



# Health and Safety Policy & Procedures 2023 - 2024

## **Statement of Local Health and Safety Intent**

### **Hateley Heath Academy**

Good health and safety management is an integral part of the operation of Manor Multi Academy Trust schools, their Directors, Head Teacher, employees, partners, and all other people with whom we do business.

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

- ✚ 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 Directors 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.

Approved by: Directors:

Date: January 2024

## Hateley Heath Academy Health and Safety Policy

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

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

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

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

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

### **Board of Directors of Manor Multi-Academy Trust**

- The production of a Health and Safety Policy, to be reviewed as required.
- 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.
- Ensuring that the school budgets are managed on a risk priority basis, so that health, safety and welfare is maintained.
- Ensuring that effective health and safety planning and target setting takes place within each school and that regular monitoring, audit and review of health and safety performance is undertaken.
- Ensuring that the health and safety functions and duties of all staff are discharged in line with this policy.
- Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations:
- Ensuring effective communication with the Executive Leadership Team (ELT), Headteachers (HTs)/Heads of Schools (HOS), staff, parents and pupils in respect of health and safety matters.
- Ensuring that the Board of Directors and ELT 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.
- Ensuring that adequate resources are made available to ensure effective health and safety management.
- Regular safety reports are provided by the HT/HOS 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, Directors/ELT will delegate the functions necessary to discharge these responsibilities to the HT/HOS and Senior Management Team of each school; however, they will ensure that they have adequate monitoring of these functions in place.

**ELT:**

The Trust Board have placed responsibility on the ELT to achieve the objectives of the health and safety policy. The ELT undertake to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, HT/HOS and Teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

**The ELT will:**

Manage the school budget on a risk priority basis, so that health, safety, and welfare are maintained.

Provide an effective risk assessment process which:

- Eliminates accident potential as far as is reasonably practicable.
- Regularly reviews and updates risk assessments as appropriate, including post-accident risk assessments.
- Conforms to statutory regulations, codes of practice and guidance and to best practice.
- Takes account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language.
- Pays particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks.
- Ensure that accidents, incidents of aggression, near-miss incidents, and ill health conditions are investigated and reported.
- Carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- Provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control.
- Ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities.
- Ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with workplaces and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.
- Ensure that health and safety responsibilities are identified within job descriptions, as required.
- Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes.
- Consult with the appropriate specialist support services and any employee’s representatives so that any issue that may affect the health and safety of employees at work may be dealt with.
- Arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties.
- Ensure that Directors are informed of any breach of health and safety statutory requirements which cannot be effectively dealt with.

- Ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term.
- Implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk.
- Ensure that all welfare facilities are provided and maintained to an appropriate standard.
- Ensure that this policy is communicated to all employees, Directors and others operating at the school sites.

### **Management Team**

The management team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the HT/HOS.

### **Head Teachers/Heads of School and Deputy/Assistant Head of Schools and any other member of staff with supervisory responsibilities will:**

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

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

Follow guidance provided where full responsibilities are outlined:

- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertaking the functions outlined in the DfE publication “Health and Safety of Pupils on Educational Visits” and National Guidance for Educational Visits [www.oeap.info/](http://www.oeap.info/)

### **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the HT/HOS:

- 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 HT/HOS regarding the safety of equipment or tools, in particular any equipment or machinery which may be 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 their safety.
- Report any defective equipment to their 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.

### **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 HT/HOS.

#### **Co-operation**

Local systems and documentation will be implemented following consultation with the Manor MAT Head of Estates.

#### **Communication**

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

#### **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) Setting Health & Safety Objectives**

The Directors and the ELT will specifically review progress of health and safety objectives at the Board of Directors meetings each term. This may be included as part of the Chief Executives' report to Directors. Where necessary health and safety improvements will be identified and included within the school action plan.

### **Provision of an Effective Health and Safety Training Strategy/Plan**

The HT/HOS will produce a Health and Safety Training Plan on an annual basis. The Training Plan will be submitted to Directors for approval.

### **Provision of an Effective Joint Consultative Process**

The Committee responsible for Health and Safety (the Board of Directors) will meet at least once per term and will report to the HT/HOS and Directors, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

### **Specialist Advice and Support**

Specialist advice and support will be obtained as required.

### **Establishing Adequate Health and Safety Communication Channels**

Communication channels will be 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 school's advisors and educational officers.
- Communication of health and safety bulletins or information from others
- Communication of 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.

### **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.

### **Financial Resources**

The Directors will review each school's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

### **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 Organisations
- 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 directors.

### **Accidents/Incidents**

The HT/HOS will ensure that accidents and incidents are reported and monitored in line with the Guidance and Procedures. Following incidents where a pupil is taken directly to hospital, taken home, is absent from school or when an incident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Board of Directors or other specialist for further advice. Appropriate remedial actions will be taken.

### **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 leadership team termly and reported to Directors.

### **Third Party Monitoring - Auditing/Inspecting Health and Safety Performance**

The school will be subject to third party inspection and monitoring, as follows:

- OFSTED
- Health and Safety Audit

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



## Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Asbestos](#)
- Appendix 3 - [Communication](#)
- Appendix 4 - [Contractors](#)
- Appendix 5 - [Control of Substances Hazardous to Health](#)
- Appendix 6 - [Curriculum](#)
- Appendix 7 - [Display Screen Equipment](#)
- Appendix 8 - [Educational Visits](#)
- Appendix 9 - [Emergency Management Plan](#)
- Appendix 10 - [First Aid and Medication](#)
- Appendix 11 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 12 - [Fire Prevention, Testing of Equipment](#)
- Appendix 13 - [Health and Safety Information and Training](#)
- Appendix 14 - [Health and Safety Monitoring and Inspections](#)
- Appendix 15 - [Infection Control](#)
- Appendix 16 - [Legionella](#)
- Appendix 17 - [Lettings and Shared Users](#)
- Appendix 18 - [Lone Working](#)
- Appendix 19 - [Mobile Phones](#)
- Appendix 20 - [Moving and Handling](#)
- Appendix 21 - [Noise](#)
- Appendix 22 - [Premises Work Equipment](#)
- Appendix 23 - [Risk Assessments](#)
- Appendix 24 - [Security](#)
- Appendix 25 - [Stress](#)
- Appendix 26 - [Sun Protection](#)
- Appendix 27 - [Vehicles](#)
- Appendix 28 - [Violence](#)
- Appendix 29 - [Volunteers in School](#)
- Appendix 30 - [Work at Height](#)
- Appendix 31 - [Work Experience & Young Inexperienced Workers](#)

### Accident Reporting Procedures

In accordance with the Trust 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 legislative guidance and procedures.

Accidents and incidents to children must be recorded in the first aid book with a copy given to parents. If the incident is serious and/or requires a hospital visit the relevant Trust form will be completed and if necessary, a RIDDOR report sent.

Accidents and incidents to staff, visitors, and contractors must be recorded directly onto the relevant form.

Bumps to the head or face, sprains, serious bloodletting injuries, suspected breaks, must be reported to the parents.

Manor Multi Academy Trust's policy requires that all certain accidents, diseases and dangerous occurrences to staff, the public, which includes pupils, visitors, clients etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, are reported to the Health and Safety Executive. (Please note: accidents arising due to a medical condition, are not reportable) This can be done online at <http://www.hse.gov.uk/riddor/report.htm> Any further clarification regarding Accident Reporting can be found here.

These will be brought to the attention of the Board of Directors for further advice.

- School accident reports will be monitored for trends and a report made to the Directors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

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

The Head Teacher or their nominee will be responsible for RIDDOR reporting.

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

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR.
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.
- The school will still be required to keep a record of all over-three-day injuries – this will be recorded on the school's accident/incident form.
- Copies of HSE reports are maintained in the relevant personal file of the injured.

[Back to Appendices](#)

### **Asbestos**

All employees, contractors and subcontractors are required to comply with the Trust's procedure. The Asbestos Management Survey Report was carried out by a competent contractor and a copy retained at each school.

School site staff and contractors are required to read The Asbestos Management Survey Report and are aware of who to inform and what to do should they discover asbestos.

From this report an Asbestos Management Plan has been drawn up and is monitored annually by a contractor, any concerns reported to the Head Teacher.

Regular inspections of the school site, as recorded in the appropriate documents will record any concerns with regard to this subject. The Head Teacher will be informed and will seek appropriate help and support from specialists on this matter.

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

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

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

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

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

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

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

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

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

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

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

[Back to Appendices](#)

### **Communication**

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

All staff will be aware how they can access risk assessment information and the outcomes of inspections. The risk assessments will be available on the Every system.

Staff will be reminded of this during induction and during termly health and safety updates completed on INSET days or staff training. Staff will also 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 staffroom.

Where appropriate, the Every system will be used to communicate health and safety information in order to keep the schools' communities updated on the preventive and protective measures taken by the schools.

The Head Teacher will ensure that all new employees know where to find copies of the health and safety policy.

[Back to Appendices](#)

### **Contractors**

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

The school employs the services of an external property services contractor to source competent contractors.

All contractors must report to the school office where they will be asked to use the signing in system and will be issued with a badge.

The person responsible for appointing the contractor is responsible for ensuring that the contractor is competent and will not put any school staff, students, or visitors at risk. They must obtain method statements and risk assessments from the contractor in order to assess their ability to undertake work safely.

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

The Head Teacher or the Caretaker must also ensure there are adequate arrangements for monitoring the safety performance of contractors while the work is in progress. There should be arrangements in place for taking action where the contractors fail to perform to agreed standards.

Health and safety information must be passed on to contractors when arriving on site which provides information which may affect their health and safety whilst working on the school site. This includes the fire arrangements; gas leaks etc. and information on how to respond in the case of a serious incident or imminent danger.

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 Caretaker 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 Caretaker is dissatisfied with the standards of safe practice displayed, they 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.

[Back to Appendices](#)

**Control of Substances Hazardous to Health**

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

The Caretaker will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied. Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.

When new substances are purchased, material safety data sheets will be obtained by the Caretaker to enable a COSHH assessment to be carried out. The substance will also be added to the school’s substance register.

**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 staff room cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint 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.

[Back to Appendices](#)

## **Curriculum**

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

[Back to Appendices](#)

**Display Screen Equipment (DSE)**

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

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

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

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

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

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

Suitable training and information are 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 and responsible pupils (depending on maturity) are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the Technical Supervisor.

**SEN Pupils and Computers:**

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

[Back to Appendices](#)



## **Educational Visits**

### **Introduction**

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Head Teacher and teaching staff believe that offsite 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.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

### **Curriculum Links**

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 national guidance.

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

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

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

S/he will:

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

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

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by National Guidance [www.oeap.info/](http://www.oeap.info/).

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

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

When signing an offsite visit proposal form, the teacher is also agreeing to continually access the risk throughout the event.

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 will not give their approval for the visit unless they are 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.

The ratios below are OEAP minimum guidance.

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

- 1 adult to 6 pupils in Years 1 to 3 (Dependant on visit and activity)
- 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, 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 doublechecking 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 party leaves school, the school office should be provided with a list of everyone, children, and adults, travelling with the party, together with a programme and timetable for the activity.

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

Prior to an activity, if it is felt that the behaviour of an individual 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

[Back to Appendices](#)

## **Emergency Management Plan**

The definition of what this plan is for: 'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures, and which is likely to have emotional and organisational consequences.

The plan covers:

- A deliberate act of violence
- A school fire
- A pupil or teacher being taken hostage
- The destruction or serious vandalising or part of a school
- The death or member of staff through natural causes or accidents • A transport related accident involving pupils and/or members of staff
- Bomb threats.
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

Within the school's plan are details of immediate place of safety and who should be contacted in an emergency. This plan will be reviewed annually by the Head Teacher.

[Back to Appendices](#)

**First Aid & Medication**

Hateley Heath Academy has risk assessed its requirements for first aid and ensures there is adequate provision to meet those requirements.

The school has sufficient numbers of qualified staff to deal with accidents and incidents.

First Aid boxes are distributed in line with the school's First Aid Policy.

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

All accidents are to be recorded on the relevant accident form located in general areas of school. Serious incidents will be recorded on the appropriate forms.

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

**Transport to Hospital:**

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

**Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/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 school keep and administer medication prescribed specifically for a pupil and for 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 school office.

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 line with the schools supporting children with medical needs policy.

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.

Where children need to have access to emergency medication, i.e. asthma inhalers, they will be kept in the classrooms.

**Visit Procedures:**

It is the responsibility of the visit leader to ensure there is sufficient first aid provision for the visit. Please ensure that the designated first aider is informed of any stock that needs replacing in these packs. Please ensure that pupils who suffer from asthma have their inhalers 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.

### **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.

[Back to Appendices](#)

## **Fire Emergency Plan & Guidance**

### **General Prevention Information**

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

Flammable substances are kept stored in a locked and labelled store. Minimal amounts of flammable substances will be kept on site.

### **Smoking**

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

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

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

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

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

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

### **Training & Training Provision**

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 is displayed next to every break glass, the regularity of fire drill practices and pre-contract meetings etc. aim to ensure visitors and contractors have sufficient information on procedures in the event of an emergency evacuation.

### **Information Distribution**

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

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

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



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

### **Emergency Evacuation Plan**

#### **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.

Only staff without children in their care and who have had training using the fire extinguishers may tackle a small fire, but only if there is no risk of personal injury using the correctly designated extinguishers, or, in the case of the kitchen area, the fire blanket.

All staff must shut the doors on their way out of the classrooms.

All staff as going past will check the toilets, any other areas they are in at the time during an emergency evacuation.

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

Fire Extinguishers are provided in various sites around the school.

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

Fire blankets are provided in the kitchen areas.

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

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

#### **Contact Emergency Services**

It is the responsibility of the Head Teacher or Office Staff to contact the emergency services in the school day.

Should the alarms be activated out of school hours, the alarm company will contact the emergency services.

The emergency services will be raised by means of telephone. In the 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.

#### **Specific Arrangements for any High-Risk Areas Boiler Room**

The failsafe system will isolate the boiler. 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 school Playground

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 set/class groups and remain with their teacher at the assembly point.

- If a pupil is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

**A Calm Orderly Exit Is Essential Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly areas pupils must stand in their class groups while staff check pupil numbers.
- The registers for visitors and school registers will be taken out to the assembly point by the office staff. The result of this check must be reported to the Head Teacher senior member of staff as soon as it is completed.
- Staff will be responsible for sweeping areas of the school whilst proceeding to the nearest exit point.
- All class teachers are responsible for registering pupils at the fire assembly points.
- The Head Teacher /SLT and fire wardens 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 / senior member of staff.
- 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 for fire.

**GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS Mobility Impairment**

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

**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/head count compiled prior to the event.

### **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 s/he 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 Deputy Head Teacher will assume this role or the person designated 'in charge' by the Head Teacher.

Details of service isolation points (i.e. gas, water, electricity) should be displayed in the school office.

[Back to Appendices](#)

#### **Emergency place of safety**

Should staff, pupils and visitors need to evacuate the school site in the event of an emergency, the school has made arrangements with Phoenix Collegiate Academy to evacuate all staff, pupils and visitors to their premises. Staff will escort all pupils and visitors. Nursery and Reception children will be located in the Sports Block. KS1 and KS2 will be located within the Sports Hall.

### **Lockdown Procedure**

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- The Headteacher or Business Manager will be advised to implement the lockdown via word-of-mouth, walkie talkie or contact via mobile phone. If both of the staff are unavailable the Deputy or SLT will co-ordinate the lockdown procedure.
- The lockdown alarm will be activated. If for any reason the alarm cannot be reached, the staff will communicate via word-of-mouth, internal telephone lines or via mobile phone. The school will be advised that it is in 'lockdown' by word-of-mouth, internal telephone or by mobile phone. All staff will remain in classrooms and keep students calm and away from windows.
- All students in external PE lessons will be advised to return to the building via the usual entrances, if safe to do so.

The lockdown will proceed in the following priority:

- The following doors will then be locked:
- Main building front entrances
- Staff Entrances
- All other external doors.

#### Monitoring the Site Entrances

Once the site is secure, staff should return to the building and monitor the site discretely from the windows if safe to do so (our school does not currently have CCTV fitted) The gates and doors should only be opened when it is confirmed safe to do so by the Emergency Services.

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

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

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

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

A fire alarm maintenance contract is in place and the system will be tested on an annual basis at least.

### **Emergency Lighting**

The emergency lighting is checked monthly by the Caretaker and at least on an annual basis by a contractor.

### **Emergency Red Pull Cords**

Will be tested each month by the Caretaker.

### **Green Door Release Boxes**

Will be checked on a weekly basis in rotation by the Caretaker

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

### **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.

### **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.

[Back to Appendices](#)

## **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 caretaker.

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

All employees will be provided with:

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

Training records are held by a nominated person and will be responsible for coordinating 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.

### **Temporary Workers**

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

Each member of staff is also responsible for drawing to the Head Teacher's attention, 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.

[Back to Appendices](#)

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

The Head Teacher will make arrangements for carrying out regular safety inspections of the school, in order to identify hazards and unsafe situations and take appropriate remedial action.

Inspections will be carried out on a termly basis and be recorded on the site inspection sheet and reported to the Trust as and when required.

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

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

[Back to Appendices](#)

## **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 to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

### **Planning and Preparing**

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

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

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

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

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

### **Infection Control**

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

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

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

Viruses can also survive longer on hard and soft surfaces.

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

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



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

## **HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS Minimise Sources of Contamination**

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

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

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

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

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

### **Cleaning of the Environment**

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

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

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

### **Vulnerable Children**

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

The school will have been made aware of such children.

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

### **Female Staff – Pregnancy**

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

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

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

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

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

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

This advice also applies to pregnant students.

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

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

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

### **Meningitis**

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

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

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

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

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

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

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

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

Protect yourself and others from infection by washing your hands or using an alcoholbased 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). Up to date advice can be found <https://www.gov.uk/government/publications/actions-for-schoolsduring-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[Back to Appendices](#)

## **Legionella**

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

Hateley Heath Academy employs the services of external contractors to provide the school with assessments and monthly temperature monitoring and disinfecting of water tanks etc.

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

Thermostatic mixing valves are tested and inspected on an annual basis.

The Caretaker receives all Legionella reports, and any actions will be dealt with and the Head Teacher informed.

[Back to Appendices](#)

## **Lettings and Shared Users**

All lettings will be provided instruction on accident reporting, and fire safety will be made available for which will be signed for by the hirer.

All certification will be obtained from the hirer.

All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring.

Shared users of the site will be provided with all necessary information with regards to their health and safety. Other users of the school will in return provide the school with relevant documentation.

Each school should ensure that hirers of the school have copies of:

- Health & Safety Policy
- Fire Evacuation Procedures

[Back to Appendices](#)

## Lone Working

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

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

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

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

### Definition of Lone Working

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

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

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

### Controls

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Back to Appendices](#)

## Mobile Phones

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse or create unfounded allegations of misuse.

In the interests of equality, and to further promote safety, the guidance applies to all staff in our setting

### **The following rules apply for the use of personal mobile phones:**

- Only children in Year 6 who walk home alone have permission to bring a mobile phone in to school. The child must bring the phone to the school office when they arrive in school, and then collect it at the end of school when they leave.
- The school accepts that employees will bring their mobile phones to work. As a general rule, employees are not permitted to make/receive calls/texts during work time (excluding break times and then this should only be done in a phone designated space – staff room, upstairs room, school offices).
- Staff should ensure that mobile phones are turned off or on silent at all times during the hour's children are in school and while on school premises. They should be kept in a locker or bag and not be left on display.
- In the event that an employee has a particular reason, for a specified period of time, they may request via the leaders with overall responsibility for their phase (deputy or assistant head) that they leave their phone on during working hours. Usually if someone needs to contact staff for emergency reasons during the school working day, they should ring the school phone and someone from the office will fetch the member of staff immediately.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- When on an educational visit, staff should carry a phone with them to keep contact with school and inform the school on arrival/departure times and any issues which may occur during the visit. This includes when taking children swimming.
- Staff are not permitted to take pictures of children on an educational visit on their personal mobile phones. School cameras or teacher iPads should be used to take the pictures.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground.) Staff are permitted to have their mobile phones about their person; however, there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks and the phone will be used in a phone designated place – staff room, upstairs room, school offices.

### **iPads/Laptops**

- All teaching staff at Hateley Heath are provided with a school iPad and iPad case and some staff also have a laptop. The iPad's/Laptops are used to enhance learning opportunities in the classroom environment and when on school educational visits. Photographs and videos of children learning can be taken and stored on the iPad. They are also provided to teachers to aid planning and preparation by the use of educational applications which can be downloaded onto the iPad.
- All iPads remain the property of Hateley Heath, and should a member of teaching staff leave, the iPad must be returned to the Head Teacher/Deputy/Assistant Head at the earliest convenience.
- Applications are downloaded by the IT support team and pushed out to staff iPads



- Staff should not store personal data on school devices
- Children are able to use the 'teacher iPad' when in the classroom environment and when in the presence of staff members.
- It is acceptable to save photographs of children when learning, on the iPad, for evidence of the learning opportunities undertaken. Photographs of children should not be shared with individuals not associated with Hateley Heath. Photographs should be deleted from the iPad/Laptop when no longer needed.
- iPads are secured with a 4-digit password code.
- Staff are responsible for the iPad/Laptop and due care and respect should be taken with them when they are used both in school and at home.

[Back to Appendices](#)

**Moving & Handling**

The need for manual handling must be avoided wherever practicable through changes in work processes or the introduction of mechanisation. Where this is not possible, a risk assessment must be carried out.

The Caretaker will arrange for risk assessments to be undertaken for activities that involve significant manual handling. In this context, manual handling includes lifting, carrying, pushing, pulling, and holding.

The risk assessment will identify factors that could result in injury, such as heavy or unstable loads, the need to lift from the floor or above shoulder height, the need to twist, stretch or stoop while manual handling.

Action will be taken to eliminate factors that could cause injury. Where possible manual handling activities will be avoided or reduced by providing mechanical aids such as trolleys, and re-designing work operations.

The Head Teacher is responsible for ensuring risk assessments are carried out by a competent person and will implement any significant findings. They will inform all relevant staff of the assessment and its findings, staff undertaking manual handling tasks will also receive training in safe handling techniques.

The risk assessment will be reviewed annually or when there is a change in the work process or equipment.

**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.

[Back to Appendices](#)

## **Noise**

Hateley Heath Academy 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 persons 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, they will be considered.

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

[Back to Appendices](#)

## **Premises & Work Equipment**

### **Statutory Inspections**

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

All staff are required to report any problems found with plant/equipment. 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.

### **Gas Safety**

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

### **Electrical Safety**

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

The Caretaker will ensure that the statutory 5 yearly check of the electrical system is carried out, by a competent person, and that a record of this test is kept.

Electrical socket outlets must not be overloaded, and where it is necessary to use extension leads, these should be the fused and switched type to prevent overloading.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer casings are free from defects.

The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager. Records are retained of testing, maintenance and repair to equipment.

The Caretaker is responsible for maintaining an inventory of portable electrical equipment used in their area of control and for keeping this inventory up to date when new equipment is procured. Any old equipment will be disposed of.

Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years.

### **Play and PE Equipment**

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

A visual inspection of fixed outdoor play equipment will be carried out by the Site Manager; a termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play.

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

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all form's electronic cigarettes. [Back to Appendices](#)

**Risk Assessments**

The school will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

The Head Teacher is responsible for ensuring that risk assessments are carried out for all activities undertaken within their area of control, and for appointing a sufficient number of risk assessors in order to carry out the assessments. Risk assessments must only be carried out by trained, competent staff. The Head Teacher is responsible for Risk Assessments concerning the school buildings and Phase Leaders are responsible for Risk Assessments regarding activities undertaken by their phase.

Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that are considered necessary.

Risk assessments are reviewed annually by the Head Teacher and the Caretaker, after which all their staff acknowledge them and sign to confirm doing so, but any new hazards introduced in between the review should be addressed at once.

**How a Risk Assessment Will Be Undertaken**

The Trust 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 Hateley Heath Academy:

**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 Hateley Heath 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**

At Hateley Heath, 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 identify the measures to be taken**

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 Hateley Heath 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 Directors adopt 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 Trust 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 Hateley Heath 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 Hateley Heath risk assessments are reviewed on an annual basis or earlier if an incident has occurred or change in activities or building.

### **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 Trust's' responsibility for risk assessment. They may even lead to additional hazards, whereas proper risk assessments may identify hazards previously hidden or unknown.

Nominated staff at Hateley Heath will therefore have access to quality training and guidance from 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 Trust and is invaluable in organising and presenting a risk assessment.

### **Monitoring and Funding**

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

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

### **Individual Risk Assessments**

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

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

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

Hateley Heath is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed once the Head Teacher has been made aware that a member of staff is an expectant mother.

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

[Back to Appendices](#)

**Security**

Safety of our pupils, staff, and visitors to the school is of paramount concern to our whole school community. Directors have endeavoured to make the school as safe as possible. Security of the school building is reviewed by the Head Teacher and Caretaker.

**Entry to School for Visitors/Staff**

The Reception Office area is clearly marked and directs visitors to the front entrance of the school. Visitors enter the reception area but are prevented from going further into the school by a secure door system.

Visitors who are admitted into the school are asked to sign in on the electronic system and given an identification badge.

**Pupil Supervision**

The Head Teacher or in their absence a nominated senior teacher remains on the premises until the last child is collected.

**Alarm System**

The school alarm is always set each day.

**Care of ICT Equipment**

All laptops are secured in laptop trolleys and stored in secure areas around the site.

**Security of Data**

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

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

**Curriculum Networked Computers:**

Accessed by personal passwords.

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

**Office Computers:**

- Accessed only via individual passwords for Head Teacher 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.

[Back to Appendices](#)



## **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.

Each school will follow the management standards for work related stress by the following means:

- The Head Teacher operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with her.
- All staff have 'One to One' meetings with line managers, at least annually.
- Regular team and phase meetings are held, where staff, are encouraged to voice their opinions and raise any concerns they may have.
- Staff absence is monitored, and the Head Teacher and School Business Manager hold 'back to work' interviews.

[Back to Appendices](#)

## 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.

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

### What is the Sun-Smart Campaign?

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

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

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

At Hateley Heath 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 Canopies & trees provides summer 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.
- Staff would help where at all appropriate.

[Back to Appendices](#)

## **Vehicles & Driving on School Business**

Vehicular access to the school is restricted to school staff and visitors (if room) 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.

Disabled parking is available outside the school office.

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

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

### **Deliveries**

Where possible, deliveries should be made during the school day.

### **Driving on School Business**

Staff are informed it is their responsibility to have business insurance if travelling to more than one site in a school day in their own vehicles.

[Back to Appendices](#)

**Violence**

Hateley Heath 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.

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported through the MAT reporting procedure. Each incident must be investigated by the Head Teacher to prevent a re-occurrence of a similar incident.

The Head Teacher must assess every activity that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

**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 pre-planned appointment.

[Back to Appendices](#)

## Volunteers in School

### Introduction

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

Hateley Heath's 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

Hateley Heath 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 Hateley Heath will not be left unsupervised and risk assessments carried out prior to starting work.

Providers must understand the legal obligations. The Trust 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); 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.
- Those requiring full financial or budgetary responsibilities.
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff; however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

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

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

## **School Information and Regulations**

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

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

## **Expenses**

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

All financial claims made should be agreed with the Head Teacher prior to expenditure.

## **Induction and Training**

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before. If the volunteer is undertaking formal training, (e.g., NVQ or other work-based qualification) the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

## **Complaints and Grievances**

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

## **Temporary Workers**

The Head Teacher and School Business Manager is responsible for ensuring all temporary workers receive any relevant health and safety information through completion of an Induction Sheet which is retained in the staff records. All relevant risk assessments will also be brought to the attention of the temporary worker at this time.

[Back to Appendices](#)

## **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 Caretaker.

The nominated person shall ensure:

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

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

Teaching staff and teaching assistants will put up display 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.
- Eliminate falling distance by using equipment to minimise working length.
- Before working on any roof, the roofing material is identified so that safe access and a safe workplace can be provided, for example by the use of crawling boards, crawling ladders, handrails or toe boards. Access will be restricted and notices warning of overhead work displayed at ground level when appropriate. Harnesses will be available and used whenever necessary.
- Where the work presents any potential risk of fire or exposure to flammable materials, fire extinguishers will be provided, and employees trained in their use.
- Contractors will not be permitted to use any of the school's work equipment.

[Back to Appendices](#)

## Work Experience

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

- All pupils are briefed before 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.
- Hateley Heath 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 pupil 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 pupils 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 pupils' parents/guardians should an incident occur.
- All incidents involving pupils on work placement activities will be reported to the placement organiser at the earliest possible opportunity.
- Hateley Heath 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.

## Young and Inexperienced Workers

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

Each school must ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured.

This will include young people who are participating in work experience. The pre work Experience Placement Flow Chart will be used to ensure that all work areas are assessed before the candidate is offered a place.

Risk assessments for all work activities will be carried out for every young/ inexperienced person before they start work.

[Back to Appendices](#)