



# Rakegate Primary School Health and Safety Policy & Procedures 2023 / 2024

# Statement of Local Health and Safety Intent

## Rakegate Primary School

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

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

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

Head Teacher:

Chair of Governors:

Date:

Date:

## Rakegate Primary Health and Safety Policy

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

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

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

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

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

- Ensure that all reasonably 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.

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

### **Governors**

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

- Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

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

**Head Teacher:**

Wolverhampton Council and School Governors have placed responsibility on the Head Teacher to achieve the objectives of the health and safety policy.

The Head Teacher will ensure that:

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

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

Staff holding posts of special responsibility, such as Business Manager, Assistant Head Teacher, Deputy Head Teacher, Site Manager, and any Union Representatives, are responsible to the Head Teacher for the implementation of the Health and Safety Policy within their area of work. To fulfil their responsibilities they will assist the Head Teacher:

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

The Site Manager will assist the Head Teacher 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, students and visitors.

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

Follow guidance provided where full responsibilities are outlined:

- Liaising with the employer, through the Education Health and Safety Manager.
- The school has an Educational Visits Coordinator (EVC) who has received the appropriate training.
- Ensuring a suitable and sufficient risk assessment is carried out using EVOLVE for all educational visits carried out by the school. and reviewed each term or year as necessary
- Undertaking the functions outlined in the DFE publication “Health and Safety of Pupils on Educational Visits” and National Guidance for Educational Visits.

## **Class Teachers**

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

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

## **Employees General Responsibilities**

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

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

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

### **The Full Governing Body:**

#### **The terms of reference of the Full Governing Body are:**

- To monitor the implementation of Health and Safety Policies and safety procedures throughout the school.
- To review safety measures and to advise the Head Teacher and Governing Body of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the Head Teacher and Governors to any necessary preventative/remedial action.
- To receive reports from the 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 Head Teacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the School Health & Safety Policy.

### **Arrangements for Health and Safety**

(See local arrangements section)

#### **Document Control**

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

#### **Co-operation**

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

#### **Communication**

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

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

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

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

#### **Competence**

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

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

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

### **School Health and Safety Plans**

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

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

### **Risk Assessments**

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

### **Local Arrangements**

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

## **Measuring H&S Performance**

### **Active Monitoring**

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

The school will receive monitoring inspections from the following:

- OFSTED
- Health and Safety (LA)
- Elite Safety in Education

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

### **Reactive Monitoring**

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

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

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

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

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

Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management (with assistance from Elite Safety in Education).

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**Accident Reporting Procedures**

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

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

All minor accidents are reported on the relevant forms which are located in Nursery, Reception and Key Stage 1 and 2 areas.

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

Bumps to the head or face, sprains, serious bloodletting injuries, suspected breaks, must be reported to the parents and followed up with a letter.

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

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

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

**Accident Investigation Procedure**

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

**EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN SCHOOL.**

- The school will still be required to keep a record of all-over three-day injuries – this will be recorded on the school's accident/incident form.
- Copies of reports are maintained in the relevant personal file of the injured.

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### **Communication**

The Head Teacher is responsible for ensuring that health and safety information is disseminated appropriately.

All staff are aware how they can access risk assessment information and the outcomes of inspections. The risk assessment folders are held in the headteachers office and available on the learning platform for all staff.

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

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

Where necessary, our regular newsletter will be used to update the school community on health and safety issues, such as safe parking and school security and how preventive and protective measures are taken by the school.

All health and safety management policies are held on the learning platform which can be accessed by staff, and governors.

The Head Teacher ensures all new staff know where to access copies of the health and safety policies and there is also reference to this in the Staff Handbook.

Staff can raise health and safety concerns directly to the Head Teacher/Site Manager or by noting concerns in the safety concern book or on the board located in the staff room.

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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 school office where they will be asked to sign the visitors book (if they are staying with a member of staff and not moving around the school) If they are moving around the school they would wear a yellow lanyard (if no DBS seen) or red lanyard if DBS checked.

The Head Teacher/Site Manager are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

The Governors/Head Teacher/ Site Manager are responsible for appointing contractors to complete works within school. Other than this the LA may, if requested by school on a particular issue, send contractors appointed by the Council for the completion of such works. In this instance the LA will be responsible for the Contractors.

The Site Manager obtains appropriate method statements and risk assessments from contractors in order to assess their ability to undertake work safely. (If arranged through the school)

Health and safety information is passed on to contractors when arriving on site. They have to agree to the terms given which. This includes the fire arrangements, information on how to respond in the case of a serious incident or imminent danger. It also includes the requirement to obtain a permit to work in the case of hot works around the school. Isolation of gas and electricity supply is by specially appointed contractors only who, in addition to supplying the information referred to above, would also be responsible for the permit related to isolation.

The Head Teacher tasks the Site Manager with monitoring the arrangements for safe performance by contractors while they are on site. This is completed by observation, discussion and ensuring that safe standards are maintained. If at any time the Site Manager is dissatisfied with the standards of safe practice displayed he will immediately ensure the contractors cease work, make safe the working area, report the matter to the Head Teacher and then arrange an immediate site meeting with the contracted body. The aim of the meeting will be to resolve the issues raised and commence safe working as soon as reasonably practicable.

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## **Control of Substances Hazardous to Health**

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

Cleaners are employed through the school and therefore the school will be responsible for ensuring the cleaners have received specified training. The school are also responsible for ensuring all COSHH data sheets and any subsequent risk assessments have been obtained/completed and are available at all times. As well as all data sheets, COSHH information and risk assessments being kept in school by the Site Manager or ChemDoc if the school has access to the system.

### **Identified Substances Are Held Securely In:**

A locked cleaning cupboard.

When new substances are purchased directly by the school, material safety data sheets are obtained from the manufacturer by the Site Manager (those substances related to the discharge of cleaning or caretaking by him).

## **COSHH**

### **Guidelines:**

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

Catering will be responsible for their own COSHH assessments (LA contract).

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## **Curriculum**

Health and safety arrangements for Science, Technology, and PE are detailed in the individual Curriculum Policies, where necessary. Please refer to the specific curriculum files for further details.

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**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. Admin Staff, Business Manager, Assistant Head Teacher, Deputy Head Teacher and Head Teacher etc. shall undertake a self-DSE assessment and this assessment will be checked and verified by a competent person.

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

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

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

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

**Pupil Workstations**

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

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

**SEN Students and Computers:**

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

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## Educational Visits

### Introduction

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

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

### Aims

The aim of our off-site visits is to:

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

### Curriculum Links

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

### Residential Activities

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

Rakegate Primary use the on-line reporting and recording system EVOLVE and all trips will be entered, and authorisation will be obtained prior to the trips taking place.

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

### How Visits May Be Authorised

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

The school's educational visits coordinator will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed and uploaded onto EVOLVE.
- Support the Head Teacher and Governing Body in their decisions on approval.
- Organise related staff training.
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use recommended coach companies..
- Make sure that all necessary permissions and medical forms are obtained.

- Keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).
- Ensure all information and permissions have been sought via EVOLVE.

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

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

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

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

### **Risk Assessment**

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

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

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

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

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

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



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

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

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

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

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

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

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

A copy of the completed risk assessment will be given to the Head Teacher, the Governing Body, and the educational visits coordinator, and all adults supervising the trip.

### **Transport**

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

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

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

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys and double-checking that each driver has been subject to the normal Disclosure and Barring checks. Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

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

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

## **Communication with Parents**

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

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

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

## **Further Health and Safety Considerations**

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

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

## **Visit Plan**

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

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

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**First Aid & Medication**

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

A list of first aiders, are located around the school site and included in the staff handbook. The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

A nominated first aider will ensure that there are sufficiently stocked first aid boxes. They will reorder and replenish as necessary. The nominated person also ensures that all first aid stocks are within date.

**Location of First Aid Bags/Boxes:**

First aid bags/boxes are located in each Key Stage area.

Please inform the designated first aider if equipment is missing or running low.

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

Breakfast Club and After School Club have qualified first aiders (including Paediatric if EYFS children are present).

All accidents are reported on the relevant forms, dependent upon whether the injured is an adult or child. The accident forms are located in the key stage areas.

Injuries to children are notified to parents at the end of the day, and head injuries require immediate parental contact and attention where necessary and a head bump slip will be given to the parents.

**Transport to Hospital:**

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

**Button Batteries**

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

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

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

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

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

**Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suporting-pupils-at-school-with-medical-conditions.pdf)

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

Records of administration of medicines will be kept by the Infant First Aiders who administer the medicine and Key stage 2 records of medicines administered will be kept in the staff room next to the fridge.

Only medication prescribed by a doctor will be accepted for administration. Non-prescription medication may be administered in exceptional circumstances agreed through consultation with the Head Teacher. (Unless the school state otherwise then do not add)

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 Staff Room with access strictly controlled.

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

There is an updated asthma list with the class teachers. An emergency inhaler is located in the staff room. Any pupil having an asthma attack during school should be reported in the accident book and parents informed at the end of school.

Where children need to have access to emergency medication, i.e. asthma inhalers, they are kept in their classrooms. The younger children are held by the First Aiders but are always available.

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

#### **Off Site-Visit Procedures:**

It is the responsibility of the visit leader to ensure that there is sufficient first aid provision for that visit. First aid kits are always taken on visits. Please ensure that the nominated first aider is informed of any stock that needs replacing in these packs. Please ensure that pupils who suffer from asthma have their inhaler with them throughout the visit.

#### **Health Care Plans**

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

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

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

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## **Fire Emergency Plan & Guidance**

### **General Prevention information**

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

The Local Authority is responsible for ensuring the school receives a regular Fire Risk Assessment.

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

Flammable substances are kept stored in the storeroom; this is kept locked at all times.

### **Smoking**

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

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

Electrical installation is tested on a 5-yearly programme.

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

Measures are implemented for Staff and other personnel at increased risk from fire. A review of training in the use of firefighting equipment and for fire marshals will be conducted on a regular basis.

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

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

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

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

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

Precautions are taken to prevent arson. For example, doors and windows are locked promptly at the end of the school day to prevent access to the site, CCTV at risk points around the site will be in place.

### **Training and Training Provision.**

Fire marshals are trained in the use of fire equipment. This is conducted every 3 years.

The office staff are trained in the use of the fire panel. This is renewed annually, and a step-by-step guide is available.

The office staff will bring out the fire registers (hanging up in the office) visitors' book, and any other designated registers.

All class teachers are responsible for registering pupils at the fire assembly points.

Fire Marshalls have their own area of the school they are responsible for sweeping. Annual training takes into account the need for all staff to have sufficient instruction and

training for fire evacuation. The staff handbook contains instruction in this area, NQT induction covers this area and there are fire evacuation procedures posted in each area of the school.

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

### **Information Distribution**

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

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

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

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

### **Emergency Evacuation Plan**

#### **Immediate Actions to Take on Discovering a Fire.**

At whatever time of occupation, if a fire is discovered, the alarm will be raised and evacuation to a safe place following the signage will take place.

Trained personnel will tackle the fire only where appropriate, using the correctly designated extinguishers, or, in the case of the kitchen area, the fire blanket.

Fire marshals will check their designated areas and close doors where necessary.

#### **Special Fire Fighting Equipment Provided**

Fire Extinguishers are provided in various areas around the school.

Extinguishers for use with electrical fires are strategically placed in areas of usage.

A fire blanket is provided in the kitchen areas.

#### **Methods of Raising the Alarm**

The alarm in the event of fire is indicated throughout the ringing of a continuous fire siren, audible throughout the school building.

#### **Contact Emergency Services**

It is the responsibility of the office staff to contact the emergency services.

The emergency services will be raised by means of telephone. In event of a power failure a mobile telephone will be used.

#### **Processes, Machines or Power That Must Be Shut Down.**

Staff responsible for working with any hot work equipment, such as in the school kitchen, must ensure all equipment is turned off before evacuating the building.

Any class involved in food technology must ensure that the cooker is switched off.

#### **Specific Arrangements for Any High-Risk Areas.**

##### **Boiler Room**

The failsafe system will isolate the boiler house. The boiler house doors must be kept locked at all times.

##### **Chemical Storage**

Within the main school building and must be kept locked at all times in order to isolate the chemical contents.

#### **Arrangements for a Safe Evacuation**

Evacuate the building via the nearest safest exit.

## **Assembly Points**

The location of the assembly points will be the playground for Key Stage 2 and Early Years and Key Stage 1 will assemble at the front of the school at a point furthest away from the building. All visitors and contractors must also assemble to the closest point from their exit route. The assembly points are identified through signage.

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

## **A Calm Orderly Exit Is Essential**

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

- On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers.
- Registers etc. will be taken out to the assembly point by the office staff. The result of this check must be reported to the Head Teacher/SLT as soon as it is completed.
- Fire marshals will be responsible for sweeping their areas of the school whilst proceeding to the nearest exit point.

All fire Marshals should report to the Head Teacher/SLT that corridors/buildings are cleared.

- The Head Teacher/SLT and Fire Marshals will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- The Head Teacher or a member of the SLT will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/Head Teacher/ SLT.
- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

All classes should assemble in lines in silence. All staff must remain with their children. All employees should assemble by the children and assist in supporting of the pupils.

## **In the event of a bomb threat follow the evacuation procedures as fire**

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

### **Mobility Impairment**

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

### **Visual Disability**

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

### **Hearing Disability**

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

### **Persons at Risk**

At times there will be lone workers and contractors within the school. This may occur after the close of the school day or during holidays. The person indicated must ensure s/he is familiar with the evacuation procedure and alerting the emergency services.

The 'Personal Emergency Evacuation Plan' will identify the method of ensuring that persons with any impairment affecting mobility (permanent or temporary) during an emergency are evacuated.

### **Visitors**

This section includes the following:

Visitors on site for open evenings, school plays etc.

All visitors will be evacuated safely through using fire training prior and/or during an event. The training will focus on escape routes, assembly points and evacuation procedures. Visitors will be accounted for by the use of registers compiled prior to the event. (This may be a simple ticket system or head count).

Methods of control will include using ushers for school performances (Staff), the presence of fire marshals at every performance, a manual head count at the point of entry, a buddy system for people with impairments, effected by seating arrangements etc.

### **Staff with Specific Responsibilities**

In the event of a fire during the school day the following personnel will perform the listed duties:

#### **Overall Control.**

The Head Teacher is in overall control of the emergency situation during the course of the school day and at any point when she is on the school premises. The responsibilities of the Head Teacher are to ensure the smooth evacuation of all adults and children from the building, the accountability of all persons, liaison with the emergency services as appropriate and the determination of each step of the situation. The Head Teacher will record the emergency situation and the actions to be taken. In the absence of the Head Teacher the Assistant/Deputy Head Teacher will assume this role or the person designated 'in charge' by the Head Teacher.

#### **Fire Marshals**

The fire marshal's responsibility is to ensure the safe evacuation of all persons and to sweep their designated areas of the building.

#### **Fire Fighting**

Fire marshals are trained to use the firefighting equipment. It is their primary responsibility to evacuate children in event that a fire cannot be isolated and extinguished. Where this is possible the appropriate appliance should be employed, and the matter reported immediately to the nearest fire marshal who will then take appropriate action.

#### **Details of service isolation points (i.e. gas, water, electricity)**

**Electricity:** Electric cupboard end of upper Key Stage 2 corridor

**Gas:** Plant Room – External Key Stage 2 playground

**Water:** Plant Room

#### **Fire Control Panel**

If the Site Manager is on duty he will check the fire panel and inform the Head Teacher who will then liaise with the emergency services. In the absence of the Site Manager this role will be undertaken by the office staff or the Head Teacher.

#### **Responsibilities for Persons at Special Risk**

The relevant teaching assistant/teacher is responsible for ensuring that adults and children at special risk are conducted to a place of safety or refuge until they can be evacuated in safety.



## **Emergency Services**

### **Liaison Procedures**

The Head Teacher or a member of the Senior Leadership Team will liaise with the emergency services on arrival. They will have a clear idea of the number of children evacuated, taken from the registers, the number of visitors evacuated, taken from the visitors' book and the number of staff accounted for.

Additionally the Head Teacher will have some idea about the location of the fire. The Head Teacher or nominee will meet the appropriate services at the school car park entrance (to enable the barrier to be lifted) and direct them to the emergency.

### **Specific Information for the Emergency Services**

The emergency services will be told the location of the fire using a fire plan map ready in the fire logbook. Missing persons will be identified by name and last known location and the flammable material stores will be identified by location on the school map.

### **Location of Information**

The information needed will be held by the fire panel.

### **Assembly Points –**

Playground - Key Stage 2

Front of School – Pedestrian Path/Road

### **Re-Entering the Building**

People will be prevented from re-entering the building. Control and discipline within pupil lines will ensure that they stay close to their teachers.

People will know when they can re-enter the building through instruction from the Head Teacher, or in absence, the Assistant/Deputy Head. If the emergency services have been called, then the Senior Fire Officer is responsible for giving permission for re-entry to the building.

### **Procedures to follow if the Building cannot be Re-Entered.**

Arrangements are place if the building cannot be re-entered.

The Emergency Plan will be implemented, and staff and pupils moved to the designated safe place (Ormiston NEW Academy).

Staff identified to monitor/escort the pupils during this time are each class teacher and teaching assistant. It is their responsibility to ensure that all pupils arrive at the relocation point.

Parents or guardians will be contacted by telephone if the pupils are sent home.

Pupils who cannot be safely sent home early will remain in the charge of a member of staff until such time as a parent can be contacted.

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## **Inspection/maintenance of Emergency Equipment**

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

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the logbook and can also be reported electronically via Stat Shelf

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 6 monthly.

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

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

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

### **Emergency Lighting**

These systems will be checked for operation monthly in house by the Site Manager and 6 monthly by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested weekly by the Site Manager.

### **Emergency Red Pull Cords**

These will be tested monthly by the Site Manager.

Test records are located in the site's logbook.

### **Means of Escape**

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

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## Health and Safety Information & Training

### Health and Safety Training

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

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

All employees will be provided with:

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

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

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

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

Details of all health and safety training will be recorded in the CPD folder kept in the Deputy Head's office.

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

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

A named governor will be invited to undertake an inspection on an annual basis and report back to the full Governing Body.

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

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

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

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## **Infection Control**

### **Introduction**

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

### **Aim and Objectives**

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

### **Principles**

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

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

### **Planning and Preparing**

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

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

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

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

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

### **Infection Control**

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

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

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

Viruses can also survive longer on hard and soft surfaces.

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

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

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

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

## **Minimise Sources of Contamination**

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

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

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

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

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

## **Cleaning of The Environment**

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

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

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

## **Vulnerable Children**

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

The school will have been made aware of such children.

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

## **Female Staff – Pregnancy**

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

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

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

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

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

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

This advice also applies to pregnant students.

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

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

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

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

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

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

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

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

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

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## **Legionella**

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

Rakegate Primary employs the services of external contractors IWS to provide the school with water risk assessments, monthly temperature monitoring and sampling of water.

The Site Manager ensures that the flushing procedures are followed for all little used outlets, and that these are recorded.

Thermo-static mixing valves are tested and inspected on an annual basis by IWS

The Site Manager receives all Legionella reports and any actions forwarded to the Head Teacher by the appropriate channels.

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## Lone Working

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

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

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

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

### Definition of Lone Working

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

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

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

### Controls

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours (only the Site Manager is allowed to work alone).

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

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

A staff member must seek permission to work alone and contact the Head Teacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head Teacher, the member of staff must ideally contact another member of staff or a family member as the default position. A text must be sent when leaving the school premises to inform the Head Teacher or other Staff member that they are no longer in the building.

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 sign in system must be maintained.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.

- Where staff are working alone in offices the door must be secured to ensure there is no access by unauthorised persons. The catch lock should be applied to ensure that a means of escape can be easily acquired if needed.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- An outside security contractor will be used if the alarm is activated in “night hours”
- The Site Manager will ask for assistance to attend if the alarm is activated in daylight hours.
- Report any incidents or situations where they may have felt “uncomfortable” or immediately telephone the emergency services 999.
- The intruder **MUST NEVER** be approached.

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## **Moving & Handling**

Manual handling is considered by Rakegate Primary to be all operations requiring lifting carrying, pushing, pulling etc.

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

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

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be retained in the risk assessment file to be accessed by all.

## **Moving and Handling**

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

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

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

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**Noise**

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

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

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

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

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

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

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## **Premises & Work Equipment**

### **Statutory Inspections**

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

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

### **Curriculum Areas**

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

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor. Gas boilers are inspected every 6 months by a registered contractor (Gas Safe).

### **Electrical Safety**

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

PAT testing is undertaken on a two-yearly basis by an external contractor.

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

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

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

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

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

The Site Manager is responsible for maintaining the PAT inventory and kept in the logbook.

### **External Play Equipment**

The external play equipment will only be used when supervised. The equipment must be deemed appropriate for the age of the children. Equipment will be checked daily before use for any apparent defects, and an Operational Inspector of Play will conduct a termly inspection of the equipment. Outdoor fixed play equipment is subject to an Annual inspection by a Registered Annual Inspector of Play (RPII).

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## **Risk Assessments**

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

The risk assessments are held on the Learning Platform, and a hard copy will be kept in the headteachers 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.

### **How a Risk Assessment Will Be Undertaken**

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

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

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

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

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

### **Look for Hazards**

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

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

Risks will be looked for throughout the course of a normal day, as the business of the school is conducted. Risk assessments will be formally conducted three times per year, each term.

### **Decide Who Might be Harmed and How**

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

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

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

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

The method of assessing levels of risk used at Rakegate involves calculation combining the likely frequency of harm or injury and the likely severity of harm or injury.

Once the risk has been evaluated, the Governing Body adopts a three-tier approach to instituting safety precautions:

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

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

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

### **Record the Findings**

This is a legal requirement at Rakegate because there are 5 or more employees but is considered as a matter of course due to the presence of pupils.

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

Employees are required to sign to say they have read the associated risk assessment when undertaking a specific activity.

### **Review the Assessment from Time to Time**

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

At Rakegate risk assessments are reviewed on an annual basis or earlier if an incident has occurred.

### **Training**

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

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

### **Risk Assessment Forms**

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

### **Monitoring**

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

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

### **Individual Risk Assessments**

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

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



## **Curriculum Activities**

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

## **New & Expectant Mothers**

This area applies to those members of staff who are pregnant, have given birth in the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

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

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

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

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## Security

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

### Entry to School for Visitors/Staff.

The Reception area is clearly marked and directs visitors to the front entrance of the school. Visitors inform the office staff of who they are and reason for visit. They will wait in the airlock area until a member of staff fetches them.

Visitors who are going to be supervised throughout the visit will be asked to sign in using the visitor's book. Visitors who will be walking around the school will sign in using the electronic system and will wear a visitors badge which the lanyard will be yellow if no DBS seen (they will be accompanied throughout their visit) or they will wear a red lanyard (their DBS has been seen and they can be unaccompanied).

### Entry to the Breakfast Club

Parents will bring children to the nursery entrance where they will ring the bell and let in by staff. The pupils will be signed into the breakfast club.

When pupils are handed over to the teachers at the start of the school day they will be signed in again.

### After School Club

Parents will collect pupils from nursery entrance and will have to wait to be let in by staff. They must sign to say they have collected their child/children.

### Arriving at School

Children should not arrive unaccompanied before 8.40 am at which point the duty teachers supervise the designated gates.

Children not collected at home time are sent to main office and supervised by staff.

If not collected by 3:30pm they will be taken to the afterschool club. Parents will be charged if their child has to be looked after by afterschool staff.

### Alarm System

The school alarm is always set each day. The alarm provision has been improved throughout the school.

### Care of ICT Equipment

All laptops are secured in laptop trolleys and these are positioned in various areas of the school.

### 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
- Designated staff only have access to management files
- Files are backed up daily

### Office Computers:

- Accessed only via individual passwords for Head and school office
- Financial files are accessed via further password

- Access to the school office is prohibited except for staff requiring access for a specific purpose

**Other Data Protection Issues:**

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

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## **Stress/Wellbeing**

The school 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 school participated in the well-being programme and produced an action plan of relevant findings.

The school will be monitoring well-being through the HSE Stress Management Tool Questionnaire.

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

- Regular appraisal reviews
- Mentoring for all new staff
- Open door policy of Head Teacher and SLT
- PPA is provided for all Teaching Staff in a designated area in order to ensure high quality teaching.
- Social events arranged throughout the year

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## Sun Protection

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

Sunburn in childhood can double the risk of skin cancer.

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

### What is the Sun-Smart Campaign?

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

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

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

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

### Education:

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

### Timetabling:

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

### Shade:

- The trees provide summer shade
- Canopies around school to provide shade

### Clothing:

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

### Sunscreen:

- Children will have to have sunscreen applied by parents before school.
- Children allowed to bring sunscreen in but must apply it themselves.
- Sunscreen use will be encouraged on school trips

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## Vehicles & Driving on School Business

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

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

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

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

There are 2 pedestrian access gates which remain open throughout the day.

Vehicle barrier in place which is operated by office staff.

Other vehicle gates are used for emergency vehicles only and must remain clear at all times.

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

### Deliveries

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

### Driving on School Business

The Head Teacher will ensure that those persons who drive their own vehicle, as part of school business, have been informed they must have the appropriate business insurance. It is the Staff's responsibility to ensure they are covered in the event of a RTC not the schools.

### Children in Staff Cars

Staff from time to time might transport pupils in their own cars must have business insurance and the correct licence and car documents. They must give permission for the licences to be checked by the Office Manager.

Appropriate car seats must be fitted correctly into the rear seats of the vehicle.

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

The Office Manager will request a code from the drivers (this can be obtained from the DVLA website) <https://www.gov.uk/view-driving-licence> to enable her to access the information from the DVLA website.

The school have use of a minibus (through St Anthony's School) all staff who use the minibus have D1 on their licence and undertaken a competency test (MIDAS)

### A Designated Member of Staff is responsible for undertaking

- Daily documented checks on the minibus are
- Weekly documented checks on the minibus
- All defects are reported.

Where the minibus is fitted with lifting equipment (tail lift) appropriate training will have been received (e.g. MIDAS Accessible) and this must be maintained and inspected in accordance with The Lifting Operations and Lifting Equipment Regulations (LOLER).

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## **Violence**

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

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

### **Prevention:**

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

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

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

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## Volunteers in School

### Introduction

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

Rakegate Primary 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

Rakegate Primary 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 Rakegate will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with the co-ordinator recorded on the central record by the Office Manager.

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

There are some exceptions:

Law enforcement officers in certain circumstances.

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

LA Authority

Standards and Framework Act 1998).

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

### Organisation

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

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

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



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

A Volunteer would sign in as a visitor. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

### **School Information and Regulations**

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

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

### **Expenses**

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

### **Induction and Training**

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

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

### **Complaints and Grievances**

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

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## Work at Height

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

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

The schools nominated person responsible for work at height is the Site Manager.

The nominated person shall ensure:

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

There is an inspection record for the stepladders used at Rakegate Primary and this is maintained each term.

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

A simple hierarchy is communicated to staff:

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

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

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## Work Experience

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

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities (induction handbook).
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Rakegate ensures that young people are protected from risks to their health and safety by means of written communication (induction handbook), completion of a personal risk plan (where what each is allowed to do or not is made explicit and a copy given and held) and a full tour of the school site. Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- School based Mentors will conduct the health and safety checklist for young people and ensure that they make the Head Teacher aware of any potential risks that may arise as a result of the young person being engaged on the premises.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.
- Rakegate will engage its own health and safety procedures with all young people and seek advice and guidance from the submitting authority where necessary. All conversations will be recorded in writing and be retained by the school-based mentor in the appropriate training file.

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### **April 2018 – Revised**

**Appendix 7 - Educational Visits:** Amendments made to 'How Visits May Be Authorised'.

**Appendix 8 - First Aid & Medication:** Amendments to include EYFS Framework requirements and hyperlink updated in 'Administration of Medicines'

### **April 2019 – Policy Reviewed**

No Changes

### **April 2020 – Policy Reviewed Elite Safety in Education**

**Appendix 4: Control of Substances Hazardous to Health – COSHH Guidelines** added.

**Appendix 6: Display Screen Equipment – Pupil Workstations & SEN Students & Computers** added.

**Appendix 7: Educational Visits -** Booster seat paragraph added.

**Appendix 8: First Aid & Medication –** Button Batteries added, guidance on supporting pupils link amended.

**Appendix 13 -** Infection Control

**Appendix 18: Risk Assessments –** New and Expectant Mothers pregnancy paragraph added.

### **April 2021 – Policy Reviewed**

No Significant Changes.

### **April 2022 – Policy Reviewed**

Appendix 1 - Accident Reporting Procedures

Appendix 4 - Control of Substances Hazardous to Health

Appendix 7 - Educational Visits

Appendix 8 - First Aid and Medication

Appendix 9 - Fire Evacuation and other Emergency Arrangements

Appendix 13 - Infection Control

### **April 2023 – Policy Reviewed**

Whole Policy Reviewed, no changes made