



Elmwood School

Health & Safety Policy

&

Procedures

2017 - 2018

Updated: May 2017

Date for Review: May 2018

Statement of Local Health and Safety Intent Elmwood 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 pupils as an equal objective to our other school objectives.

As a school within the Walsall Local Authority, 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 and deliver the modular safety management standards (SMS) 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 or place prominently in an area accessible to all

CHAIR OF GOVERNORS

HEADTEACHER

Date:

Date:

Elmwood School Health and Safety Policy

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

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

The Aim of the Policy is to:

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

To meet these responsibilities the Governors will pay particular attention to:

- 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.
- The LA's health & safety policy and codes of practice are observed and acted upon where necessary.
- A school safety policy is produced and that the policy is regularly reviewed.
- A health and safety committee will be established if requested by at least two persons and health and safety is included in the terms of reference of an existing committee.
- The safety policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered and provision made for meeting those obligations.
- 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.
- Regular safety reports are provided by the Headteacher 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 officers of the Education Service, Inspectors of the Health and Safety Executive and any other health and safety official.

The Governors of the School recognise that the Health and Safety at Work Act 1974 places duties on all Managers to ensure that the work of all employees under their

control is carried out as safely as is reasonable practicable. In order to achieve this objective the Headteacher has responsibility for the organisation of health and safety in the School, which includes the following:-

Headteacher

- Setting the health and safety standards for the School on consultation with the Governors and staff in line with the standards of the Council and the LA.
- Monitoring on behalf of the Governors the implementation of the Council, LA, and School Health and Safety Standards.
- Ensuring that all health and safety policies are fully implemented and the procedures are followed by all staff. Reporting to the Governors on the progress being made towards achieving the health and safety standards, which have been set, and the implementation of policies and procedures in the School.
- Ensuring that all staff (including all new starters and staff who are allocated new duties in the School) receives all health and safety information, instructions and guidance relating to Health and Safety issued to the School by the LA Education Officer, the LA Safety Adviser, the Department for Education, the Health and Safety Executive or any other responsible source.
- Organising and coordinating the Health and Safety training and retraining of all staff and ensuring that the training provided is appropriate to the needs of the school and staff. This includes Health and Safety Induction for all new starters and the training of all staff on the implications of Health and Safety legislation.
- Ensuring that all staff is supervised in order for them to take reasonable care for their own health and safety and for the health and safety of other employees, pupils and other persons.
- Nominating, as and when appropriate, members of staff to be responsible for specific aspects of Health and Safety and ensuring that all staff is made aware of any such delegation.
- Providing sufficient Risk Assessors of suitable knowledge and experience to undergo the corporate training in risk assessment areas.
- Identifying any additional support, training and advice require for the Risk Assessors and notifying the Staffing Services Officer in the Education Department of any problems encountered.
- Ensuring that all risk assessments are conducted in correct priority and adequate time is made available for the Assessor to complete the assessment.
- Providing a local mechanism for carrying out risk assessments on any new or modified work, before the work commences.
- Providing a local mechanism for reviewing all assessments at periodic intervals (maximum period 12 months).
- Ensuring that instructions issued by the LA for the reporting of accidents, dangerous occurrences, near misses and potential hazards are followed and an investigation takes place on all accidents with a view to introducing preventative action.
- Ensuring that adequate arrangements exist for safety procedures in the case of fire that all staff, pupils and other persons are aware of such arrangements and that regular fire drills are carried out.
- Ensuring that adequate arrangements exist for the carrying out of first aid and for transporting insured staff, pupils and other persons to hospital and that all staff are aware of such arrangements.
- Ensuring that only appropriately trained and qualified staff supervise the use of potentially hazardous equipment or machinery.

- Ensuring that Contractors employed within the School site do not endanger the health and safety for staff, pupils or members of the general public who may be present on the school site by their work activities.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Ensure that any defects in the premises, its plant, equipment or facilities, which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Monitor first aid and welfare provision.
- Ensure that statutory documents and forms are available and necessary reports and records are completed up to date, in particular that asbestos records and portable electrical equipment reports, lifting tackle testing reports and pressure systems reports are available for inspection.

It is recognised that the duties can be delegated to Senior Staff; the overall responsibility for ensuring that these duties are carried out rests with the Headteacher.

Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, i.e., Deputy Headteacher, Business Manager, etc. are responsible to the Headteacher for the implementation of the Health & Safety Policy within their area of work. To fulfil their responsibilities they will assist the Headteacher:

- In consultation with the Headteacher setting the health and safety standards for their area of responsibility.
- Ensuring that all health and safety policies are fully implemented and the procedures are followed by all staff (including all new starters and staff who are allocated new duties within the school).
- Ensuring that all members of staff (including all new starters and staff who are allocated new duties within their area of responsibility) receive all health and safety instructions and guidance relating to their work which has been issued to the School by the LA Education Officer, LA Safety Advisor, Department for Education, the Health and Safety Executive or any other responsible source.
- Ensuring that all staff acting under their directions are aware of the health and safety precautions to be taken when undertaking potentially hazardous activities.
- Ensuring that any curriculum or other activities under their control include instructions on the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that all members of staff (including new starters and staff are allocated new duties in the School) in the area of responsibility are trained, periodically re-trained and supervised in order for them to take reasonable care of their own health and safety and the health and safety of other members of staff, pupils and other persons.
- In consultation with the Headteacher ensuring that sufficient risk assessors are provided is appropriate to the member of staff and the School.

- In consultation with the Headteacher ensuring that sufficient risk assessors are provided and that training on the implications of risk assessments is provided for all staff (including all new starters) in their area of responsibility.
- Ensuring that all risk assessments are carried out in their area of responsibility and risk assessments are carried out on new and modified work before the work commences.
- Ensuring that all risk assessments in their area of responsibility area reviewed at periodic intervals.
- Ensuring that curriculum or other activities under their control do not involve staff and pupils in procedures likely to cause accidents.
- Ensuring that the LA and School reporting procedures for accidents, dangerous occurrences and near misses are followed and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Headteacher.
- Ensuring that any equipment or machinery under that control known to need repair is not used until the necessary repairs have been carried out.
- Ensuring that fire safety procedures are followed by members of staff and regular fire drills are held.
- Ensuring that first aid procedures are implemented in the area of responsibility and first aid cover is maintained at all times.

Caretaker/Cleaners

Will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors.

- The cleaning of the School is carried out by the Caretaker or Cleaner who is responsible for ensuring that the premises of the School are safe and there are no risks to health.
- The Caretaker is responsible for the security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required.

The Caretaker is responsible for carrying out the following duties:-

- Participating in setting the health and safety standards for their area.
- Implementing all health and safety policies, instructions and procedures for their area of responsibility.
- Ensuring staff that are responsible to the Caretaker/Cleaner follow the policies, instructions and procedures relating to health and safety issues.
- Receiving training and periodic re training in order to take reasonable care for their own health and safety and the health and safety of other members of staff, pupils and other persons.
- Ensuring that all members of staff (including new starters) within their area of responsibility receive training and periodic re training by contacting the Headteacher.
- Carrying out assessments of the risks in their area of responsibility and carrying out risk assessments on new and modified work before the work commences.
- Carrying out reviews of the risk assessments at periodic intervals.
- Ensuring that they and their work colleagues take reasonable care to avoid accidents or injury to themselves, other members of staff, pupils and members of the general public by their work activities.
- Ensuring that any equipment or machinery under their control, which is known to need repair, is not used until the necessary repairs have been carried out.

- Following the school reporting procedures for accidents dangerous occurrences and near misses and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Headteacher.
- Following the fire safety procedures and ensuring that the procedures are followed by all employees.

Class Teachers

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

- 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 own teaching areas.
- To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- To make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous or potentially so.
- To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

Educational Visits Coordinator (EVC)

Follow the Local Authority Off-Site Visit guidance where full responsibilities are outlined.

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- Authorise all off site visits.
- Inform the head and governing body of all non-routine visits.
- Ensure that the Emergency Planning Unit at Walsall Council are informed of all residential or high risk activities.

Catering Supervisor/Cook in Charge

The Supervisor/Cook in Charge is responsible for Health and Safety in respect of all kitchen staff in the establishment in accordance with the instructions issued from time to time by the LA Catering Manager and general safety considerations affecting work in the kitchen.

Employees General Responsibilities

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

- Take reasonable care of their 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.

Site & Buildings 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 Headteacher 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 Headteacher and governors to any necessary preventative/remedial action.
- To receive reports from the LA, 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 Headteacher 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

(Please see local arrangements section)

The attention of staff is drawn to the School Guidance, Codes of Practice, the COSHH Register, and various circulars/memoranda issued by the Local Authority. These should be read in conjunction with the instructions and information contained in this safety policy.

Document Control

We will develop and maintain local documentation. Changes including re issues and deletions to local school documentation will be authorised by the Headteacher.

Co-operation

- Local systems and documentation will be implemented following consultation through our school's Sites & Buildings meetings.

Communication

- Local systems and documentation will be held electronically and made accessible to staff members.

Competence

- The Business Manager and Deputy Headteacher will 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 members 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 line management within the team in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Risk Assessors

Risk Assessors are responsible for:-

- Identifying all tasks that require to be assessed and agree a priority rating for carrying out risk assessments with the Headteacher.
- Together with the Headteacher agree timescales for carrying out the risk assessments.
- Conduct risk assessments to the best of their ability. Recognise where their limit of experience lies and ensure that their Headteacher is informed when additional assistance is required.

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.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement for this and will nominate someone to report trends etc. to relevant Governor meetings.

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 & safety performance will be reviewed by the relevant committee and reported to school governors.

Auditing/Inspecting Health & Safety Performance

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

Local Arrangements

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- Appendix 2 - [Asbestos](#)
- Appendix 3 - [Contractors](#)
- Appendix 4 - [Display Screen Equipment](#)
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Accident Reporting Procedures

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

Copies of these forms are available via the school office.

- A local accident record book is used to record all minor incidents to pupils; any more significant incidents must also be reported to LA/Governors and on the Walsall Council accident reporting form.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

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

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR www.hse.gov.uk/riddor
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring
- The school will still be required to keep a record of all over three day injuries – if the school keeps an accident book/form, then this record will be sufficient.

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Asbestos

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

The schools responsible person for asbestos in school is the Headteacher.

Asbestos awareness training should be attended on a regular basis.

The school shall ensure:

- The asbestos log is maintained and that any changes are acted upon.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos management plan.
- Columns will be checked on a monthly basis due to being a CLASP school.

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher who will contact the relevant agencies.

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

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Contractors

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

All contractors must report to the school office/reception where they will be asked to sign the visitor's book and wear an identification sticker. Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

A competent person will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School Managed Projects

Where the school undertakes projects direct the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by a senior member of staff who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school uses Property Services provided through the LA. These contractors have satisfied the council that they understand and abide by health and safety regulations.

Where alternative contractor's services are sourced the Head Teacher will undertake appropriate competency checks prior to engaging a contractor.

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

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¹ CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the project duration is longer than 30 days and will foreseeably have more than 20 workers on site at any one time, or the project duration will exceed 500 person days.

In addition 2 specific and specialist roles of Principal Designer and Principal Contractor must be appointed.

In such instances it is recommended that an agent be used to work on the school's behalf.

Elite Safety In Education

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) shall complete a DSE self- assessment form.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

The Business Manager will:

- Ensure that DSE assessments are reviewed yearly or after change.
- Authorise payment for eyesight tests and any prescribed corrective lenses for users.

Relevant Staff will:

- Ensure that pupils who use DSE are aware of the risks to health.
- Ensure all DSE within their area of control has had an assessment.

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Fire Evacuation & other Emergency Procedures

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

The fire risk assessment is located in the main office and reviewed every two years.

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by Pro Guard

Fire Drills

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

Fire Fighting

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

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

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

Details of service isolation points (The Caretaker and School Business Manager are able to locate these quickly, in an emergency.)

Gas: Gas Meter Cupboard

Water: Boiler House

Electricity: Boiler House

Chemicals and flammable substances stored on site.

An inventory and details of these will be kept by the Caretaker.

EMERGENCY PROCEDURES

FIRE EVACUATION

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

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

Fire Fighting

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

ON HEARING THE FIRE ALARM:

- Walk out of the building through the nearest exit, as instructed by a member of staff. Do not stop to collect personal belongings;
- Meet at the side of the school, near the containers (as shown on the maps which are around the building);
- Office staff will hand registers to the Class Teacher, who will check that all pupils are accounted for. The registers will then be passed to the Headteacher or member of SMT.
- Office staff will check that all Staff and visitors are accounted for;
- Do not go back into the building for any reason, until told to do so by the Headteacher or member of SMT.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

Bomb threats.

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

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

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

Visual Disability

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

Hearing Disability

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

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Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the fire log book. Electro-magnetic doors will be tested in rotation as part of this check.

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 annually.

Inspection of Fire Fighting Equipment

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

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

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

Emergency Lighting and Emergency Systems

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.

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.

Emergency Red Pull Cords

These will be tested regularly by the Caretaker.

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First Aid & Medication

First Aid Boxes are Located at the Following Points:

- **Reprographics Room**
- **Kitchen**
- **Food Technology Room**
- **Science**
- **DT room**
- **Minibus**
- **People Carrier**
- **Leader's rucksack for Off-site Activities**
- **Hair and Beauty Room (Vocational Centre)**
- **Food Technology Room (Vocational Centre)**
- **Construction Area (Vocational Centre)**

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

First Aiders:

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

All staff are either Emergency or First Aid at Work trained.

A nominated person will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Drivers will check that all vehicles are properly equipped with first aid boxes before they are used.

Transport to Hospital:

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

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/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Headteacher.

Records of administration will be kept in the secured medicine cupboard which is located in the medical room.

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 medical room with access strictly controlled.

All medicines administered will be documented and where controlled medicines are administered two members of staff are required to sign the record sheet.

Where pupils need to have access to emergency medication, i.e. asthma inhalers, epi-pen etc., it will be kept by the pupils or in the classrooms (These will not be locked away due to rapid requirement).

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.)

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.

These plans would be reviewed annually by a senior member of staff and written precautions/procedures made available to staff.

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Flammable & Hazardous Substances

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

Within curriculum areas (in particular science, art and DT) then heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health will be the Caretaker.

They shall ensure:

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

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

Radioactive Sources

The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive sources.

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Hairdressing & Beauty

The school will be giving pupils the opportunity to participate in Hairdressing & Beauty sessions on a six week course within the school year.

The Hair Dressing and Beauty Company will be experienced and competent and close supervision will be in place at all times.

Electrical

All electrical equipment will be well maintained and used in a safe manner to prevent the risk of injury from electric shock. Maintenance will include visual checks for wear and tear (e.g. exposed wiring) as well as periodic inspection and testing by a competent person ('PAT' testing). Faulty equipment should not be used until it is examined/repaired by a competent person.

Hairdryers, curling tongs, hair straighteners etc. will be kept clear of water and will be checked by the teacher after each lesson to ensure they have been switched off and cooled down prior to storing away.

Hazardous Substances

To prevent personal harm from hazardous substances e.g. skin irritation, respiratory disease, a COSHH risk assessment is required for such substances as cleaning chemicals, shampooing, nail varnish, hairspray etc.

Work-Related Dermatitis

To prevent contact dermatitis the school will ensure that all staff are aware of the risk from contact dermatitis which commonly develops through frequent wet working or working with milder chemicals such as shampoos. The school will ensure that staff and pupils regularly check their skin for early signs of dermatitis.

Methods of Sterilisation and Disinfection

Disinfectants - Bleach or 'Milton' solution can be used for soaking combs, brushes and on non-metal surfaces. Ammonia compound disinfectants (e.g. 'Barbicide') can be used for metal and plastic items. Follow manufacturer's instructions for correct use.

Sinks

The sinks have TMV's in place to ensure the correct temperature is delivered through the mixer taps.

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Health & Safety Information & Training

Consultation

The Sites & Buildings committee meets termly to discuss health & safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the school.

Elite Safety in Education and the Local Authority provide competent health and safety advice for our school.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by a competent member of staff.

The Headteacher (may be delegated) is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

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

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

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

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Health & Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by Elite Safety in Education, and a member of the senior management team.

Monitoring inspections of individual departments will be carried out by heads of department or nominated staff. Records of such monitoring will be kept in the department.

A named governor will be involved/undertake an inspection and report back to the relevant meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

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

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Legionella

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

A water risk assessment of the school has been completed by NANT.

NANT are responsible for ensuring that operational controls are being conducted and recorded in the legionella risk assessment file.

NANT carry out monthly temperature checks, TMV inspections and regular water sampling

The Caretaker is responsible for the flushing of little used outlets (dead legs) on a weekly basis or if they are all used they are flushed during school holiday periods.

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Lettings/Shared use of premises

Lettings are managed by the Headteacher and the school will follow any guidance issued by Walsall council.

A football team uses the school field when the school is closed. The Hirer is responsible for opening and closing all gates and for ensuring the field and surrounding areas are checked prior and after the event.

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

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Lone Working

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

Travelling alone -- on foot, by car or public transport

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

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

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

Definition of Lone Working

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

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

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

Controls

Staff should seek the permission of the Headteacher 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 Headteacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Headteacher the member of staff must ideally contact another member of staff or a family member as the default position.

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

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

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

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

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher'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 Headteacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the 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 Headteacher. 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 Headteacher any aspect of work related risks.

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

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Mini buses

The Business Manager maintains a list of nominated drivers who drive either the minibuses or drive another vehicle in connection with their work.

Minibus drivers have received MIDAS training to enable them to drive the Minibuses.

The Caretaker is responsible for the undertaking of weekly checks on the minibuses.

Drivers are responsible for carrying out checks prior to taking the vehicle out.

The Minibuses are leased and the leasing company is responsible for the servicing, MOT and repairs (not accidental)

All Staff Who Drive on Behalf of School Will:

- Provide the relevant general office personnel with your driving licence, MOT certificate as appropriate (if driving your own vehicle on school business)
- Report any endorsements, impending endorsements and disqualifications immediately.
- Carry out the pre-start checklist
- Where the journey time is more than 1 hour a second person should accompany the driver, or where the findings of a risk assessment indicates an additional member of staff is required to accompany the trip.
- Take a 15 minute break away from the wheel when you drive continuously for more than 2 hours.
- Wear seat belts at all times unless they hold a medical exemption.
- Not use mobile phones when the vehicle's engine is running, whether the vehicle is moving or not.
- Not drive under the influence of drugs or alcohol
- Not eat, drink or use a mobile phone whilst driving
- Drive in accordance with the highway code

In the event of an R.T.C, obtain the following information:

- Stop; and check whether you need the emergency services.
- Are there any witnesses? If so, record their details.
- Exchange details with other drivers.
- Call for further assistance if required and inform SLT
- Make a sketch drawing/take photograph of the accident site.

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Manual Handling

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

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

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

Manual Handling of Pupils

All staff have received the appropriate "Team Teach" training and techniques and continue to have regular updates.

Chair and Table Moving

Measures to reduce the risk of injury:

- Using correct lifting techniques.
- Carrying no more than 3 chairs at a time.
- Moving no more than 1 table at a time (single tables).
- Obtaining assistance where the timescale involved could lead to over-exertion.

Miscellaneous Packages and Items

- Using correct lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance where the weigh/size of load is beyond individual capacity.

Furniture, Lockers, Display Boards Etc.

Measures to reduce the risk of injury

- Using correct lifting techniques.
- Using the trolleys and barrows provided.
- Obtaining assistance in proportion to the weight, size and distances involved.
- Wearing protective equipment such as gloves and safety footwear.

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Off – Site 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 aims of our off-site visits are to:

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

Curriculum Links

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

Residential Activities

All Year 10 pupils have the opportunity to take part in a residential visit.

How Visits May be Authorised

The Headteacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator should be involved in the planning and management of off-site visits. Except in exceptional circumstances (such as last-minute venue tickets being gifted to the school. All planning forms must be submitted 5 working days before the planned visit.

S/he will:

- Ensure that risk assessments are completed;
- Support the Headteacher and governing body in their decisions on approval;
- Assign competent staff to organise and help with trips;
- Organise related staff training;
- Verify that all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring checks, and that the letter from our coach company assures us their drivers too have had Disclosure and Barring checks;
- Make sure that all necessary permissions and medical forms are obtained;
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by 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 seek and obtain the approval of the Headteacher 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.

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Headteacher will seek the approval of the governing body and inform the Local Authority before permitting the activity to take place.

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

Risk Assessment

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

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

Staff planning an off-site activity should make a preliminary visit to the venue, especially if never been to the venue before or it is a high risk activity taking place, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group Leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Headteacher/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.

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

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

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

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

A copy of the completed risk assessment will be given to the Headteacher, the governing body (if applicable), and the educational visits coordinator.

Transport

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

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

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

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

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 school.

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

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the 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 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 child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from the Local Authority (Health & Safety – Off-Site Visits & Journeys Guidance)

Group Leaders' Planning

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

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

Visit Plan

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

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

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Physical Education

Safety in Physical Education & School Sport

Introduction

Safe practice in physical education should be an integral feature of all aspects and in all phases of education, from the very early years of playgroup and reception through to adult, further and higher education.

Teachers and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

Comprehensive guidance and advice for schools and outdoor education groups is to be found in the following publication:

'Safe Practice in Physical Education and School Sport' published by the Association of Physical Education (formally BAALPE) www.afpe.org.uk/ ISBN 1902523687

Duty of Care

In loco parentis forms the basis for duty of care which all teachers must operate when they have pupils 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 school premises.

Risk Assessment

Hazards in PE are reduced through effective management, i.e. by balancing appropriate challenge and acceptable risk.

The school has created and maintained a risk assessment for each PE work area.

The School ensures that stringent checks, including Criminal Records Bureau (CRB) checks, are made before allowing any unsupervised access to children.

Refer to;

'Guidelines for Local Education Authorities, Schools and Colleges' in the use of 'Adults other than Teachers in Physical Education and Sport Programmes', BAALPE.

Class Sizes in Physical Education

In determining the size of teaching groups in physical education, Headteachers and teachers take into account of the;

- Nature of the activity
- Age, experience and developmental stage of pupil/pupils

General Health & Safety Issues in PE

Manual Handling and Storage of Equipment

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

Apparatus Handling By Pupils

Involving pupils in apparatus handling is an integral part of the subject, particularly in gymnastics and trampolining. However this must be carried out in such a way as to reduce risk to pupils as far as is reasonably practicable. The school has arrangements in place to enable pupils to learn how to handle equipment safely according to their age and strength.

BAALPE guidance, pages 196 and 199 refer.

Inspection of Equipment

All PE facilities and equipment will be inspected regularly.

The school makes arrangements with competent contractors to inspect PE equipment at least annually.

PE department staff will carry out pre-use visual checks of equipment to identify obvious defects; this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

Games posts are kept in good condition, lighter portable posts secured to prevent them falling over, free standing posts secured and all posts checked regularly.

Hazards and Equipment Defects

It is the responsibility of everyone in the PE department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken.

If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of use until the defect has been remedied. Such equipment should also be labelled indicating that it is faulty and must not be used.

First aid

The school have suitable numbers of trained first aiders available.

First aid kits are checked on a regular basis and clear, effective procedures for contacting the emergency services are in place.

There are procedures to address the needs of injured pupils and the remainder of the group if anticipated, in particular on visits away from school premises.

Incident Reporting

Injuries to staff arising out of PE or school sports activities and those to pupils resulting in significant injury and or first aid attention should be reported immediately. It should be noted that accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are also reportable to the Health and Safety Executive (HSE).

In these circumstances the Headteacher in conjunction with the member of staff who witnessed the incident should complete both an F2508 (RIDDOR) and the schools Incident report form.

Clothing and Footwear

This must be appropriate to the activity.

For indoor activities (dance, gymnastics etc.) it is not acceptable to work in stocking feet because they do not grip the floor. Bare foot work is acceptable when floor conditions are suitable, i.e. smooth, clean and without splinters. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative.

Wherever possible, clothing allowing freedom of movement should be worn, appropriate to the activity.

Personal Effects

Jewellery, i.e. watches, rings, earrings, bracelets, necklaces etc. (including jewellery worn through the ears, nose, eyebrows, lips and other exposed areas of the body) should not be worn whilst participating in PE lessons.

In addition belts with metal buckles should not be worn and long hair should be secured as appropriate to the activity. Pupils should be consistently reminded of these requirements and a check carried out to ensure compliance before activity begins.

When ears, etc. are newly pierced studs and rings cannot be removed for a period of around four to six weeks while the piercing heals. In such cases BAALPE guidance should be followed, i.e.:

- All personal effects should be removed;
if they cannot be removed, the adult in charge should take action to make the situation safe (e.g. adjust the activity for the individual pupil or group);
if the situation cannot be made safe, the individual pupil should not actively participate.
- Some pupils may need to wear personal effects such as glasses or hearing aids. In these circumstances, the adult in charge should determine whether it is more hazardous for them to actively participate wearing such items, both in terms of their own safety and that of the other pupils.

Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge should be confident that this strategy will be effective.

Teachers must not remove or replace earrings. They cannot be responsible for the consequences of removing or replacing earrings. Parents cannot transfer this responsibility to teachers.

Specialist Activities

Athletics

Athletics embraces a range of tasks, activities and events for the teaching of coaching children in secondary school. Guidelines for secondary physical education specialists covering the use of equipment, landing areas and facilities can be found in BAALPE guidance Chapter 12.

Gymnastics

The essence of gymnastics is the development of skilled movement under control, on the floor and using apparatus. A child, who learns to lift correctly, carry, assemble and check apparatus in the gymnasium or hall, is acquiring fundamental knowledge about safe practice which will translate in a general way to safe and competent movement in the wider environment.

A variety of different forms of gymnastics have been developed, however they are largely divided into two groups;

Thematic approaches in which tasks are set to which varied individual responses are made and for which support is not generally applicable. (With this approach a teacher will give help and encouragement where appropriate)

A formal approach, where provision of support in some activities is essential. (This approach should only be used by the teacher/coach with the relevant knowledge and skills and where appropriate the governing body award)

Rugby

The strenuous and physical contact nature of rugby means that safety must be given paramount importance. Teachers have a good up to date working knowledge of the game.

Clothing

For all physical activities pupils must be suitably dressed to ensure their safety at all times.

For example when using climbing equipment hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

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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 centrally in the office.

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

Curriculum Areas

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Gas Safety

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

Electrical Safety

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually.

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

Roller Shutter Doors

Roller shutter doors will be inspected on an annual basis by a competent contractor.

PE Equipment

PE equipment will be inspected on an annual basis by a contractor.

Smoking

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

Air Conditioning Units (if applicable)

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

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Risk Assessments

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

These risk assessments are available for all staff to view and are held centrally in the office.

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

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupils are held on that person's file and will be undertaken by a relevant member of staff.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant heads of department/subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

All LA schools have a subscription to CLEAPSS and in science and DT their publications² can be used as sources of model risk assessment.

In addition the following publications are used as sources of model risk assessments:

Secondary Schools

BS 4163 2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

Safeguards in the school laboratory 11th edition, ASE 2 www.ase.org.uk

Topics in safety, 3rd Edition ASE 2001

National Society for Education in Art & Design (NSEAD)

www.nsead.org/hsg/index.aspx

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'

www.afpe.org.uk

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² CLAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk
Elite Safety In Education

Science

Introduction

This science policy should be read in conjunction with the school's general health and safety policy and the arrangements for implementing that policy in this school.

General Aims

It is the duty of all science staff, i.e. teachers and staff who work in the department occasionally, technicians and other support staff to:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions during work.
- Be familiar with this policy by periodic reference to it.
- Look out for any revisions.
- Follow its provisions.
- Cooperate with others in promoting health and safety.

Risk Assessments

Every employer is required under various regulations³ to supply employees with a risk assessment before any hazardous activity takes place. (Hazardous activities, common in science departments, are listed in the publications described in Appendix 1.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school science, this employer follows the HSE recommendation to adopt published 'model' or 'general' risk assessments, which school science departments adapt to their local circumstances.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special assessment is obtained, following the employer's instructions, from CLEAPSS. In order to assess the risks adequately, the following information is collected:

- Details of the proposed activity
- The age and ability of the persons likely to do it
- Details of the room used, i.e., length, width and height, availability of services and whether or not the ventilation rate is good or poor
- Any substances possibly hazardous to health with concentrations of solutions
- the quantities of substances hazardous to health likely to be used;
- class size
- Any other relevant details, e.g. high voltages, heavy masses, etc.

Since the scheme of work has been checked against the model risk assessments, staff should **not** deviate from it, unless their proposed activities have been agreed with the Headteacher.

The Teacher will make a dynamic risk assessment, prior to starting the lesson, based on feedback from staff and the presentation of the group.

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³ Risk assessments are required by the *Control of Substances Hazardous to Health Regulations 2002*, the *Management of Health & Safety at Work Regulations 1999* and others.

	Activity	Materials and Procedures	Group Size and Venue	Group Dynamics
1	Practical activity within the experience of the individual	Physical, Chemical and Electrical hazards within the everyday experience of that particular age group and ability range	Small group with adequate working area.	Generally well behaved. Most of group have a mature attitude
2	Outside the everyday experience of the individual but tasks have familiar aspects	Physical, Chemical and Electrical hazards similar to those encountered in the day-to-day routines of the particular age group and ability range	Large group with adequate working area	Generally well behaved. Most of group have a mature attitude
3.	Outside the everyday experience of the individual, sufficient training/ demonstration given	Physical, Chemical and Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations, but are not specifically mentioned in the Hazcards or laboratory manuals	Small group with restricted working area	Group requires strict classroom management. Will act appropriately when reminded/cautioned
4	Outside the everyday experience of the individual, training given for certain aspects only	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations and are mentioned specifically in either the Hazcards or laboratory manuals	Large group with restricted working area	Group with many discipline problems. Some members lack maturity and respond slowly the warnings and sanctions
5	Outside the everyday experience of the individual, no training given or the individual is not able to retain satisfactorily instructions/information given	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, and are mentioned specifically in either the Hazards or Laboratory manuals and have a high level of associated risk e.g. concentrated acids, heating to high temperatures	Insufficient work space. Room too small for the group size, and/or not furnished appropriately	Badly behaved, immature group

Risk Assessment Grid

1. Select the descriptor that matches the lesson being planned for each category.
2. Add the values of each descriptor to give a Risk Assessment total.
3. Refer to table below for decision.

Low Risk 4 – 6	Medium Risk 7 - 12	High Risk 13 - 16	Caution 17 – 20
The possibility and nature of an accident occurring are not substantially different to those encountered in everyday experience.	The hazards encountered are outside the groups' experience but adopting principles of safe practice should bring them to an acceptable level.	Individuals in a group may need special handling. Extra emphasis must be placed on classroom management and safety protocol.	Would this be safer as a demonstration? Could the same point be taught another way? There could be serious consequences if an accident results.

Equipment and Resources

Electrical Testing

To meet the requirements of the Electricity at Work Regulations 1989, the school ensures portable electrical equipment to be inspected and tested regularly.

Animals, Plants and Microorganisms in Schools

The hazards associated with the use of animals, plants and microorganisms are available in CLEAPSS which also give advice on controlling them.

Equipment Safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the Provision and Use of Work Equipment Regulations 1998). Equipment listed by specialist educational equipment suppliers is taken to meet these Regulations but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly. Equipment restricted to those users who have received or are receiving special training is labelled accordingly. Any user who discovers a hazardous defect in an item of equipment must report it to the Headteacher.

Personal Protective Equipment

The school accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations 1992*). Prescription safety spectacles are to be ordered from any optician and the school will meet the extra cost of the safety features. Laboratory coats are supplied by the school and laundered by the school.

The school expects eye protection to be available for pupils and visitors. Goggles or face shields to chemical splash standard are worn whenever there is a risk to the eyes. The condition of the eye protection is checked regularly.

Chemicals

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included. The task of arranging safe storage of chemicals, including highly flammable liquids, is given to the Senior Technician who will see that labels are readable and that a spill kit is to hand and properly replenished. Hazardous activities involving chemicals restricted to those who have received or are receiving special training are identified as part of the risk assessment.

Manual Handling

All regular operations involving lifting or carrying equipment, pushing trolleys, etc. will be assessed to see if any may give rise to risks of injury (*Manual Handling Operations Regulations 1992*). This role will be delegated by the Headteacher to relevant trained staff. Occasional (i.e., one-off) manual-handling operations will be assessed by individual staff before attempting them. Problems will be reported to the Headteacher.

Security

Access to science room and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations 1999. The preparation room and store cupboard are to be kept locked at all times except when in use. The science room which is left open are cleared of all hazards, including shutting-off all services when supervision by a qualified Science teacher comes to an end. No class

is allowed to carry out practical work in the science room without supervision by a qualified Science teacher, familiar with the departmental safety procedures. In the unusual circumstance of any non-Science staff being required to lead practical work, adequate training in science rules will be provided.

Concern for Others

All Science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

Outdoor Activities

When planning any field trips etc., staff must consult one or more of the following: employer's code of practice, CLEAPSS Laboratory Handbook, Managing Out-of-classroom Activities, Geographical Association.

Emergency Procedures

Fire

Science staff will follow the normal school procedures in case of major fires. All Science staff will be trained to deal with minor bench fires, clothing fires and hair fires this training is supported by regular drills arranged by the school.

Spills

Spills of any volume which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose. Advice on dealing with spills is given in the CLEAPSS Laboratory Handbook. Absorbed spills should be transferred to a bucket and taken to the prep room for appropriate treatment.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small volumes can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures.

Injury

Science staff will follow the normal school procedures in cases, which require first aid. They will carry out immediate remedial measures, while waiting for first aiders, after the accidents, which occur in science.

Reporting Procedures

Dangerous occurrences, injuries or suspected injuries to a pupil or a member of staff and instances of damage or theft will be reported using the standard school procedures.

Science Department Rules

Guidelines are in place within science rooms.

Training Policy

The person with the task of seeing that training is provided is the Curriculum Lead of Science. Particular training functions are delegated as follows:

- Induction of newly-appointed staff – Curriculum Lead of Science.
- Safety aspects of the work of NQTs – Curriculum Lead of Science.
- Safety of pupils on teaching practice - Curriculum Lead of Science + supervising class teacher.
- Safety of non-science teachers using laboratories – Curriculum Lead of Science / Headteacher.
- Manual handling for all staff using laboratories – Headteacher.
- Training in the use of specialist equipment, chemicals or procedures - safety training of non-Science support staff – Curriculum Lead of Science.

- Regular update training covering new or changed regulations, new equipment etc.
– Curriculum Lead of Science.

Communications

It is acknowledged that communication of safety information is of the greatest importance and is the job of the Curriculum Lead of Science.

Appendix 1 - Publications to be used as model risk assessments.

The school has endorsed the use of the following publications as sources of model (general) risk assessments:

- CLEAPSS, *Hazcards*, CLEAPSS⁴, latest edition
- CLEAPSS, *Laboratory Handbook*, CLEAPSS³, latest edition
- ASE – General information.

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⁴ CLEAPSS School Science Service, Brunel University, Uxbridge, UB8 3PH.
Tel: 01895 251496; Fax: 01895 814372; E-mail: Science@cleapss.org.uk
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Security

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

Entry to School for Visitors/Staff

The reception area is clearly marked and directs the visitors to the entrance of the school. Visitors are able to wait in the foyer but prevented from going further into the school by a key-fob system on the door. This door must not be propped open.

Visitors who are admitted into the school are asked to sign the visitor's book and given a visitor sticker. The school diary is used to inform the receptionist of planned visitors.

Staff who are no longer employed by the school are asked to return their key-fobs and fobs will be deactivated (this will occur regardless whether they have been returned or not.)

Entry to School for Pupils

Entry to the school is through the main school doors, where members of staff will be assigned to ensure all pupils arrive in school safely.

Pupil Supervision

The Headteacher or in his absence a nominated senior teacher, remains on the premises until the last child is collected.

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

Alarm System

The school alarm is always set each day.

Care of ICT Equipment

As far as possible all equipment is secured. Equipment will be Smart Water marked. Expensive portable equipment is locked away daily in the filing room next to the main office the laptop trolleys which are then moved into the ICT store cupboard and locked. 'Older' computers remain in classrooms.

Security of Data

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

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

Curriculum Networked Computers:

- Accessed by personal passwords.
- Password gives pupils and staff different access levels.
- SLT only has access to management files.

Office Computers:

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

Other Data Protection Issues:

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

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Stress/Wellbeing

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

- The Headteacher and deputy have an open door policy to discuss any issues (including home life) with staff.
- Mentoring of new staff to ensure a smooth transition into their post.
- All school staff have been informed of the employee assistance programme
- Regular staff meetings (morning and afternoon)

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Vehicles on Site

Vehicular access to the school is restricted to school staff; Taxi's dropping off and collecting pupils and visitors only.

Parking is available at the front of the building and at the back of the building.

There are disabled parking spaces available.

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

A pedestrian walkway is installed around the building.

Deliveries

Where possible deliveries should be made before school starts or during school day when pupils are in school.

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Violence

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

A notice is displayed in the office reception area.

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

Prevention:

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

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

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Volunteers in School

Introduction

At Elmwood 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.

Elmwood 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

Elmwood 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 Elmwood will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with The Headteacher recorded on the central record by the Business Manager.

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

There are some exceptions:

Law enforcement officers in certain circumstances;

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

LA Authority Standards and Framework Act 1998.

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

Organisation

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

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

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

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

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

School Information and Regulations

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

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

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 Headteacher 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 and tables etc.

The schools nominated person(s) responsible for work at height will be the Caretaker.

The nominated person(s) shall ensure:

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

Small step ladders and kick-stools are used by the teaching staff, who have/will receive/received training for work at heights.

The Caretaker has received the appropriate training for work at height.

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

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Work Experience

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

- All pupils are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements organised for pupils (work experience) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable. (If schools do not use the LA's preferred suppliers, pre-placement health and safety assessments must be carried out by competent persons and documentation completed.)
- Every pupil will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent/carer.
- Arrangements will be in place to visit/monitor pupils during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving pupils on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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