



**Ryders Hayes School**  
A Primary Learning Academy

# Health and Safety Policy & Procedures 2018 - 2019

Issue 6

## Ryders Hayes School Health and Safety Policy

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

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

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

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

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

- Complying with the school's agreed Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually ) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from Health and Safety Advisors is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the DfE/EFA/LA any hazards which the establishment is unable to rectify from its own budget and seeking appropriate funding to address the issue
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

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

### **Head Teacher**

The Head Teacher will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.

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

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

Staff holding posts of special responsibility, such as office staff, Site Managers, and union representatives, are responsible to the Head Teacher for the implementation of the Health and Safety Policy within their area of work.

To fulfil their responsibilities they will assist the Head Teacher:

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

The Site Manager will assist the Head Teacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their

working procedures do not endanger the health, safety and welfare of staff, students and visitors.

### **Educational Visits Co-ordinator (EVC)**

Follow the National Guidance <http://oeapng.info/> where full responsibilities are outlined:

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

### **Class Teachers**

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

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

### **Employees General Responsibilities**

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

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

### **Buildings Health and Safety Committee**

The Committee comprises:

Title: Chair of Governors	Title: Head Teacher	Title: Staff Governor
Title: Parent Governor	Title: Community Governor	Title: Community Governor

### **The terms of reference of the committee are:**

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

- To receive reports from the safety representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary.
- To receive auditing and monitoring reports and advise the Governors and Head Teacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the School Safety Policy.

## **Arrangements for Health and Safety**

(See local arrangements section)

### **Document Control**

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

### **Co-operation**

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

### **Communication**

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

### **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 and Prioritising (Setting Standards)**

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

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

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

### **Risk Assessments**

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

### **Local Arrangements**

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

## **Measuring Health and Safety Performance**

### **Active Monitoring**

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

### **Reactive Monitoring**

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

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

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

The school's health and safety performance will be reviewed by the school management team on a regular basis and reported to school Governors.

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

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

## Local Arrangements

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## Accident Reporting Procedures

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

Copies of these forms are available from the school office.

- A local accident book is located in each classroom and is used to record all minor incidents to pupils; any more significant incidents must also be reported to Governors.
- Mid-day supervisors will hold an incident book for all minor injuries which occur at lunchtime.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- Serious or significant incidents will be recorded on forms
- Any pupil who receives a bump to the head, a form will be sent home with the child.
- Parents will be informed of injuries to the face, prior to the parents collecting their child.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

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

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a child or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring
- The 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.
- The Head Teacher will be responsible for notifying any RIDDOR reportable injuries.

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### Asbestos

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

The schools asbestos monitoring person/s will be the Site Manager and Head Teacher. Refresher training is required 2 yearly.

The school shall ensure:

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

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

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

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

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

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### **Contractors**

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

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

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

### **School Managed Projects**

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

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

To ensure contractor competency the school will use recommended contractors.

For major/notifiable works the Governing Body will consider employing the services of an architect/project manager to oversee the works carried out.

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**Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

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

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## **Educational Visits**

### **Introduction**

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

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

### **Aims**

The aim of our off-site visits is to:

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

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

- English – theatre visits, local high schools
- Science –visits to Life Centres, ponds, The Space Centre
- Mathematics – local industries, local schools
- History –Black Country Museum, Ironbridge Museum
- Geography – local and regional fieldwork
- Art and Design – art gallery visits, use of the locality for drawing etc.
- PE – a range of sporting fixtures, extra-curricular activities
- Music –extra-curricular activities, local schools' orchestra, concerts, Forest Arts Centre
- Design and Technology – visits to local factories or design centres, museums
- Modern Foreign Languages – local languages events
- ICT– its use in local shops/libraries/secondary schools etc.
- RE – visits to local places of worship

### **Residential Activities**

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

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

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

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

S/he will:

- Ensure that risk assessments are completed.
- Support the Head Teacher and Governing Body in their decisions on approval.
- Organise related staff training.

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

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

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

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Head Teacher will seek the approval of the Governing Body and consider informing the Local Authority (Emergency Planning Department) before permitting the activity to take place.

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

### **Risk Assessment**

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

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

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

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit

plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

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

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

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

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

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

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

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

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

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

### **Transport**

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

- Transport.
- Entrance fees.
- Insurance.
- Provision of any special resources or equipment.
- Costs related to adult helpers.
- Any refreshments the 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. Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such

journeys, and double-checking that each driver has been subject to the normal checks.

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.

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

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

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

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

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

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the 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 pupil is 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.

More detailed guidance on procedures and requirements can be obtained from National Guidance for Off-site Visits <http://oeapng.info/>

### **Group Leaders' Planning**

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

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

### **Visit Plan**

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

- Risk assessment

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

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## First Aid and Medication

First aid boxes are located:

School Office

Mid-day Supervisors

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

### First Aiders:

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

A list of first aiders is displayed in the school office and staff room.

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

The Deputy Head Teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### Transport to Hospital:

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

### Administration of Medicines

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

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

There is no legal obligation for staff in school to administer medications. You will however find that most staff are more than happy to administer medication, provided that parents have complied with this guidance.

### Taking Medicines in School Time (short term needs)

If your child needs to take any medication in school time e.g. antibiotics; Paracetamol and throat lozenges etc. parents will be required to complete a parental consent form. The child will not be allowed to take his/her medication without this.

A suitably qualified adult will administer the medication and complete a 'record of medication given' form.

If the parent wishes their child to self-manage their own medicine then a parental consent form must be completed, children will not be allowed to take their medicine without this.

We will administer prescribed and non-prescribed medication. Medicines will be kept in the school office.

Pupils will not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

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

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

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

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

### **Asthma Medication**

Immediate access to reliever medicines is essential; this medication will be kept in the child's classroom in a specially labelled box. This box will also be taken to the site of lessons held away from the classroom.

Parents are asked to provide 2 inhalers which are clearly labelled with the child's name and class. One will be kept in the classroom and one held as a spare in the school office.

Parents will be asked to complete an Asthma UK school Asthma card.

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

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## Fire Evacuation and other Emergency Procedures

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Head Teachers office and reviewed on an annual basis.

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

### Fire Instructions

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

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

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

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the school office.

### Fire Drills

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

### Fire Fighting

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

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

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

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

- **Gas:** Boiler House and Gas Mains next to main school entrance gate
- **Water:** Boiler House
- **Electricity:** Next to main reception office

Details of chemicals and flammable substances on site are kept by the Site Manager and the Head Teacher as appropriate, for consultation.

## EMERGENCY PROCEDURES

### Fire Evacuation

#### If You Find A Fire Or One Is Reported To You:

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

### Fire Fighting

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

### **On Hearing the Fire Alarm:**

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing bell.
- The Site Manager or Head Teacher will check the fire panel and determine which zone area the alarm has been activated from.
- Office staff will summon the emergency services (DIAL 9- 999) as necessary.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the assembly point.

### **Assembly Point – School Field**

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

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

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

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

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

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

#### **Mobility Impairment**

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

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

#### **Visual Disability**

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

#### **Hearing Disability**

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

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

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

### **Testing of the fire alarm system**

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

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

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

### **Inspection of Firefighting Equipment**

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

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

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

### **Emergency Lighting**

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

### **Green Door Release Boxes**

These will be tested regularly by the Site Manager.

### **Emergency Red Pull Cords**

These will be tested regularly by the Site Manager.

Test records are located in the site's fire log book.

### **Means of Escape**

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

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## Flammable and Hazardous Substances

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

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

They shall ensure:

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

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

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## **Health and Safety Information and Training Consultation**

The school's buildings health and safety committee of the Governing Body meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

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

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

## **Health and Safety Training**

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

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

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

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

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

A named Governor will be involved/undertake an inspection on an annual basis and report back to both the resource committee and full Governing Body meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

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

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### **Legionella**

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

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

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

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

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

- Monthly temperature checks.
- Identify and carry out flushing of rarely used outlets on a regular basis, and during school holiday periods.
- Showerheads de-scaled each term.

A contractor will inspect and test the Thermostatic Mixing Valves.

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## **Lettings/Shared use of premises**

Lettings are managed by the school following Walsall Council guidance

The school will ensure all organisations using the premises are aware of the following and have their own procedures etc. in place.

- First Aid Regulations and have competent first aiders.
- The school fire and evacuation procedures.
- Have all relevant documentation i.e. insurance, Disclosure and Barring checks in place.
- Safe access and egress has been assessed.
- Managing and controlling and risks arising from their activities.

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## Lone Working

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

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

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

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

### Definition of Lone Working

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

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

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

### Controls

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

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

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

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

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

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

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

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

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time. It is not normally practicable for the Headteacher to periodically visit and visually monitor people working alone.

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

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

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

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

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

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

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

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

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

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## **Mobile Phones/Communication Technology**

### **Aim**

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

### **Staff**

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

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

Should staff need to take photographs whilst on the school site, they should seek the Head Teacher's approval in advance and must utilise the school's own photographic equipment.

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

### **Pupils**

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

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

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

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

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

### **Related Technology**

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

### **Exemptions**

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

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## **Moving and Handling**

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

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

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

## **Moving and Handling**

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

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

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

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**Premises and Work Equipment****Statutory Inspections**

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

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

**Curriculum Areas**

Curriculum co-ordinators are responsible for reporting maintenance requirements for equipment in their areas in the safety concern book. The Site Manager will ensure the book is signed and dated once he has completed the request/repair etc.

**Gas Safety**

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

**Electrical Safety**

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

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

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

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

**Internal and External play equipment**

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

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

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

**Smoking**

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

**Air Conditioning Units (if applicable)**

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

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### **General Risk Assessments**

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

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the Head Teachers office.

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

### **Individual Risk Assessments**

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

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

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

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

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

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

### **Curriculum Activities**

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

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## **Security**

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

### **Entry to School for Visitors/Staff**

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

Visitors who are admitted into the school are asked to sign the visitors' book.

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

Staff are given the door keypad number and are asked to keep this number confidential. The keypad number is changed periodically.

### **Entry to the Before and After School Club**

A before and after school club is run by school staff in the art centre. Pupils arriving at the club will use the pedestrian gate and walk up to the main reception where they will ring the out of school club bell. Staff in the art centre will use the intercom system to identify visitors, and will go to the reception area to collect the child.

Afterschool parents will arrive at the reception to collect their child. They will use the intercom to contact a member of staff. The member of staff will come to collect them and escort them to their child and escort them back out of school.

All children will be signed in and out by out of school staff.

### **Entry to School for Children and Children Accompanied by Parents**

#### **Nursery**

Entry to nursery is through the main school gates and via the nursery entrance. The door is supervised and held open by a member of staff while pupils are coming into the school for the start of the school day.

The nursery gate is re-opened at 1:05pm to allow nursery parents access, and re-locked.

#### **Reception**

Reception parents escort their children onto the main playground and through the side gate adjacent to the field to the reception classroom doors where they are greeted by the teacher. Parents will then leave the school site via the main school gate.

Key Stage 1 children are accompanied onto key stage 1 playground via the main gates; parents wait with their children until the school bell rings to indicate the start of the school day. Teachers will collect the children and parents will leave the premises.

Key stage 2 children enter the school via the main gate and proceed unaccompanied to the key stage 2 playground at the back of the school via the gate adjacent to the school field.

All gates will be locked at 9:10am

#### **Security of the Nursery and Reception**

The nursery and reception classes have a door handle situated at the top of the door to prevent unauthorised egress from the classroom.

## **Supervision of Children**

Children should not arrive unaccompanied before 8.40 am at which point the children will come into school. Children not collected at home time wait by the office and not outside.

## **Pupil Supervision**

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

Security of the school building is reviewed by the Governors at the buildings health and safety committee meeting.

## **Alarm System**

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

## **Care of ICT Equipment**

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

## **Security of Data**

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

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

## **School Networked Computers:**

- Accessed by personal passwords.
- Password gives pupils and staff different access levels.
- Network Manager only has access to management files.
- Sheffield Academy manage the back-up system.

## **Other data protection issues:**

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

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## **Stress/Wellbeing**

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

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

- Regular Performance Management Reviews.
- Mentoring for all staff.
- Open door policy of Head Teacher.
- Whole school coaching system in place.
- A staff member has been nominated as the well-being coordinator.
- Philosophy of valuing the well-being of all staff including support for family commitments (in accordance with management policies).

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## **Sun Protection**

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

Sunburn in childhood can double the risk of skin cancer.

Ryders Hayes 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 Ryders Hayes School we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

### **Education:**

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

### **Timetabling:**

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

### **Shade:**

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

### **Clothing:**

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

### **Sunscreen:**

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

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## **Vehicles on Site**

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

The car park is barrier controlled and admittance for visitors is via the intercom system and controlled by the office staff.

Safety signs have been erected informing visitors not to walk under the barrier and to use the pedestrian footpath.

Parents bringing children to the breakfast club 7:30 – 8:15am and parents collecting children from after school club 5pm – 6pm will be permitted to use the school carpark.

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

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

The access gate for pedestrians is separate to the main vehicle access point. External lighting is in place.

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 between 9am – 2pm or before children start the school day.

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**Violence**

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

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

**Prevention:**

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

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

**Procedure to Follow:**

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

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## Volunteers in School

### Introduction

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

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

### Safeguarding

Ryders Hayes Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Ryders Hayes Primary School will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher recorded on the central record by the Business Manager.

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

There are some exceptions:

Law enforcement officers in certain circumstances;

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

LA Authority

(Standards and Framework Act 1998).

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

### Organisation

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

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

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

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

### **School Information and Regulations**

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

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

### **Expenses**

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

### **Induction and Training**

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

### **Complaints and Grievances**

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

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## **Work at Height**

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

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

The school's nominated person responsible for work at height is the Head Teacher/Site Manager.

The nominated persons shall ensure:

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

Pupils will not be permitted to use ladders/stepladders.

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

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## **Work Experience**

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

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

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## **February 2015 - Revised**

Amendments to Inspection Maintenance of Emergency Equipment – Added Green door release boxes and red pull cord in disabled toilets

Amendment has been made to First aid administering medicines in light of new statutory guidance.

Amendment has been made to – Premises Work Equipment gas safety

Amendment has been made – Violence policy added

Amendment has been made – Volunteers in School policy added

Amendment has been made to – Fire Evacuation and other Emergency Arrangements – The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes

## **February 2016 – Revised**

Amendment has been made to – Premises Work Equipment - Smoking

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

Air Conditioning Units (if applicable)

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

## **February 2017 – Revised**

**Appendix 5 – Educational Visits:** Added - Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

**Appendix 7 – Fire Evacuation & Other Emergency Arrangements:** Added - In the event of a bomb threat follow the evacuation procedures as above.

**Appendix 13 – Lettings** added new

**Appendix 14 – Lone Working:** Revised.

## **February 2018 – Revised**

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

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

**Appendix 18 – General Risk Assessments:** Removed links to model risk assessments

The policy was approved by Governors on:

Date:

Signature of Chair of Governors:

Next review date: February 2019