

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

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

### **Pupil Workstations**

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

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

### **SEN Students and Computers:**

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

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## **Educational Visits**

### **Introduction**

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

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

### **Aims**

The aim of our off-site visits is to:

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

### **Residential Activities**

Pupils from Keystage 2 upwards will have the opportunity to take part in residential visits.

### **How Visits May Be Authorised**

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

The school's Educational Visits Co-ordinator will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed
- Support the Head Teacher and Governing Body in their decisions on approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use recommended coach companies.
- Make sure that all necessary permissions and medical forms are obtained
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)

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

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

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

- 1 adult to 6 pupils in Years 1 to 3.

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

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

The Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (for children aged three and over in early year's settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

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

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

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

EVOLVE is used at the school and is an on-line educational off-site visits system. All trips are implemented in to the EVOLVE system by the Group Leader. The EVC is responsible for checking all the documentation has been attached and once satisfied, will approve and send to the Head Teacher for final approval. All high risk and residential visits are sent to the Local Authority for approval.

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

### **Risk Assessment**

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

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

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard

to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Head Teacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

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

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

A copy of the completed risk assessment will be given to the Head Teacher, the Governing Body (where applicable), and the educational visits co-ordinator, and all adults supervising the trip.

### **Transport**

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

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

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

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

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

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

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



## **Communication with Parents**

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

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

For local visits parents will sign an annual permission form to cover all short visits within the local community throughout the academic year. Parents also tick the box on parent pay to give permission as well.

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

No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

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

## **Further Health and Safety Considerations**

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

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

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

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

## **Visit Plan**

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

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures

- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Head Teacher
- Medical questionnaire returns
- First-aid boxes

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## Fire Evacuation & Other Emergency Procedures

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Site Managers office and reviewed on an annual basis.

### Smoking

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

### Fire Instructions

These documents are made available to all staff. The Head Teacher will go through the emergency procedures in induction and these are included in the staff handbook.

An outline of evacuation procedures are made available to all Contractors/Visitors and are posted throughout the site.

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

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Cougar and will call out nominated staff.

### Fire Drills

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

### Fire Fighting

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

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

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

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

- **Gas:** Main Gas House – Next to main gates
- **Water:** On main road
- **Electricity:** Main board in servery

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

## EMERGENCY PROCEDURES

### FIRE EVACUATION

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

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

### Fire Fighting

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

### **On Hearing the Fire Alarm:**

- All staff, pupils, and occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing sound.
- The Site Manager, Head Teacher or their nominee will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.

### **Assembly Points –**

Edge of Field

Green area by carpark – Daycare/Kitchen Staff and Office Manager

Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should leave by the nearest available escape route. The last person to leave the classroom must close the door.

- Pupils should walk in their subject/class groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
- Fire Marshals will carry out a sweep of the building.

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

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

- On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers. Reception staff will bring out the children's evacuation list. The result of this check must be reported to the Head Teacher/Senior member of staff as soon as it is completed.
- Staff and visitors names can be checked via mobile phone apps of the signing in system.
- Fire Marshals responsible for sweeping their areas of the school whilst proceeding to the nearest exit point.
- All Fire Marshals should report to the Head Teacher/Deputy Head Teacher that corridors/buildings are cleared.
- The Head Teacher and their nominee will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- The Site Manager will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Head Teacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

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

### **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

#### **Mobility Impairment**

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

**Visual Disability**

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

**Hearing Disability**

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

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

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

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

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

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

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

### **Inspection of Fire Fighting Equipment**

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

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

### **Emergency Lighting**

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

### **Green Door Release Boxes**

These will be tested regularly by the Site Manager.

### **Emergency Red Pull Cords**

These will be tested regularly by the Site Manager.

Test records are located in the school fire log book.

### **Means of Escape**

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

**First Aid & Medication**

First aid boxes are located:

First Aid Room

Portable bags for Lunchtime and School Trips

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

**First Aiders:**

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

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

A list of first aiders is displayed in the Reception office, and Staff Room. Early Years Foundation Stage will have a list of Paediatric First Aiders displayed. The Head Teacher/Office Manager will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

**Transport to Hospital:**

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

**Button Batteries**

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

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

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

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

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

**Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The only medication kept and administered within school are those prescribed specifically for a pupil (long term health needs only or 4 times a day medication) at the request of the parent/guardian and with the consent of the Head Teacher.

Records of administration of medicines will be kept by the office staff securely in the medicine cabinets (one for children in the kitchen and one for the staff in the staff room) Head Teacher will have the staff medicine key and the Office Manager will have the children's medicine key.

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

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

All asthma inhalers are kept in the pupil's classrooms clearly marked with their name. Adrenalin Pens are kept within a safe place in the pupil's classrooms. (Emergency adrenalin pen will be kept in the locked medicine cupboard)

Designated staff have received the appropriate training for administering medicines.

### **Health Care Plans**

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

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

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

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**Flammable & Hazardous Substances**

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

The school’s nominated person responsible for substances hazardous to health will be the Site Manager.

They shall ensure:

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

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

**Guidelines:**

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

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## **Health and Safety Information & Training Consultation**

The school's finance and premise committee meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the school management to the full Governing Body.

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

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

## **Health and Safety Training**

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

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

All employees will be provided with:

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

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

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

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

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by Elite Safety in Education and a member of staff (usually the Site Manager )

A named Governor is always welcome to be involved with the inspections and report back to the Head Teacher any outcomes from the audit.

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

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## **Infection Control**

### **Introduction**

This policy has been written following guidance from Public Health England guidance on infection control and winter readiness.

### **Aim and Objectives**

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

### **Principles**

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

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

### **Planning and Preparing**

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

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

This will be discussed with the Health Protection Agency and the Government.

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

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

### **Infection Control**

Infections are usually spread from person to person by close contact, for example

Infected people can pass a virus to others through large droplets when coughing, sneezing.

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

Viruses can also survive longer on hard and soft surfaces.

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

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

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

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

### **Minimise Sources of Contamination**

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

### **To Control the Spread of Infection**

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

### **Personal Protective Equipment (PPE)**

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

### **Cleaning of The Environment**

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

### **Cleaning of Blood and Body Fluid Spillages**

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

### **Vulnerable Children**

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

The school will have been made aware of such children.

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

### **Female Staff – Pregnancy**

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

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

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

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

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

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

This advice also applies to pregnant students.

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

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

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

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

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

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

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

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

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

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## **Legionella**

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

A legionella water risk assessment of the school has been completed by a competent contractor, and they will inspect annually the TMVs.

The Head Teacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

A contractor will be responsible for the following:

This will include:

- Monthly temperature checks
- Sampling of water
- Cleaning of showerheads

The Site Manager will:

- The Site Manager will flush all little used outlets and record the findings in the water risk assessment file, including holiday periods.

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## **Lettings/Shared use of Premises**

Lettings will be managed by the Head Teacher following guidance.

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

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

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

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## **Lone Working**

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

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

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

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

### **Definition of Lone Working**

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

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

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

### **Controls**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## **Minibus**

The office will maintain a list of nominated drivers who hold a D1 driving licence and have undertaken the relevant competency training via the Local Authority.

The minibus is leased, and the leasing company will be responsible for ensuring the vehicle is serviced on a regular basis, taxed and MOT'd (when applicable)

Office staff will be responsible for checking the driving licences of staff who drive the minibus (this will be undertaken on an annual basis) through the DVLA checking service.

Drivers of the minibus will be responsible for checking the minibus prior to use and recording these checks.

The Site Manager will check the minibus on a weekly basis and ensure there is at least half a tank of fuel.

First Aid kit and a fire extinguisher are held on the minibus.

The keys must be signed and dated for before the minibus can be used.

In the event of an incident the driver must inform the school immediately, and follow the information held in the minibus (do not accept liability) if the bus has broken down drivers must contact the school and inform the breakdown company (this is provided through the leasing contract)

The minibus will be parked in the school carpark and the main gates secured when school is shut.

Staff are responsible for informing the Head Teacher of any medication or medical condition which could impair their driving ability (or been informed via a medical professional) not to drive. This includes short and long term.

Risk assessments are in place on the use of the minibus.

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## **Mobile Phones**

This policy outlines the appropriate use of mobile phones on our school site.

### **Rationale**

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

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

### **Aims**

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

### **Guidelines**

#### **Staff**

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

Except in urgent or exceptional situations, mobile phone use is not permitted during the school day, while on playground duty and during meetings. These situations must be agreed in advance by the Head Teacher or a member of the SLT, should the Head Teacher be unavailable.

#### **Pupils**

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

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

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

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

### **Sanctions**

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

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

### **Inappropriate Use**

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

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

- Distracts from the performance of duties

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

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

### **Related Technology**

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

### **Exemptions**

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

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## **Moving & Handling**

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

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

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

### **Moving and Handling**

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

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

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

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## **Premises & Work Equipment**

### **Statutory Inspections**

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

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

### **Curriculum Areas**

Curriculum co-ordinators are responsible for reporting maintenance requirements for equipment in their areas to the Head Teacher.

### **Gas Safety**

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

### **Electrical Safety**

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

All portable items of electrical equipment will be subject to PAT testing (portable appliance testing) as required and carried out by the Site Manager/s.

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

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

### **Internal & External Play Equipment**

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

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

A regular visual inspection of fixed outdoor play equipment will be carried out by the Site Manager, a termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (RPII)

### **Smoking**

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

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

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

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## **General Risk Assessments**

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

The risk assessments are held electronically and in a hard copy format which will be kept in the Head Teachers Cupboard.

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

## **Individual Risk Assessments**

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

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

## **Curriculum Activities**

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

## **New and Expectant Mothers**

New or expectant mothers are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by a senior member of the SLT once this has been confirmed by the member of staff.

A person specific risk assessment will be conducted with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference. A generic risk assessment is also in place relating to 'new and expectant mothers'.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work.

There are facilities within the school for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.



## **Security**

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

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

The Reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors press the bell if reception is unmanned and wait for the door to be released.

Visitors are able to wait in the foyer but prevented from going further into the school by a fob system on the doors. These doors must not be propped open.

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

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

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

### **Smoking**

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

### **Entry to School for Children and Children Accompanied by Parents**

Entry to the KS1 and KS2 playgrounds, are through the appropriate gate which is unlocked at 8:30am. These gates are locked at 8:50am each morning and unlocked at 2.50pm for collection of children at home time. Gates are locked at the end of the day at 3:10pm.

### **Supervision of Children**

All pupils should not arrive before 8.30am unless they are attending breakfast club, at which point the duty member of staff supervises the relevant entry doors.

### **Pupil Supervision**

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

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

### **Alarm System**

The school alarm is always set each day.

### **Care of ICT Equipment**

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

### **Security of Data**

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

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

### **Curriculum Networked Computers:**

- Accessed by personal passwords

- Password gives staff different access levels

**Office Computers:**

- Accessed only via individual passwords for the Head Teacher and Office Manager.
- Financial files are accessed via further password
- Access to the school office is prohibited except for staff requiring access for a specific purpose.

**Other Data Protection Issues:**

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

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## **Sun Protection**

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

Sunburn in childhood can double the risk of skin cancer.

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

### **What is the Sun-Smart Campaign?**

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

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

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

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

### **Education:**

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

### **Clothing:**

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

### **Sunscreen:**

- Children will be asked in Reception, KS1 and KS2 to administer their own where possible.
- Nursery parents are asked to put sun screen on their child before the start of a session.
- Sunscreen use will be encouraged on school trips.
- If required staff would guide children on use of sunscreen where required.

### **Shade:**

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

## **Vehicles on Site**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them (unless attending before and after school clubs)

The gates are controlled via an intercom system connected to the school office. Visitors must use the intercom and wait for the school office to grant permission and they will open remotely.

Pedestrian gates work on the same system

Staff will be able to gain access via a key code.

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

The access gate for pedestrians is separate to the main vehicle access point.

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

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## **Violence**

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

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

### **Prevention:**

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

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

### **Procedure to Follow:**

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

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## Volunteers in School

### Introduction

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

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

### Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at our school will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the central record by the Business Manager.

Providers must understand the legal obligations placed upon the Governors and Head Teacher, make them the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:

Law enforcement officers in certain circumstances.

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

LA Authority

Standards and Framework Act 1998.

It is the responsibility of the school to ensure that its child protection policy is adhered to at all times.

### Organisation

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

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

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

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

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

### **School Information and Regulations**

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

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

### **Expenses**

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

### **Induction and Training**

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

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

### **Complaints and Grievances**

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

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## **Stress/Wellbeing**

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

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

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

- Regular Appraisals
- Midterm and end of year reviews
- Open door policy of Head Teacher and SLT
- Mentoring of new staff.
- Regular staff meeting
- Monday briefings
- Weekly Diary Sheet

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## **Work at Height**

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

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

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

The nominated person shall ensure:

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

Pupils will not be permitted to use ladders/stepladders.

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

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**Work Experience**

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

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

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## **Amendments 2020**

**Appendix 4** - Display Screen Equipment (DSE)

**Appendix 5** - Educational Visits

**Appendix 8** - First Aid & Medication

**Appendix 12** - Infection Control Added new

**Appendix 19** - General Risk Assessments