



# Health & Safety Policy & Procedures 2023-2024

## Statement of Local Health and Safety Intent

As an Academy within the services directorate of St Chad's Multi Academy Trust, we will adopt a planned and systematic approach to the local implementation of their corporate health and safety management standards through this statement of intent and we will:

- ❖ Plan for health and safety within our Academy improvement planning activity
- ❖ Ensure relevant safety actions are included during the staff appraisal process
- ❖ Develop and maintain local arrangements and procedures that interpret the requirements of relevant legislation
- ❖ Review with the Local Governing Board (LGB) all progress against our plans and take appropriate action
- ❖ Provide an environment in which Academy staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all Academy staff
- ❖ Monitor accident trends throughout the Academy to further inform the health and safety aspects of the Academy improvement plan
- ❖ Monitor our performance against plans
- ❖ Copy this statement to all staff members or place prominently in an area accessible to all

Signed .....  
(Head Teacher)

Date .....

Signed .....  
(Chair of Local Governing Board)

Date .....

## Summary Statement of Health and Safety

**A.** St Chad's Multi Academy Trust are committed to protecting the health, safety and welfare of all in its Academies: including pupils; staff; contractors; partners and visitors.

1.1 To be assured that its health, safety and welfare systems, processes and arrangements are compliant, as a minimum with its duties at law, St Chad's Multi Academy Trust need to have confidence in the adequacy of such systems, the competence of its community and that any review will be thorough and effective.

1.2 Such assurance will reduce the likelihood of an undesirable impact on health, safety or welfare of individuals or groups; the environment; finances or the reputation of our Academies, as well as ensuring that the Academies are sufficiently resilient to respond and react to changing circumstances.

1.3 St Chad's Multi Academy Trust is determined also to ensure, where appropriate, the full involvement of its staff through their representative Trade Unions when considering what actions are appropriate to meet the health, safety and welfare policy aims.

1.4 The effective delivery of the Policy will also require both the acceptance by all members of the Academy community of their personal responsibility and the provision of appropriate professional and competent support and advice to all members of its community. The Academy will ensure that levels of support and advice proportionate to the risk are available.

### **B. Organisation and Responsibilities for Health and Safety.**

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

The contents include a list of local procedures for your Academy and the document control system we use.

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

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

### **2. St Chad's Multi Academy Trust (Governing Body)**

2.1 As the Academies governing body, The Trust carries ultimate responsibility for the health and safety of employees, pupils and other individuals whilst on Academy premises and in other places where they might be affected by its operations.

#### **2.2 St Chad's Multi Academy Trust is required to:**

- Satisfy itself that the Academy has an appropriate written statement of policy on health and safety, and that there are effective arrangements for the implementation of that policy

- Provide an effective mechanism by which employees are consulted on health and safety
- Provide facilities for recognised trade unions to appoint safety representatives and to enable them to discharge their responsibilities; and be pro-active in its awareness of Academy safety management processes and procedures.

2.3 In discharging these responsibilities, St Chad's Multi Academy Trust is advised in particular by the Head Teacher.

**In any event St Chad's Multi Academy Trust will:**

- Receive regular reports where appropriate, but at least an annual assurance report on health and safety from The Head Teacher or other agency: and be made aware by of any incidents carrying a major risk to health and safety, or any enforcement action taken against the Academy by the Health and Safety Executive, the Environment Agency, the Fire Authority, Local Authority Environmental Health officers and of the Academy's response in respect of such incidents or enforcement action.

**3. Responsibilities of the Head Teacher:**

3.1 The Head Teacher or their delegated representative(s) have responsibility for:

- The day-to-day development and implementation of safe working practices and conditions for all pupils; staff; contractors; partners and visitors.
- Taking all reasonably practicable steps to ensure that the Health and Safety policy is implemented.
- Ensuring risk assessments are undertaken, appropriate control measures are put in place and accurate measures are maintained.
- Ensuring, so far as is reasonably practicable, that the premises and the equipment is maintained in a safe condition.
- Making adequate resources available where health and safety training for individuals or groups has been identified.
- Reporting all major injuries and accidents, to St Chad's Multi Academy Trust and other relevant bodies.
- Ensuring that an annual Health and Safety Report is prepared for St Chad's Multi Academy Trust.

**3.2 Teaching and Non-Teaching Staff holding Posts of Responsibility**

Staff holding posts of special responsibility, such as SLT, phase leaders, office staff, business manager Caretaker, lunchtime staff and union representatives, will be responsible to the Head Teacher for the implementation of the Health and Safety Policy within their area of work. To fulfil their responsibilities, they will assist the Head Teacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.

- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

### **3.3 Phase Leaders**

The nature of the Academy's activities can be diverse from an operational point of view and essential activities and priorities may vary between subjects/key stages. The Phase leaders will be responsible for assisting in the risk assessment process in areas and for tasks relating to members of staff, pupils and others in their sphere of operation.

The Phase Leaders have regular meeting with the teaching staff in their phase and as part of these meetings will identify hazards and raise any concerns with the Head Teacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate the hazards or adequately control the risk. Relevant staff will be informed of any findings that must also be recorded and filed in the Academy office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the Academy, steps will be taken immediately, to ensure health and safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Head Teacher. The Phase leaders will also assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice as may be determined from time to time by the Health and safety Premises Committee and approved by the Local Governing Board.

Some subject coordinators also need to consider areas of health and safety in their curriculum area, including responsibility for equipment used and how and where it is stored.

### **3.4 The Caretaker**

Has a key role to ensure that the Academy premises are kept clean, secure and maintained in a safe condition.

This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher.

It is expected that particular work undertaken by the Caretaker will quickly identify areas that threaten the safety of him/her, pupils or other members of staff.

The Caretaker will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Head Teacher/Line Manager. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the Academy office for audit inspection.

The Caretaker will be responsible for assisting in the risk assessment process in matters relating to his/her work and that of members of staff and others in their sphere of operation. Safety for cleaning staff will be the responsibility of the Academy or the contractor if cleaning contracted to the Academy. The Caretaker will visually observe the safety practices relating to cleaning staff, their work-tasks, materials, equipment and any storeroom they may use. Any concerns about safety will be brought to the immediate attention of the Head Teacher.

The Caretaker's responsibility is as first point of call and active liaison with contractors - ensuring they are aware of, and comply with the Academy Health and Safety Policy, rules and specific safety arrangements for contractors while on the premises.

The Caretaker will inspect their designated areas regularly to identify hazards and will raise any concerns with their line manager and the Head Teacher. Where necessary, a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate the hazard or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the Academy, steps will be taken immediately, to ensure health and safety is not compromised. This may require immediate intervention actions - such as, restricting access to the hazard before reporting the matter to the Head Teacher. The Caretaker will also assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice as may be determined from time to time by the Finance & Resources Committee and approved by the Local Governing Board/Head Teacher.

### **3.5 Educational Visits Coordinator (EVC)**

Follow the National Guidance for Off-Site Visits where full responsibilities are outlined: Ensure staff who are involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have access to it.

- Inform the Head Teacher of all non-routine visits.
- St Chad's Multi Academy Trust must be informed of all residential or high risk activities.

The Academies must utilise the web based EVOLVE system for planning and managing the administration of risks associated with educational visits.

### **3.6 Class Teachers and Teaching Assistants**

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

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

### **3.7 Employees General Responsibilities**

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

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.

- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

### **3.8 Health and Safety and Premises Committee (or other committee where health and safety is discussed)**

#### **The terms of reference of the health and safety and Premises committee are:**

- To monitor the implementation of Health and Safety Policies and safety procedures throughout the Academy.
- To review safety measures and to advise the Head Teacher and Local Governing Board (LGB) of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Head Teacher and LGB to any necessary preventative/remedial action.
- To receive reports from St Chad's Multi Academy Trust, safety representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the Academy, and to review these as necessary.
- To receive auditing and monitoring reports and advise the LGB and Head Teacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the Academy Safety Policy.

### **4. Arrangements for Health and Safety (See local arrangements section)**

#### **5. Document Control**

Academies will develop and maintain local documentation. Changes including re-issues and deletions to local Academy documentation will be authorised by the Head Teacher.

#### **5.1 Co-operation**

Local systems and documentation will be implemented following consultation through Academy governance meetings.

#### **5.2 Communication**

Local systems and documentation will be held electronically and in a hard copy format which will be made accessible to staff members.

#### **5.3 Competence**

The Academy will have competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

Academy staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

### **C Planning & Prioritising (Setting Standards)**

## **6.1 Academy Health and Safety Plans**

Academy health and safety planning will be part of Academy improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

## **6.2 Risk Assessments**

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

## **6.3 Local Arrangements**

Academies will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in their academies. (See local arrangements section)

## **7. Measuring H&S Performance**

### **7.1 Active Monitoring**

Academy management teams will oversee active monitoring to include workplace inspections in accordance with your local arrangements for this.

### **7.2 Reactive Monitoring**

Academy management teams will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with their local arrangements and report relevant findings to their LGB.

### **7.3 Reviewing Health and Safety Performance**

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The academies health & safety performance will be reviewed by the academies management teams termly and reported to the academies LGB.

### **7.4 Auditing/Inspecting Health and Safety Performance**

Health and safety auditing/inspecting will be carried out on a regular basis by the LGB and senior management.



## Local Arrangements

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### Accident Reporting Procedures

In accordance with St Chad's Multi Academy Trust's procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Forms are available from SBM office

- Local accident books are located in various areas around the school and are used to record all minor incidents to pupils. A copy of the incident will be given to Parents via the tear of strip.
- A separate accident form for employees, visitors and contractors injured whilst at work will be located in the SBM office.
- Academy accident reports will be recorded on the appropriate forms and monitored for trends and a report made to the LGB, as necessary.
- Any pupil who receives a bump to the head a letter will be sent home with the child.
- Parents will be informed of injuries to the face, prior to the parents collecting their child.
- The Head 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.

### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0345 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a child or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring
- The Academy will still be required to keep a record of all-over three-day injuries – this will be recorded on the accident/incident form.
- The Head Teacher will be responsible for notifying any RIDDOR reportable injuries.
- Fatalities to be reported immediately by telephone to St Chad's Multi Academy Trust

**St Chad's Multi Academy Trust to be informed of all major injuries (a copy of the RIDDOR report (if applicable) to be sent along with any accident investigation reports).**

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### **Asbestos**

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

The Academy's Asbestos monitoring person/s will be the Head Teacher. All Saints National Academy will be responsible for ensuring Asbestos Awareness Training has been undertaken and Refresher training required 3 yearly.

The Academy shall ensure:

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the Head Teacher who will contact St Chad's Multi Academy Trust

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

### **Refurbishment & Demolition Surveys.**

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

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

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

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

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

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

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

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

The 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 contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Head Teacher. [Back to Appendix](#)

### **Contractors**

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

All contractors must report to the Academy main office where they will be asked to sign in using the computerised system and issued with a visitor's badge.

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

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

### **Academy Managed Projects**

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

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

To ensure contractor competency the Academy will use recommended contractors.

For major/notifiable works the LGB will seek direction from St Chad's Multi Academy Trust who will provide an architect/project manager to oversee the works carried out.

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

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, 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 pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

### **SEN Pupils and Computers:**

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

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## Control of Substances Hazardous to Health

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

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

They shall ensure:

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

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

### Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers 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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## Educational Visits

### Introduction

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

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

### Aims

The aim of our off-site visits is to:

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

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the Academy by specialists):

### Residential Activities

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

### 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 Academy.

The Academy'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 and signed by Head Teacher
- support the Head Teacher and LGB 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 approved coach companies.
- make sure that all necessary permissions and medical forms are obtained
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)

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

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>

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by O.E.A.P. Outdoor Education Advisors Panel National Guidance <http://oeapng.info/>

All off-site activities must take place in accordance with the guidance given.

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

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Head Teacher will seek the approval of the LGB.

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

The Academy MUST inform St Chad's Multi Academy Trust of any High Risk and Residential visits.

It is advisable the Academy inform Walsall Emergency Planning Unit.

### **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/LGB will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

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

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

- 1 adult to 6 pupils in Years 1 to 3;
- 1 adult to between 10 and 15 pupils in Years 4 to 6;



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

The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.

In some cases, there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

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

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

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

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

A copy of the completed risk assessment will be given to the Head Teacher, the LGB, and the educational visits co-ordinator, and all adults supervising the trip.

### **Transport**

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

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the Academy has opted to pay for

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

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

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

### **Communication with Parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit.

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

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

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

No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the Academy prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Head 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 party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the Academy number, but where an activity extends beyond the normal Academy day the home telephone number of a designated emergency contact should be provided.

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

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

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

More detailed guidance on procedures and requirements can be obtained from St Chad's Multi Academy Trust

### **Group Leaders' Planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities:  
<http://oeapng.info/>

They should consult National Guidance documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

### **Visit Plan**

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

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable), full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for the emergency contact and head teacher
- Medical questionnaire returns, first-aid boxes

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## **First Aid & Medication**

First aid boxes are located:

Various points around the school

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

### **First Aiders**

The Academy has sufficient numbers of first aiders (includes First Aid at Work, 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 Academy main office.

The SBM 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/uploads/system/uploads/attachment\\_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf)

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

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

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

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

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

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

### **Asthma and Allergy Medication**

Immediate access to reliever medicines and adrenalin pens is essential; this medication will be kept in the pupil's classrooms. The inhalers will also be taken to the site of lessons held away from the classroom.

The Academy would ask that parents keep us informed of any changes to asthma medication.

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## Fire Evacuation & other Emergency Procedures

The Head Teacher is responsible for ensuring a fire risk assessment is carried out on a bi-annual basis and reviewed annually by the Head Teacher. The fire risk assessment is located in the SBM office and reviewed on an annual basis.

### Fire Instructions

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

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

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

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Academy reception office

### Fire Drills

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

### Fire Fighting

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

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

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

Details of service isolation points (i.e. gas, water, electricity) are on a notice plan in each building.

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

## EMERGENCY PROCEDURES

### FIRE EVACUATION

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

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

### FIRE FIGHTING

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

#### ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing sound.
- Nominated persons will check the fire panel and determine which zone area the alarm has been activated from.
- Office staff will summon the emergency services (DIAL 999) as necessary.

- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the assembly point.

### **Assembly Point – Front Railings / Side Garden/Side Gate by Bike Sheds**

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their class groups and remain with their teacher at the assembly point.
- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

#### **A calm orderly exit is essential**

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

- On arrival at the assembly area, pupils must stand in their year groups while staff check their registers (registers brought out by office manager)
- Registers, visitors' book etc. will be taken out to the assembly point by the office manager. The result of this check must be reported to the Head Teacher/senior member of staff as soon as it is completed.
- The Head Teacher/senior member of staff will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Head Teacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, the Academy Emergency Plan procedures will be implemented.

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

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

#### **Mobility Impairment**

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

A PEEP will be implemented as and when required for staff and pupils within the Academy.

#### **Visual Disability**

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

#### **Hearing Disability**

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

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

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## **Fire Prevention, Inspection/Maintenance of Emergency Equipment**

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

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

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

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

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

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

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment.

Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

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

### **Emergency Lighting**

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

### **Green Door Release Boxes**

These will be tested regularly by the Caretaker.

### **Emergency Red Pull Cords**

These will be tested regularly by the Caretaker.

### **Means of Escape**

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

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

### **Consultation**

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

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

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

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

### **Health and Safety Training**

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

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

All employees will be provided with:

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

Training records are kept in a folder in the SBM office, the Head Teacher and the SBM will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Head 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 & Safety Monitoring and Inspection**

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

A named LGB member will be involved/undertake an inspection on an annual basis and report back to full LGB meetings. This monitoring will also cover management systems in addition to inspecting the premises.

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

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

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### **Infection Control**

#### **Introduction**

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

#### **Aim and Objectives**

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

#### **Principles**

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

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

#### **Planning and Preparing**

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

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

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

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

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

#### **Infection Control**

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

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

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

Viruses can also survive longer on hard and soft surfaces.

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

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

These messages are promoted through posters around the school, in assemblies and

through Personal and Social Education lessons.

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

### **Minimise Sources of Contamination**

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

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

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

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

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

### **Cleaning of the Environment**

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

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

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

### **Vulnerable Children**

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

The school will have been made aware of such children.

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

### **Female Staff – Pregnancy**

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

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

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

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

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

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

This advice also applies to pregnant students.

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

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

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

### **Meningitis**

Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc.), and not sharing drinks and cutlery will also help reduce the risk of contagion.

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

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

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

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

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

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

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## **Legionella**

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

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

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

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

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

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

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

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## Lone Working

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

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

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

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

### Definition of Lone Working

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

It is the responsibility of the Head 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 Academy.

### Controls

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

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

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

A staff member must seek permission to work alone and contact the 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 Academy holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the Academy premises. At weekends and during Academy holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed. The staff attendance log-in must be maintained.

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

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

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

All lone working staff should establish their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head 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 will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the Academy's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the Academy's safety procedures and location of safety equipment.

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

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

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

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

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

It is the responsibility of all Academy personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head 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 Academy respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of 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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## **Mobile Phones & Communication Technology**

### **Aim**

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

### **Staff**

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

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

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

Disciplinary measures can and will be taken, should staff be deemed to have used social networking sites inappropriately. Contravening The Data Protection Act, bringing the Academy into disrepute, disclosing information about the Academy and/or its' personnel constitute inappropriate use. (Refer to Academy social networking policy)

### **Pupils**

The Head Teacher and LGB of All Saints National Academy recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to Academy for before and after Academy safety/security reasons.

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

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

Pupils remain responsible for all their personal effects whilst at Academy. Pupils should not bring mobile phones into Academy unless by prior arrangement.

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

### **Related Technology**

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

### **Exemptions**

Exemptions of this policy can only be approved by the Head 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 Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Moving and Handling**

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

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

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

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## **Premises & Work Equipment**

### **Statutory Inspections**

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

All staff are required to report any problems found with plant/equipment to the in the Caretakers work logbook. 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 in the Caretakers work logbook. The Caretaker will ensure the work log is signed and dated once he has completed the request/repair etc.

### **Gas Safety**

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

### **Play Equipment**

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

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

A visual inspection of fixed outdoor play equipment will be carried out by the Caretaker, a termly inspection will be carried out by an Operational Inspector of Play (Elite Safety in Education) and an annual inspection by an Annual Inspector of Play (RPII).

### **Smoking**

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

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

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

### **Electrical Safety**

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by a qualified competent person.

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

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

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### **General Risk Assessments**

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

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

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

### **Individual Risk Assessments**

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

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

### **Pregnant and Nursing Mothers Assessments**

Any risk assessment under-taken for pregnant and nursing mothers (staff) should be completed by following the guidance by the HSE.

Risk assessments must be reviewed on a regular basis and conducted with the expectant mother or nursing mother.

Any hazards identified will be discussed with the expectant/nursing mothers and controls will be put in place to either eliminate or reduce the risk.

### **Curriculum Activities**

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

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## Security

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

### Entry to Academy for Visitors/Staff

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

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

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

Staff are given a swipe fob to access secure areas of the school.

### Supervision of Children

Children should not arrive unaccompanied before 8.50 am at which point the children will come into the Academy. Children not collected at home time wait in the after school club and not outside.

### Pupil Supervision

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

### Alarm System

The Academy alarm is always set each day.

### Care of ICT Equipment

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

Lockable trolleys for laptops, Ipads are used.

### Security of Data

The LGB recognises their responsibility to ensure that measures are taken to ensure no breach of security.

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

### Academy Networked Computers:

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

### Other data protection issues:

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

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## **Stress/Wellbeing**

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

The Academy takes part in the HSE Stress Questionnaire

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

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

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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.

All Saints National Academy has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

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

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

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

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

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

#### **Education:**

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

#### **Timetabling:**

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

#### **Shade:**

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

#### **Clothing:**

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

#### **Sunscreen:**

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

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## **Vehicles on Site**

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

The car park gate is on a keypad system.

The car park gates are closed at 8:50pm and re-open at the end of the school day.

Spaces are restricted and if necessary, staff should park in designated parking spaces available close to the school.

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

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.

External lighting is in place on some areas of the school.

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

## **Deliveries**

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

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## Violence

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

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

### Prevention:

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

- Consider the working environment e.g., exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the Academy. Consult with SLT 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.
- The academy has a meeting room next to the main reception where parents can meet staff for pre-arranged meetings.

### Procedure to follow:

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

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## Volunteers in School

### Introduction

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

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

### Safeguarding

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

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

There are some exceptions:

Law enforcement officers in certain circumstances.

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

LA Authority

Standards and Framework Act 1998).

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

### Organisation

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

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

The deployment of volunteers should not involve any substantial addition to the workload of staff however, it is hoped that every effort will be made to ensure that the

volunteer is adequately inducted and is given every assistance to perform the duties required of them.

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

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in 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. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before.

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

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

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

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

The nominated persons shall ensure:

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

Pupils will not be permitted to use ladders/stepladders.

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

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**Work Experience**

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

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

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## **November 2017 – Reviewed**

**Appendix 5 – Educational Visits:** Added - Appropriate child car seats must be used if a private car is being used on a regular basis and not in an emergency situation.  
Amended – EYFS ratios.

**Appendix 6 – First Aid & Medication:** Added - The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.  
Amended – Updated guidance link.

**Appendix 7 – Fire Evacuation and Other Emergency Arrangements:** Added - In the event of a bomb threat follow the evacuation procedures for fire.

**Appendix 17 – Risk Assessments:** Removed references to guidance.

## **November 2018 – Reviewed**

Whole policy reviewed

## **November 2019 – Reviewed**

APPENDIX 2 – Asbestos - amendments made

APPENDIX 3 – Contractors - amendments made

APPENDIX 4 – Display Screen Equipment (DSE) whole policy reviewed

APPENDIX 5 – Educational Visits - amendments made

APPENDIX 9 – Flammable & Hazardous Substances - amendments made

APPENDIX 18 – Security - amendments made

## **November 2020 - Reviewed**

Added new – Appendix 12: Infection Control.

Amended – Appendix 6: Added Button Batteries.

## **November 2021 - Reviewed**

Appendix 2 – Asbestos

Whole policy reviewed.

## **November 2022 – Reviewed (RR)**

Appendix 5 – Control of Substances Hazardous to Health (changed from Flammable & Hazardous Substances)

Appendices 5 to 9 - changed the numbering

Appendix 6 – Educational Visits – amendments to paragraph related to ratio requirements for Early Years

Appendix 12 – Infection Control – removed link to government updates.

Whole policy reviewed