Elite Safety in Education

Wood End Primary School

Health & Safety Policy

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Procedures

2021 - 2022

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Statement of Local Health and Safety Intent
Wood End Primary School

We will meet all the requirements set out in the corporate health and safety policy and actively promote the safety and health of our school staff and students as an equal objective to our other school objectives.

As a school within the directorate of Wolverhampton Council, we will adopt a planned and systematic approach to the local implementation of the corporate health and safety management standards. Through this statement of intent and we will:

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

Head Teacher: Chair of Governors:

Date: Date

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Wood End Primary School Health and Safety Policy

Good health and safety management will be an integral part of the operation of the school, the Governing Body, Head Teacher, employees, partners and all other people with whom we do business.

Our school will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by Wolverhampton Council where relevant. Wherever possible and where statutory standards and requirements are not in place the school will meet best practice standards.

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

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

The Aim of The Policy is to:

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

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

Governors

- The safety of plant equipment, buildings, and safe systems of work.
- Safe arrangements for the use, handling, storage, and transport of articles and substances.
- Appropriate information, instruction, training, and supervision to assist all staff, pupils, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- A school safety policy is produced, and the policy is regularly reviewed the Finance and General Purposes Committee, ensuring that the requirements of health and safety legislation are met, that corporate health and safety standards are met, where relevant, and to promote best practice.
- The safety policies will be brought to the notice of all employees.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Ensuring effective communication with the Head Teacher, Wolverhampton Council, staff, parents and pupils in respect of health and safety matters.

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- Ensuring that the Governing Body and Head Teacher recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them.
- Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, this Governing Body will delegate the functions necessary to discharge these responsibilities to the Head Teacher and Leadership and Management Team of our school; however they will ensure that they have adequate monitoring of these functions in place.

Head Teacher:
Wolverhampton Corporate Health and Safety and School Governors have placed responsibility on the Head Teacher to achieve the objectives of the health and safety policy.

The Head Teacher will ensure that:

- Policies and procedures with regard to health, safety, and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood, and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from Wolverhampton Corporate Health and Safety, are brought to the attention of the Governing Body.
- Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary and are reported to the Governing Body.
- Accidents, incidents, and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- Training needs are identified, and arrangements are made for those needs to be met.
- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are reported to the Caretaker and any item which constitutes a health and safety hazard are taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.
- Provide an effective risk assessment process.

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Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, such as Deputy Head Teachers, Office Manager, Management Team, are responsible to the Head Teacher for the implementation of the Health & Safety Policy within their area of work. To fulfil their responsibilities they will assist the Head Teacher:

- Undertake risk assessments for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- Ensure that health and safety is considered in routine meetings with staff.
- Identify any employee health and safety training needs and ensure that these are communicated to the Head Teacher.
- Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety.
- Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Head Teacher.
- Ensure that the Head Teacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them.
- Ensure that all defective equipment or plant is taken out of use or disabled until repaired or replaced.
- Ensure that protective clothing or equipment is issued and used when necessary.
- Ensure that all areas of work are maintained to a high standard of housekeeping.
- Respond appropriately to all hazards brought to their attention by employees.
- Undertake appropriate health and safety training courses.

Caretaker

Ensuring security of the school site and that the site is clean and tidy.

- Ensuring that the school fire alarm and equipment are properly maintained and checked regularly.
- Monitoring of work by contractors on site.
- That hazardous substances are suitably stored; the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them.
- All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them or others from being harmed.
- Staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals.
- Risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc. Assist in the development of other school risk assessments.
- The fire logbook is up to date and all fire alarm related checks and inspections are undertaken.
- Use and maintain in a good condition all personal protective equipment issued by the school.

Educational Visits Coordinator (EVC)

Follow guidance provided where full responsibilities are outlined:

- Liaising with the employer, through the Education Health and Safety Manager.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Attend Training courses and ensure Visit Leaders are competent and approved to support the planning and running of visits.
- Undertaking the functions outlined in the DfE publication “Health and Safety of Pupils on Educational Visits” and National Guidance for Educational Visits.
- The school uses Evolve through the LA.

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

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

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

All Employees at Wood End Primary School must:

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

Finance and General Purposes Committee
The terms of reference of the committee are:

- To monitor the implementation of Health and Safety Policies and safety procedures throughout the school.
- To review safety measures and to advise the Head Teacher and Governing Body 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 Governors to any necessary preventative/remedial action.
- To receive reports from the Wolverhampton Corporate Health and Safety, 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 school, and to review these as necessary.
- To receive auditing and monitoring reports and advise the Governors and Head Teacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the School Safety Policy.

Arrangements for Health and Safety
(See local arrangements section)

Document Control
We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Head Teacher.

Co-operation
Local systems and documentation will be implemented following consultation through our school's health and safety governance meetings.

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

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

- Line management meetings and staff meetings at site.
- Provision of information relating to safe systems of work and risk assessments.
- Communication of advice from schools Advisors and Educational Officers.
- Communication of health and safety bulletins or information from Wolverhampton Corporate Health and Safety.
- Communication of Wolverhampton Corporate Health and Safety and City Council advice, guidance and policies.
- Communications with relevant specialist advisors.

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

Financial Resources
The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate action.

Competence
The school has 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.

School 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.

Planning & Prioritising (Setting Standards)

School Health & Safety Plans

School health and safety planning will be part of our school improvement planning process.

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

Risk Assessments

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

Local Arrangements

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

Measuring H&S Performance

Active Monitoring

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

The school will receive monitoring inspections from the following:

- OFSTED
- Health & Safety (Wolverhampton Corporate Health and Safety)
- Elite Safety in Education

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

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses, and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.

Reviewing Health & 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 school health and safety performance will be reviewed by the school management team quarterly and reported to school Governors.

Auditing/Inspecting Health & Safety Performance

Once the health and safety systems have been set up and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management (with assistance from Elite Safety in Education).

The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff, are aware of them.

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Local Arrangements

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Accident Reporting Procedures

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

The Head Teacher will ensure that Health and Safety accidents and incidents are reported and monitored in line with the guidance and procedures.

All minor accidents are reported in the relevant accident log, for pupils. The accident logs are located in the hygiene room or Early Years department.

Major incidents to pupils and incidents which involve a member of staff, visitor, or contractor will be recorded on an IR1 form which is located in the main office.

Wolverhampton City Council policy requires that all accidents to staff and accidents to the public; which includes pupils, visitors, clients etc. where the cause of the accident is related to the way we work, the level of supervision, or the condition of our premises, etc. are reported to the Health & Safety Team. (Please note: accidents arising due to a medical condition, are not reportable) This can be done by emailing the completed IR1 form to healthandsafety@wolverhampton.gov.uk

Reporting to the HSE is undertaken by the LA.

In addition, incidents of work-related violence to staff must also be reported. The H&S Team at WCC is only required to record violent incidents to staff by the public or by other members of staff where the incident is in connection with their work. The following are not reportable.

- Staff on staff incidents (non-school related) – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Staff on public incidents – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Public on public (for example pupil on pupil) incidents – these should be recorded locally as they are outside the remit of health and safety and do not need to be reported to the health and safety team.

WCC also has a number of statutory duties in relation to accident/incident reporting and we therefore urge reports to be sent to the H&S Team within 5 days.

Accident Investigation Procedure

All accidents will be investigated, and reasonable measures put in place to prevent a recurrence. It is principally the Head Teacher or the Deputy Head Teacher's responsibility to investigate all incidents and implement suitable measures to prevent a recurrence. The extent of the investigation should be proportionate to the risk/outcome of the incident. For complex or serious incidents or where an employee has lost time from work or where a pupil has been taken to hospital, WCC H&S Team will carry out the investigation in conjunction with the Head Teacher.

EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN SCHOOL.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.
- The school will still be required to keep a record of all over three day injuries – this will be recorded on the school's accident/incident form.
- Copies of reports are maintained in the relevant personal file of the injured.

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Blood, Avoiding Contamination

All staff should be familiar with this procedure before having to handle blood.

- Wash hands first.
- Put on non-permeable disposable gloves.
- Clean any wound as necessary.
- Dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin.
- Wash hands thoroughly again.
- Record incident in the accident book.

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Communication

The Head Teacher will be responsible for disseminating information on health and safety issues. Staff will be made aware of how they can access information such as outcomes of inspections and risk assessments, and local procedures for health, safety, and fire during inductions and at regular update meetings. Health and safety will also be a regular item on the agenda of team / committee meetings.

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

Where appropriate, the Shared Drive and Learning Platform will be used to communicate health and safety information in order to keep the school staff updated on the preventive and protective measures taken by the school.

A copy of the Health & Safety Policy will be uploaded to the Shared Drive and Learning Platform

The Head Teacher will ensure that all new employees know where to find copies of The Health and Safety Policy.

Staff are reminded of this during induction and during termly health and safety updates completed on INSET days or staff training. Staff, receive updates about procedures such as manual handling, working at heights etc. and fire procedures during these meetings.

Temporary/agency/volunteer staff given information about health and safety prior to commencing work or on the day of commencement. Staff are aware of who the competent person is for health and safety advice and how to raise health and safety concerns (verbally if urgent to the designated member of the Leadership team or to the Caretaker).

All, staff are consulted on new procedures in staff meetings and reminders are given at the start of each term. Representatives from shared users (catering and cleaning) of the site can raise health and safety issues to the Head Teacher or Caretaker. Staff also have access to health and safety documentation in paper format located in the main school office.

The responsibility for Health and Safety is delegated to the Finance and General Purposes Committee and will be a standing item on each committee agenda. The Head Teacher will report on school buildings and premises items each term in her report to the Full Governing Body.

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APPENDIX 4

Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. Contractors are provided with information on any matter that may affect their health and safety while working in the school, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc.

All contractors are required to report to school office/reception where they will be asked to sign in using the electronic system and wear an identification badge.

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

Risk assessments are carried out before any routine maintenance is undertaken by external contractors and technical staff are consulted where relevant prior to work, with respect to possible hazards or services. Wood End Primary School generally use approved WCC contractors but may on occasion procure their own. Pre-contract meetings are held before work commences on site. Contractors are informed of safety issues prior to work starting.

Method statements and risk assessments are obtained from the contractors in order to assess their ability to undertake work safely before any work commences.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g. hot work. Permits are issued through WCC.

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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).

Risk assessments are carried out and specific safety rules are identified and applied. Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.

Prior to new substances being purchased a check will be made (by the person requiring the substance) to see if there if a substance which is less hazardous.

When new substances are purchased, material safety data sheets are obtained by the school office at the time of ordering.

The school is compiling a substance register and reviewing the risk assessments based on substances used.

Catering and cleaning staff will be responsible for, their own COSHH assessments (LA contract).

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 staff room 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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APPENDIX 6

Curriculum

Health and safety arrangements for Science, PE, Design & Technology, and Art are detailed in the individual curriculum policies. Please refer to the specific curriculum files for further details.

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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.

The Head Teacher is responsible for co-ordinating 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 towards the total cost of spectacles will be provided. Details of this can be obtained from the Head Teacher.

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

Pupil Work Stations

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

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by students 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 Students 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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Driving at Work

The school follows the Council's Policy for Driving at Work. The Head Teacher will ensure that persons who drive their own vehicle as part of school business (this does not include a journey to and from the place of work from home) have the appropriate licence, insurance and MOT and valid Vehicle Excise Duty (where applicable).

The Head Teacher, or designated representative, will require Staff to access DVLA and give the school a code to enable them to view their licences.

Any staff member not processing the above will not be permitted to drive on school business.

Minibuses:

Teaching and other staff who drive minibuses as part of their work must possess a D1* Passenger Carrying Vehicle (PCV) category on their driving licences. This requirement is in line with domestic and EU driving licence requirements.

If you obtained a full car driving licence before 1997, you will have a D1 (101) entitlement to drive minibuses. However should this be the case, before you can drive a minibus you must undergo a competency assessment organised through external provider or the LA.

Only authorised staff will be allowed to drive the minibus.

The school has their own minibus and hire through LA.

All defects are reported to Head Teacher or the Caretaker using the logbook.

Use of Privately Owned Vehicles

Members of staff should discuss any proposals for transporting young people in their own vehicles with their manager and agree appropriate arrangements. For some journeys, for example, over 20 miles or in circumstances where the young person is unfamiliar with the vehicle, driver, or accompanying staff and potential risks have been identified, a risk assessment should be produced.

All drivers are accompanied by another adult when transporting young people as this significantly reduces the risk of distraction, accident, and injury and allegation of misconduct or abuse. If this is not practically possible the risks must be assessed, and measures put in place to ensure that the risks are reduced to the lowest level. This should be documented.

However, circumstances may sometimes arise where the risk of not transporting a young person is greater than doing so, for example where a child is left at school without transport, and the distance to home is too far or too dangerous to walk.

Young people should never be left in the vehicle unattended, and the driver is responsible for ensuring that all passengers under the age of 14 are wearing suitable restraints. A mobile phone should be available for use in the event of an emergency and drivers should be aware of the school Mobile Phone Policy.

Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc. www.gov.uk/child-car-seats-the-rules/using-a-child-car-seat-or-booster-seat

Young People

Parents must give their permission for young people to be transported in a staff member's vehicle, where this is necessary. Every effort should be made to gain written consent but where this is not practically possible; details of the verbal consent should be recorded. If no type of consent is obtained, transportation should not be permitted.

Young people must behave appropriately while travelling in the vehicle. If there are any concerns during the journey a dynamic "on the spot" risk assessment should be carried

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out to determine if there is a significant risk to the driver or passenger and appropriate action taken.

If the young person has a medical condition that is likely to require additional support/ medication, a copy of their Care Plan plus appropriate medication must be available. A parent or member of staff who has received training in administering support/medication should accompany the young person in the vehicle.

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Educational Visits

Introduction

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

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

Aims

The aim of our off-site visits is to:

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our pupils than could be provided on the school site alone.
- Promote the independence of our pupils as learners to enable them to grow and 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.

Curriculum Links

At Wood End Primary School we will endeavour to ensure that off-site visits are linked to the Curriculum. For most subjects, there is a corresponding programme of activities. These activities are in line with guidance published by the Local Authority:

- English-theatre visits, visits by authors, poets and theatre groups.
- Science-use of the school grounds, visits to botanical gardens etc.
- Mathematics-use of shape and number trails in the local environment.
- History-castle visits, study of local housing patterns, local museums.
- Geography-use of the locality for field work etc.
- Art and Design-art gallery visits, use of the locality etc.
- PE-a range of sporting fixtures, extracurricular activities, visits by specialist coaches.
- Music-a variety of specialist music teaching, extracurricular activities.
- RE-visits to local centres of worship, visits by clergy.
- PSHE and Citizenship- visit to the fire station or an old people's residential home, visits by local police officers and health workers.

Residential Activities

Pupils in the school will have the opportunity to take part in a residential visit. At Wood End Primary, children have the opportunity to take part in residential visits. The residential visits enable children to take part in outdoor and adventure activities. These visits are undertaken with the written agreement of the Local Authority. The cost of these visits will be subsidised by the school and pupils are invited to contribute towards the balance.

The amount of the subsidy will be decided on a trip by trip basis. All residential visits, other than Wolverhampton approved sites must have completed the appropriate signed paperwork for the visit.

All visits must be recorded on the EVOLVE system and Cat B and C approved by Wolverhampton Visits Advisor (or other competent person).

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All visits must be notified to the Director of Learning:

A visits – Approved in school and sent to LA (no response will be sent back).
B visits – Approval by LA – reply will be sent back to the school to confirm approval.
C visits – Approval by LA – reply will be sent back to the school to confirm approval.

For residential visits a folder must be set up with the appropriate documentation of children's names, contact numbers, Approved signature documentation, medical lists, Emergency procedure plan, and venue details.

How Visits May Be Authorised
The Head Teacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school with responsibility for the year group attending the visit.

The school's Educational Visits Coordinator will be involved in the planning and management of off-site visits.
S/he will:

- Ensure that risk assessments are completed.
- Support the Head Teacher and Governing Body in their decisions on approval.
- Organise related staff training.
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use 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.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the Local Authority.

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 complete the off-site visits form and submit this to the Office Manager and obtain the approval of the Head Teacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

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

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

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

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

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

To ensure the safety of the pupils the Head Teacher will identify appropriate number of adults required based on the age, pupil profiles and level of risk of the visit.

The ratios below are OEAP minimum guidance.

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

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

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

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

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

- **St**affing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance Issues? Licensable?
- **G**roup characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?
- **D**istance 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 Governing Body, and the Educational Visits Coordinator, and all adults supervising the trip.

Transport

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

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

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit. Where there are two or more coaches in operation a register of who is on board each coach is in place.

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

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

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

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

Communication with Parents

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

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

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

Further Health and Safety Considerations

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

Before a party leaves school the school 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 school has a texting service in operation that keeps parents updated on off site visits.

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The safety of the party, and especially the children, is of paramount importance. During the activity the group 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 pupils likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Head Teacher the possibility of excluding that pupil from the activity.

Visit Plan

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

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

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First Aid & Medication

Wood End Primary School has risk assessed its requirements for first aid and ensures that there is adequate provision to meet those requirements.

All of the first aiders within Wood End Primary School are designated first aiders, holding a current first aid certificate.

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 the qualified first aiders is available in hygiene room/strategic places throughout the school.

All staff, including supply teachers are made aware of the first aiders and their location.

A nominated member of staff will ensure that there is a sufficiently stocked first aid box. They will reorder and replenish as necessary. The nominated person also ensures that all first aid stocks are within date.

During morning break and lunchtimes there are designated first aiders available.

Breakfast Club and After School Clubs have qualified first aiders.

All accidents are reported in the relevant accident logs, dependent upon whether the injured is an adult or child. The accident logs/forms are located in the medical room and main office.

We send slips home for all incidents at the end of the school day. We will contact parents to let them know of head injuries.

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.

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.

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/supporting-pupils-at-school-with-medical-conditions.pdf

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

Unprescribed medication will only be administered in school to maintain a child's attendance. This must be agreed by parents and school staff. Parents may be asked to come in to school to administer the medication if possible.

Records of administration of medicines will be kept by the main office and the hygiene room.

Medication will only be administered using the correct equipment (i.e. spoon given by pharmacist) and following the dosage information supplied by the doctor.

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

All medications kept in school are securely stored in the hygiene room/fridge or locked cabinet with access strictly controlled.

Children suffering from conditions such as asthma may have to receive medication, usually in the form of an inhaler, during the school day. Written details of the treatment must be provided by the parent, the medication should be administered by the child under supervision of an adult.

Asthma inhalers are kept in the pupil's classroom with their name clearly displayed.

All teachers should be aware of the location of each pupil's inhaler and where spare ones are stored.

Visit Procedures:
It is the responsibility of the visit leader to ensure that there is sufficient first aid provision for that visit.

Please ensure that pupils who suffer from asthma have their inhaler with them throughout the visit.

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

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

Staff 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.

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Fire Emergency Plan & Guidance

General Prevention information

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented.

The fire risk assessment and the accompanying emergency plan will be reviewed annually and after any significant changes such as changes to the building and room use.

Flammable Substances

Where such items are required in the school, they should be stored in a suitable, locked metal cabinet in a secure part of the building. Deliveries and orders will be kept to a minimum.

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

Where, possible external storage of items or waste disposal is kept at a distance from the buildings, intentionally 8m.

Electrical installation is tested on a 5 yearly programme when due as the site is new.

Checks and maintenance are carried out on the fire alarms, smoke/heat detectors etc. as identified by statutory requirements. Records are retained in the Fire Logbook.

Measures are implemented for staff and other personnel at increased risk from fire.

A review of training in the use of fire fighting equipment and for fire marshals will be conducted on a regular basis.

Personnel with specific responsibilities are given appropriate instruction and training, this includes procedures for the fire alarm panel, and how to interpret the information displayed.

Where there are any staff or pupils who are at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed.

Appropriate instruction and training for staff, pupils, disabled persons, visitors, and contractors is given and reviewed at regular intervals. (An example of this is that an audience is given the information prior to the start of a show). All training is recorded.

Regular fire drills are held, including for out of normal hours occupation. A debrief session is held after each exercise and is recorded.

Any fire event is logged even if it is a false alarm.

Precautions are taken to prevent arson. For example doors and windows are locked promptly at the end of the school day to prevent access to the site,

Training & Training Provision

Staff; receive annual fire awareness training at the beginning of each school year. Fire safety and evacuation procedures are given to all new staff as part of their induction and fire evacuation procedures can also be found in each room in the school.

The posting of evacuation procedures in school areas, the regularity of fire drill practices and pre-contract meetings etc. aim to ensuring visitors and contractors have sufficient information on procedures in the event of an emergency evacuation.

Information Distribution

Staff are instructed of the methods and routes of escape through permanent posted notices around the school, annual updates and termly drills.

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Termly training is undertaken with all staff to ensure that evacuation is a safe and efficient procedure.

All emergency exits have signage which conforms to current statutory requirements.

Fire action notices are posted in all areas of the school that they are clearly visible and accessible to staff and pupils.

Emergency Evacuation Plan
See separate document available on the Learning Platform.

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

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APPENDIX 12

Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

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

Green Door Release Boxes

These will be tested regularly by the Caretaker.

Emergency Red Pull Cords

These will be tested regularly by the Caretaker.

Emergency Lighting

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

Test records are located in the site's record book.

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

A fire alarm maintenance contract is in place and the system will be tested by a competent contractor.

Inspection of Fire Fighting Equipment

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

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

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

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Head Teacher or her nominee.

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.

Staff are required to sign to say that they have read the policy and that they agree to follow the procedures.

Training records are held by the office manager and 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.

The Head Teacher will complete the training matrix as necessary and report on training to the Governors at least annually.

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.

Details of all health and safety training will be recorded in the staff CPD record on the learning platform by the staff.

Agency/Students

A nominated member of staff will be responsible for ensuring all temporary workers receive the relevant health and safety information through the issue of the Induction Sheet at the commencement of the work period.

Young Workers

A young person is defined as anyone who is under 18 years of age. The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. This will include young people who are participating in work experience. Risk Assessments for all work activities will be carried out for young/inexperienced persons before they start work.

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APPENDIX 14

Health & Safety Monitoring and Inspection

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

This monitoring will also cover management systems in addition to inspecting the premises.

Termly Inspections will be conducted jointly with the Caretaker/Governor if possible.

The Caretaker will inspect the school daily for such interim hazards and record any findings.

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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.

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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.

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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 is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). Up to date

advice can be found at https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

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Legionella

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

Wood End Primary School employs the services of external contractors to provide the school with water hygiene assessments.

The contractor will be responsible for ensuring monthly monitoring of temperatures carried out and recorded.

The Caretaker will be responsible for flushing of little used outlets and recording the findings.

Thermo-static mixing valves are tested and inspected on an annual basis by the contractor.

The school receives all Legionella reports and any actions forwarded to the Caretaker by the appropriate channels and kept in the main office.

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Lone Working

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

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

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

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

Definition of Lone Working

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

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

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

Controls

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

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.
Whenever possible it is recommended that staff work with a colleague.

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

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

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

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

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

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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 school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

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

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

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

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

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

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

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

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Where, staff are working alone in offices the door must be secured to ensure there is no access by unauthorised persons.

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- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- The Caretaker is the first key holder and would therefore be contacted in the event of an alarm activation during daytime and night time hours.
- The Key Holding company we use would be called if the 1st keyholder was not able to be contacted.
- All visits to pupil's homes will be carried out in pairs.
- Report any incidents or situations where they may have felt "uncomfortable" or immediately telephone the emergency services 999.

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Mobiles/Communication Technology

Aim

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

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 school day, while on playground duty and during meetings. These situations must be agreed in advance by the Head Teacher.

Should staff need to take photographs whilst on the school site, they should seek the Head Teacher’s approval in advance and must utilise the school’s own photographic equipment. Under no circumstances can personal mobile phones/iPad/iPods be used to take photographs of pupils or other staff without the consent of the Headteacher. School mobile phones and iPads must not be used for communication on social networking site.

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 school into disrepute, disclosing information about the school and/or its’ personnel constitute inappropriate use.

Pupils

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

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

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

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

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

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

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

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

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

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- Threatens or is likely to threaten the safety or wellbeing of any person; or is in breach of any law.
- Distracts from the performance of duties.

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

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

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

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

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Moving & Handling

Manual handling is considered by Wood End Primary School to be all operations requiring lifting carrying, pushing, pulling.

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 retained in the risk assessment file to be accessed by all.

Paediatric Moving and Handling *

Should the need arise for staff to move and handle pupils Wood End Primary School will provide 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 will be risk assessed and recorded by a competent member of staff.

Equipment that may be required for moving and handling people will be subject to inspection on a 6-monthly basis by a competent contractor.

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New & Expectant Mothers

This area applies to those members of staff, who are pregnant, have given birth in the previous six months or who are, breast feeding.

Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

Wood End Primary School concurs that it is a moral, as well as legal duty, to ensure the health and well - being of employees in these circumstances and special consideration is taken when considering the risks to this group of workers.

Wood End Primary School is aware that expectant mothers may have health and safety concerns which need to be addressed individually and risk assessments will be completed once the Head Teacher is aware that an employee is an expectant mother.

A person specific risk assessment will be conducted with the member of staff concerned and any reasonable action necessary will be mutually agreed and the assessment retained on the personnel file for future reference.

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Noise

Wood End Primary School will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or who are exposed to significant levels of noise.

A risk assessment will be undertaken if required to determine any circumstances where employees may be exposed to excessive levels of noise. Employees exposed to such noise will be advised of the risk.

There are no areas of the school building at present which are deemed to have excessive noise levels and no requirement for anyone entering the school building to wear ear protection.

Clear management of person and pupil movement and communication, in line with the school's behaviour policy, is expected at all times in able to ensure that the noise from persons using the building is not excessive or a danger to health and well-being.

The school will take all reasonable measures to ensure that where existing noise levels can be reduced at source, such as by the fitting of noise absorption devices, this will be considered.

When new plant equipment is purchased Wood End Primary School will, ensure that the specification of the equipment is developed to maintain noise levels during manual operation at the lowest possible level.

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Premises & Work Equipment

Statutory Inspections

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

All, staff are required to report any problems found with plant/equipment to the Caretaker in the Caretaker's book located in the main office. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Curriculum Areas

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

Gas Safety

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

Electrical Safety

Staff will not undertake any work on electrical equipment or installations, including resetting tripped fuses, without receiving sufficient training.

PAT testing is undertaken on a two-yearly basis. The contractor supplies a PAT testing inventory; this is situated in the office.

The Caretaker will ensure that the statutory five-year check of the electrical installation is carried out by a competent person. A record of this test will be kept, and the necessary action plan drawn up in response.

Electrical sockets will not be overloaded in this school and, where it is necessary to use an extension lead, these will be of the fused and switched type to prevent overloading.

Before using any piece of electrical equipment staff will conduct a visual inspection to ensure that the plug tops, leads, and outer casings are free from defects. Where defects are detected, the equipment will be immediately labelled and isolated. The equipment will be securely locked away and not used again until the defect has been rectified or disposed of.

Repairs to any electrical equipment belonging to the school will only be undertaken by a trained and competent person. Records are kept of any repair to electrical equipment required.

The electrical equipment will be suitable for the environment in which it is being used and portable appliance testing will be conducted as necessary, depending on the type of equipment.

Welfare

The workplace is clean and tidy; lighting in the workplace is reasonable and suitable toilets and washing facilities are available. Drinking water is available and there is an adequate supply of both hot and cold running water. Suitable facilities are available for rest and for pregnant women. Floors and traffic routes are kept clean, dry and are non-slippery. Windows can be opened, and lower-level windows can be safely cleaned. Pedestrians and vehicles are separated. Doors and gates are suitably constructed and incorporate appropriate safety devices.

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Office Safety
Offices should be checked to ensure that trailing cables from computers do not cause tripping hazards. A Display Screen Assessment is carried out to ensure that staff are not exposed to risks from repetitive strain injury or work-related upper limb disorder. There should be adequate storage provided for files etc and the offices should be maintained in a tidy state. Space under the desk and open floor areas are not to be used for storage. Deliveries should be stored appropriately so as not to present a trip hazard. A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas.

Personal Protective Equipment
Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance. Any damaged PPE should be reported to the Caretaker.

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 and an annual inspection by an Annual Inspector of Play (RPII).

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

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

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Risk Assessments

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

The risk assessments are held centrally on the learning platform, hard copies are kept in the main office.

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

How a Risk Assessment Will Be Undertaken

The Governing Body consider risk assessment to be a careful examination of the hazards in the school and an assessment of whether the particular hazard is likely to harm anyone and what precautions need to be taken.

The definitions of `hazard' and `risk' adopted by the Health and Safety Executive are helpful in understanding what is involved:

Hazard means anything that has the potential to cause harm (e.g. chemicals, electricity, working from ladders etc.).

Risk is the likelihood, great or small, that someone will be harmed by the hazard.

The Health and Safety Executive has proposed a "five step approach" to risk assessment. The following sections outline how this five-step approach governs risk assessment in Wood End Primary School:

Look for Hazards

Hazards come in many forms. They are "anything that can cause harm" and can include substances, processes, the layout or structure or condition of premises, machines etc. In Wood End Primary School this can include pupils, parents and visitors to the school.

The important matter is that a wide-ranging examination is undertaken. A risk assessment which looked only at work procedures and processes might miss a hazard associated with, for example, a slippery surface on a staircase. It is better for a person undertaking a risk assessment to think creatively and look for all factors which might create a hazard, in order to include the widest range of possible hazards, than to leave something out.

Risks will be looked for throughout the course of a normal day, as the business of the school is conducted.

Decide Who Might be Harmed and How

In Wood End Primary School, consideration will be given to the number of staff who might be harmed by a particular hazard and also to the number of pupils and visitors who might be harmed.

Risks will be evaluated, in the formal recording process as high, medium or low.

Evaluate the risks and decide whether existing precautions are adequate or whether more should be done.

"Risk" reflects a combination of the likelihood that a particular hazard will cause harm or injury and the likely severity of that harm or injury. The risk assessment process will assess the level of risk in the particular circumstances and identify the measures to be taken.

The method of assessing levels of risk used at Wood End Primary School involves looking at the residual risk remaining once control measures have been implemented.

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The first priority is to seek to remove the risk altogether by removing the hazard or discontinuing the hazardous process.

Where this is not practicable or possible, the Governing Body will, as a second priority, seek to reduce the risk by modifying the work processes involved and thereby making the activity less hazardous, reducing the number of people exposed, reducing the length of exposure etc.

The third priority, only acceptable where none of the first two are feasible, is to institute appropriate protective measures such as providing protective equipment or isolating or drawing attention to the hazard.

Record the Findings
This is a legal requirement at Wood End Primary School because there are 5 or more employees but is considered as a matter of course due to the presence of pupils.

The risk assessments are recorded on a proforma and are accessible to all employees.

Employees are required to sign to say they will check risk assessments if they are unsure of the control measures.

Review the Assessment from Time to Time
The requirement to review the risk assessment applies particularly when significant changes have taken place in schools which may have introduced new hazards.

At Wood End Primary School and risk assessments are reviewed on an annual basis or earlier if an incident has occurred.

Training
As noted previously, risk assessments must be undertaken by competent persons. Risk assessments undertaken by untrained or inadequately trained people are likely to be worthless and fail to discharge the Governing Body's responsibility for risk assessment. They may even lead to additional hazards, whereas proper risk assessments may identify hazards previously hidden or unknown.

The Head Teacher, teachers and non-teaching staff at Wood End Primary School will therefore have access to quality training and guidance from the LA or an independent provider on the principles of risk assessment and on how to assess risks in a systematic way.

Risk Assessment Forms
A risk assessment form, together with advice and examples of how to complete them, has been adopted by the Governing Body and is invaluable in organising and presenting a risk assessment.

Monitoring and Funding
Staff may need reassurance that the way in which they have undertaken risk assessments is adequate. This is achieved through the Head Teacher.

Safety representatives will be entitled to receive copies of risk assessments. They will be provided with copies of risk assessment forms and will be expected to always examine them carefully.

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

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

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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 school is of paramount concern to our whole school community. Governors have endeavoured to make the school as safe as possible.

Entry to School for Visitors/Staff

The reception area is clearly marked and directs visitors to the front entrance of the school. Visitors enter through the main door and wait in the foyer for office staff to verify their identity, before allowing the persons to enter the main school.

Visitors who are admitted into the school are asked to sign in using the electronic system and given a sticker. Staff are informed of planned visitors, through a weekly diary sheet and an online diary.

All visitors are responsible for their own health and safety and the safety of "others" who are under their control whilst on school premises.

Staff are given a swipe card/fob for certain areas this will be return if the staff member leaves and will be deactivated.

Pupil Supervision

The Head Teacher or in her absence a nominated member of staff remains on the premises until the last child is collected.

Security of the school building is reviewed by the Governor's meetings

Alarm System

The school alarm is always set each day. Caretaker or Head Teacher attend alarm callouts.

Care of ICT Equipment

All laptops and Ipads are secured in trolleys in a secure area.

Security of Data

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.
"Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data."

Curriculum Networked Computers:

- Accessed by personal passwords.
- Password gives pupils and staff different access levels.
- Office Manager and Head Teacher only has access to management files.
- Files are backed up daily.

Office Computers:

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

Other data protection issues:

- Printed material is disposed of by shredding by school.
- Parents are informed of data kept in school and its use through the Fair Processing Notice.
- E-mails are protected following LA guidance.
- Personal data is not disclosed over the telephone unless we have verified the identity of the caller.

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- School anti-virus software is updated regularly.
- The school uses the LA to look after the IT services including filtering.

Internet Safety

The Internet is regularly used in school as it has numerous educational benefits. In order to minimise the risk of children accessing unsuitable material, the school provides constant supervision and uses only, selected links and child-friendly search engines and these are filtered through software to help monitor what is being accessed. Parents and carers are asked to sign authorisation for their child to use the Internet. Parental permission is sought when children are admitted into school, authorising photographs of their children or their work to be incorporated on the school's website or in newsletters or other publications. E Safety rules have been shared with students.

Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Head Teacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent.

In loco parentis forms the duty of care which all teachers must operate when they have children in their care. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from the school premises.

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Shared Users

All external agencies and shared users will be advised of the school's health and safety policy, fire procedures and accident reporting procedures. They should carry out risk assessments for their use of the buildings and provide copies to the school.

All, staff have a duty to monitor the safe use of the buildings by external agencies and should report problems to the Head Teacher, Office Manager or Caretaker.

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Stress/Wellbeing

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. The school also pays particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, he/she should inform the Head Teacher without delay. After any absence, staff report to the Head Teacher to complete a return to work form. Staff are encouraged to report any work-related issues which are impacting on health.

Specific arrangements are in place to address wellbeing and work-related stress. Stress and wellbeing have been addressed in compliance with the HSE Management Standards. Information about work related stress has been provided to employees. Factors which may suggest that there is a problem with stress related illness, e.g. high rates of absenteeism and poor performance are monitored by the Head Teacher.

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

The school may consider monitoring well-being through the HSE Stress Management Tool Questionnaire.

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

- Regular Performance Management Reviews
- Mentoring for all staff and NQTs
- Open door policy of Head Teacher and SLT
- PPA is provided for all Teaching Staff in order to ensure high quality teaching.

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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.

Wood End Primary School have used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?

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

- Spend time in the shade between 11and 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 Wood End Primary School, we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

Education:

- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Timetabling:

- Where reasonably practicable children will play outside out of direct sunlight.

Shade:

- The trees provide summer shade
- Canopies

Clothing:

- Pupils are asked to bring in appropriate clothing i.e. sun hats.

Sunscreen:

- Children encouraged to have sun-cream applied by parents before school.
- Children allowed to, bring sun-cream in but where possible apply it themselves. Staff will assist where required.
- Sunscreen use will be encouraged on school trips.

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Vehicles

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

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

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

Pedestrian's access to the school is separated to vehicles.

There is an electronic gate system at the staff car park with intercom and code system in place to control access.

Signage is in place to instruct all visitors and contractor how to access the main reception area.

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

Deliveries

Where possible deliveries should be made before children start the school day.

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Violence

Wood End Primary School will not tolerate violent behaviour from parents, visitors or others who enter the school.

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

Prevention:

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

- Consider the working environment e.g. exits, space available.
- Do not meet parents when colleagues are not in the near vicinity.
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school.
- 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.

Where a situation is identified, the parent is encouraged to return for a preplanned appointment.

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Volunteers in School

Introduction

At Wood End Primary School, 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.

Wood End Primary School 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

Wood End Primary School 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 Wood End Primary School will require an Enhanced Disclosure & Barring Check prior to starting their placement in school.

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 would sign in as a visitor. 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

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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.

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

The nominated person shall ensure:

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

There is an inspection record for the access equipment used at Wood End Primary and this is maintained each term.

Teaching staff and teaching assistants will put up display's using the correct procedures i.e. use of stepladders, kick-stools.

A simple hierarchy is communicated to staff:

- Avoid working at height where possible.
- Use equipment or other measures to avoid falls when working at height cannot be avoided. Examples of this at Wood End Primary include long handled equipment.
- Eliminate falling distance by using equipment to minimise working length.

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

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APPENDIX 32

Work Experience Young and Inexperienced Workers

A ‘young person’ is defined as anyone who is under 18 years old.

The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. Risk assessments for work activities will be carried out for every young/ inexperienced person before they start work.

Young people are likely to need more supervision than adults. Good supervision will help us as a school get a clear idea of the young person’s capabilities and progress in the job and monitor the effectiveness of their training. Induction and training will be tailored to the tasks the person will be undertaking.

Work experience:
Our school do have students on work experience and understand we have the Secondary responsibility for the health and safety of the student and should be managing any significant risks. Risk assessments, induction, and training will be provided, and a member of staff assigned to the work placement student as a Mentor.

Temporary Workers:
All agency or temporary staff will be inducted by the Head Teacher. A brief induction will be given covering fire procedures, first aid, and accident reporting and welfare arrangements. In addition to this, risk assessment that relate to the staff members area of work will be covered.

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Amendments – Elite Safety in Education (CE) 30.04.2020

Appendix 7 – Display Screen Equipment: Pupils Workstations & SEN Students Computers added

Appendix 9 – Education Visits: Booster seat paragraph added.

Appendix 10 - First Aid & Medication: Button Batteries added. Guidance on supporting pupils with needs link amended.

Appendix 15 - Infection Control added new

Amendments – Elite Safety in Education April 2021

Appendix 15 – Infection Control added Meningitis