



# Health and Safety Policy & Procedures

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PAUL BASU VICE CHAIR

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## **Statement of Local Health and Safety Intent Marsh Hill Primary School**

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

As a Primary School within the children's services directorate of Birmingham City Council, we will adopt a planned and systematic approach to the local implementation of the corporate health and safety management standards through this statement of intent and we will:

- ❖ Plan for health and safety within our Primary School improvement planning activity
- ❖ Ensure relevant safety actions are included during the staff appraisal process
- ❖ Develop and maintain local arrangements and procedures that interpret and deliver the modular safety management standards (SMS) that apply to this Primary School.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff
- ❖ Monitor accident trends throughout the School to further inform the health and safety aspects of the School improvement plan
- ❖ Monitor our performance against plans
- ❖ A copy of this statement will be given to all staff members or placed prominently in an area accessible to all.

**CHAIR OF GOVERNORS**

**HEAD TEACHER**

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Date:

Date:

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## Marsh Hill Primary School Health and Safety Policy

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

The contents include a list of our local procedures for this Primary 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 practical steps are taken to ensure the health and safety of staff, children and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and children.
- 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, children and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

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

- The LA's Health and Safety Policy and Codes of Practice are observed and acted upon where necessary.
- A school safety policy is produced, and that the policy is regularly reviewed.
- The safety policies will be brought to the notice of all employees.
- A Health and Safety Committee will be established if requested by at least two persons and health and safety is included in the terms of reference of an existing committee.
- Their health and safety obligations are properly considered, and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- The safety of plant equipment, buildings and safe systems of work.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, children and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Birmingham City Council Education Safety Services, Inspectors of the Health and Safety Executive and any other health and safety official.

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

### **Head Teacher/Deputy Head Teacher**

- 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. Policies and procedures with regard to health, safety and welfare matters within the Primary 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 Primary 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. Also that reports and returns are submitted to the LA and in accordance with the published procedures.
- Adequate first aid provision is made for staff and children and other persons, whilst on school premises and when working away from the school, in accordance with LA 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.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are the LA's responsibility are reported to Birmingham City Council Education Safety Services 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, children or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

### **Staff holding Posts of Responsibility**

Staff holding posts of special responsibility i.e. Deputy Head Teacher, Teachers, SENCO, and the Business Manager, 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.
- First aid and medication procedures are followed
- Fire arrangements in place

#### **Site Premises Manager:**

Will assist the Head Teacher to ensure that health and safety implications are considered in connection with the security and cleaning of the building including:

- Responsibility of the Site Premises Manager to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.
- Before leaving the premises, the Site Premises Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked. Gallifords FM will arrange for cover in the absence of the Site Premises Manager.

#### **Teaching Staff**

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

- To follow safe working procedures personally.
- To ensure the safety of children in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their own teaching areas.
- To request special safe working procedures, protective clothing, guards, etc. where necessary and ensure they are used.
- To make recommendations to the Head Teacher regarding the safety of equipment or tools, in particular any equipment or machinery that is dangerous
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.
- To make sure that their classroom is secure, the windows closed, and equipment switched off before they leave the premises.

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

Follow Birmingham City Council Education Safety Services –Off-Site Visit guidance where full responsibilities are outlined

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it
- Authorise all off site visits
- Inform the Head Teacher and Governing Body of all non-routine visits.

#### **Employees General Responsibilities**

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

- Take reasonable care of their own 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

## **Arrangements for Health and Safety**

(See local arrangements section)

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

### **Document Control**

We will develop and maintain local documentation. Changes including re issues and deletions to local Primary 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 on hard copy and made accessible to staff members.

### **Competence**

- The Business Manager will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

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

#### **Primary 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 and Elite Safety in Education 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 leadership team will oversee active monitoring to include workplace inspections in accordance with local arrangements.

#### **Reactive Monitoring**

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

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

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- The school health and safety performance will be reviewed by the school management team quarterly and reported to school Governors.

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

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

## Local Arrangements

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## Accident Reporting Procedures

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

Copies of these forms are available on "e" briefing network.

- Accidents are recorded on the pupils record on the school's pupil MIS system. This generates an accident/incident note which is sent to parents. The MIS system is cloud based, therefore access to previous data sets where records of accidents/incidents is available.
- Should the accident/incident involve a blow to the head, parents are informed by telephone.
- When a serious accident occurs, and the pupil requires treatment, the details are recorded on the LA Accident/Incident Record form, with a copy sent to the appropriate authority.
- Marsh Hill Primary will be responsible for deciding if the incident is reportable to Birmingham City Council Education Safety Services.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or Deputy Head Teacher, 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.

### Employee Accidents

(This applies to all education employees and self-employed persons on school premises.) Any accident to an employee resulting in a fatal or major injury should be reported to the LA immediately by telephone. If first reported by telephone, the details should be confirmed within seven days.

### Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- Plant or equipment on the school premises.
- The lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

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

Incidents involving a fatality or major injury will be reported immediately to Birmingham City Council Education Safety Services who will inform the 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 [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) via Birmingham City Council Education Safety Services.
- 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 via Birmingham City Council Education Safety Services.

- The school will still be required to keep a record of all over three-day injuries – if the school keeps an accident book/form, then this record will be enough.

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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 statutory contractors fall under the responsibility of GTFM and must report to the Site Premises Manager where they will be asked to sign in using a specific register supplied and monitored by the Site Premises Manager. Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions. Contractors are also required to sign in on the schools electronic visitors system.

Site Premises Manager who will provide them with a work permit.

- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/dining hall during break times and lunchtime.

Gallifords FM are responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractor work carried out.

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

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## 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 Head Teacher will ensure Gallifords FM are adhering to their contract by:

- Holding an inventory of all hazardous substances used on site and 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.

### Guidelines:

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

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

### Pupil Workstations

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

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by 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 ICT Network Manager.

### 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.

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## **Fire Evacuation and other Emergency Procedures**

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

The fire risk assessment is located in the fire folder (and electronically) and reviewed every 2 years by a competent fire officer and reviewed annually by the Head Teacher.

### **Fire Instructions**

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

An outline of evacuation procedures is made available to all contractors/visitors and they 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 Gallifords FM.

### **Fire Drills**

Fire drills will be undertaken termly, and a record kept in the Statutory Testing Inspection File

### **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**

**Water:** Plant/Boiler Room

**Electricity:** Plant/Boiler Room

**Gas:** Plant/Boiler Room

### **Details of chemicals and flammable substances on site.**

An inventory of chemicals used by Gallifords FM will be kept by them in the locked storeroom, for consultation.

Substances hazardous to health used by staff will be held in the risk assessment folder.

## **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. They will make their way to the nearest 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 building must respond to alarm activations.
- The fire alarm is a continuous sound and flashing beacon lights in toilets.
- The school will evacuate the building.
- The Head Teacher or a designated member of staff will be responsible for informing the emergency services.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a senior member of staff at the assembly point.

#### **Assembly Point**

- Pupils should leave with the staff in charge of the group. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should make their way to the assembly point.

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

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

- On arrival at the assembly area children must stand in their groups while staff check their registers. 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/Deputy Head Teacher/Fire Marshal as soon as it is completed.
- The Head Teacher/Deputy Head Teacher/Fire Marshal 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/Deputy Head Teacher.
- If the building cannot be re-entered the staff must escort the children to the designated building which will be Action Indoor Sports where the registers will be called again to ensure all staff and pupils are accounted for.
- The Head Teacher will notify the LA as soon as possible of a fire incident.
- The registers will be collected after roll call by the office staff and any discrepancies will be reported to the Head Teacher or Deputy Head Teacher.

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

#### **Lunchtime Fire Procedure**

If the fire alarm is sounded, adults on duty in the dining hall, classrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Head Teacher or Deputy Head Teacher will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

#### **Fire and Bomb Alerts**

In the event of a fire or bomb, alert the Head Teacher or Deputy Head Teacher and sound the fire alarm to evacuate the premises. A designated person will call the emergency services, if a bomb alert, a call to the police is required.

A member of the Senior Leadership Team should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been

given are children and adults permitted to re-enter the premises.

The school has lockdown procedures in place and drills will be carried out on an annual basis.

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

### **Mobility Impairment**

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

### **Visual Disability**

People with a visual disability will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, and on the level surfaces they should take the helper's arm and follow them.

### **Hearing Disability**

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

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

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

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

Fire alarm call points will be tested weekly by the Site Premises Manager and a record kept in the logbook. This test will occur once a week.

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 is tested regularly.

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

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

Weekly checks are carried out by the Site Premises Manager 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 Premises Manager and annually by an approved competent contractor.

### **Green Door Release Boxes**

These will be tested regularly by the Site Premises Manager.

### **Emergency Red Pull Cords**

These will be tested regularly by the Site Premises Manager.

Test records are located in the site's logbook.

### **Means of Escape**

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

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## First Aid and Medication

### First aid trolleys are located at the following points:

EYFS, Key stage 1 and Key stage 2 corridors

The nominated first aider will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions is carried out monthly.

All staff are responsible for notifying the nominated person if the contents of any of the first-aid boxes are running low.

### First Aiders:

Marsh Hill Primary has sufficient numbers of first aiders (includes Initial First Aid at Work, Paediatric and Emergency First Aid.)

A list of first aiders is displayed at the first aid points and on the safeguarding board. The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

All staff in the school deal with minor incidents requiring first aid.

During lessons, first aid is administered by the class teacher or teaching assistant. If an accident occurs in the playground and first aid is required, one of the staff on duty will deal with the incident.

At lunchtimes, the Lunchtime Supervisors administer first aid.

If there is any doubt about the correct first-aid procedure, contact one of the school's designated first aiders (current names displayed within the school).

The Business Manager will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

### Button Batteries

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

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

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

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

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

### Transport to Hospital:

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

### Administration of Medicines

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

As a school we recognise that there are times when it may be necessary for a pupil

to take medication during the school day. In line with our Administration and Management of Prescribed Medicines in School, we will only administer PRESCRIBED medication. Please refer to policy for further guidance.

Where long-term needs for emergency medication exist, Marsh Hill Primary School requires specific guidance on the nature of the likely emergency and how to cope. Detailed written instructions should be supplied to the school and the parent/guardian should liaise with their child's class teacher. Emergency daytime contact numbers should be provided where the parent/guardian can be reached.

For casual ailments (coughs, colds, etc.) it is often possible for doses of medication to be given outside school hours. Marsh Hill Primary School does not administer medicines for casual ailments.

### **Treatments:**

**When dealing with blood, plastic gloves and apron must be worn.**

**Cuts/scratches** – Use only prepared medi-wipes. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

**Bleeding** – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

**Head Bumps** – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a 'Bump to the Head' letter.

**Falling** – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is in obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

**Unconsciousness** – Call a First Aider immediately.

**Breathing Difficulties** – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

**Epilepsy/Fainting** – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

**Haemophilia** – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to hospital.

**Diabetes** – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

**Anaphylaxis** – The result of severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the child's adrenaline and call for an ambulance. Common allergies are:

- Food, e.g. eggs, fish, nuts, especially peanuts
- Insect stings
- Immunisations or antibiotics

**Sickle Cell/Thalassaemia** - Sickle Cell/Thalassaemia is an inherited condition that can affect different parts of the body. The red blood cells can change shape and become blocked in the blood vessels causing acute pain. Children need to be well

hydrated to reduce the likelihood of becoming ill (having a crises). They must have a ready supply of drinking water available. Teachers need to remember if children are drinking water often in class; they may need access to the toilet frequently, during lesson time. Extreme temperature conditions can cause a crisis. It is important that children keep warm: (in severe cases children may need to be permitted to wear coat/hat/gloves etc indoors), not sending a child outside at break time if they ask to stay in. Not forcing children to undertake exercise if they say they are tired or in pain.

### **Safety/HIV Protection**

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waster (wipes, pads, paper towels, etc) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

### **Health Care Plans**

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

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

These plans are reviewed as and when informed by parents/guardians and written precautions/procedures made available to staff.

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

### **Consultation**

The Head Teacher and the Business Manager will discuss on a regular basis any issues affecting the school. The Head Teacher and the Business Manager will forward any concerns to the Governors for discussion/action.

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

Elite Safety in Education and Birmingham City Council Education Safety Services provide competent health and safety advice for Marsh Hill Primary School.

### **Health and Safety Training**

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

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

All employees will be provided with:

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

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

Each member of staff is also responsible for drawing the Business Manager's 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 Business Manager/Site Premises Manager and Elite Safety in Education.

A named Health and Safety Governor will be asked to be involved/undertake inspections on an annual basis and report back to both the 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/when applicable.

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## **Infection Control**

### **Introduction**

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

### **Aim and Objectives**

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

### **Principles**

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

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

### **Planning and Preparing**

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

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

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

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

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

### **Infection Control**

Infections are usually spread from person to person by close contact, for example, infected people can pass a virus to others through large droplets when coughing, sneezing.

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

Viruses can also survive longer on hard and soft surfaces.

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

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

These messages are promoted through posters around the school, in assemblies

and through Personal and Social Education lessons.

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

### **Minimise Sources of Contamination**

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

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

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

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

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

### **Cleaning of the Environment**

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

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

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

### **Vulnerable Children**

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

The school will have been made aware of such children.

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

### **Female Staff – Pregnancy**

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

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

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



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

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

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

This advice also applies to pregnant students.

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

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

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

### **Meningitis**

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

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

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

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

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

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

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

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

Protect yourself and others from infection by washing your hands or using an

alcohol-based rub frequently and not touching your face.

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

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## Legionella

Marsh Hill Primary 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 Gallifords FM.

Gallifords FM will be responsible for ensuring that operational controls are being conducted and recorded in the water risk assessment file.

This will include:

- Conducting necessary monthly water temperature checks.
- Disinfecting water tanks or other areas where water droplets are formed.
- Servicing of Thermostatic Mixing Valves (TMVs).
- Flushing of little used outlets and recording.

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## Lessons

Marsh Hill Primary will ensure where some school lessons pose a greater risk, they will be managed in accordance with legislation and current guidelines and the risk managed.

## Food Hygiene

Marsh Hill Primary will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

### Storage

- Food should be stored appropriately, either in cupboards or refrigerators according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in school unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

### Preparation

- Wash hands beforehand.
- Do not lick fingers while preparing food.
- Ensure that equipment is clean and sterilised before use.
- Cooked foods must be kept separate from raw foods.

### Cooking/Preparing Food

- Staff must ensure all food cooked is cooked thoroughly at all times.
- The correct temperature must be used for cooking.
- Correct health and safety procedures and correct equipment must be used when handling hot food.
- Cool foods quickly unless the recipe says otherwise.
- Low risk food only is cooked/prepared in school.
- Blue gloves to be worn when preparing/cutting up food (especially if there is cooked and uncooked food present).

### Cleaning Up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks).
- All food rubbish must be put in black plastic sacks and tied up.
- Microwave must be cleaned after use.
- Preparation food areas should be sterilised before and after use.
- The toaster must be emptied of crumbs regularly.

### Eating the Food or Transporting it Elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left out in school uncovered.
- Parents must inform the teacher if their child/children are intolerant or allergic to certain foods or ingredients.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

## Science

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is

always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible; plastic should be used in its place. Some objects e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects split or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should never handle moulds.

Use of cutting devices – knives, scissors, etc. – can be dangerous. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Teachers must be aware of the potential dangers of their use and have advised the children accordingly to take care.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used - only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment is subject to an annual inspection.

### **Musical Equipment**

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, tape recorders and any electrical equipment should be returned to the Music Store after use.

### **Protective Clothing**

- Aprons should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes.
- If handling soil for any activity, gloves should be worn.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

### **Physical Education**

General points to be considered when teaching PE

- If a child constantly forgets their PE kit, a standard letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for lesson. The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into T-shirt, shorts/skirt and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- Children who have forgotten their PE kit should sit and watch the rest of the class/be supervised by another adult.

### **Games Safety**

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children should follow certain codes of behaviour. They should take care when getting in or out of teacher's/parent's cars and crossing roads. Teachers should notify parents at least two days before the event and let them know if the match is postponed.

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate personal insurance cover should be arranged, as the school does not insure teachers when carrying children.

### **Dance Safety**

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear pumps.
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the hall on which children could harm themselves.

### **Swimming Rules**

Male and female staff should accompany the children (where possible) when visiting the baths, the senior teacher (group leader) to have a list of all the children in his/her care and the numbers involved.

The children must be counted on entering and leaving the pool and when leaving the swimming baths. The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the baths should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. Staff must be in the vicinity of the changing rooms when the children are changing.

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## Lone Working

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

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

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

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

### Definition of Lone Working

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

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of lone working.

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

### Controls

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

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

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

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

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

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

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

Staff should not work alone if they have medical conditions that might cause

incapacity or unconsciousness.

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

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

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

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

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

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

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

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

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

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

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## **Minibus**

The minibus has been leased by the school and is kept on the school car park.

The Business Manager is responsible for ensuring the minibus has a current MOT certificate and is taxed (vehicle excise duty) and serviced on a regular basis.

All persons who drive the minibus must have undertaken MIDAS training by an approved MIDAS instructor. Hold a British licence for 2 years and is checked annually via the Gov.uk website.

Drivers of the minibus must undertake all the pre-checks prior to driving. The forms must be handed into the school office once completed.

It is the driver's responsibility to ensure all persons on the minibus are seated and have their seat belts fitted.

The minibus keys will be in a secure area of the school.

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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.

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should always be supervised when moving any equipment or piece of furniture. Children are shown how to lift and carry safely and reminded of this each time.

### **Paediatric Moving and Handling**

All staff who move and handle children 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 children 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. (Not including changing beds which will be subject to an annual inspection.)

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## Off-Site 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 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 children at all times. Within these limits we seek to make our visits available to all children, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

### Aims

The aims of our off-site visits are to:

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

### How Visits may be authorised

The Head Teacher will appoint a group leader(s) to be responsible for running the activity.

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.
- Assign competent staff to lead and help with trips.
- Organise related staff training if required.
- 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 in an emergency situation.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by Birmingham City Council Education Safety Services. All off-site activities must take place in accordance with the guidance given.

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

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure

that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk Assessment**

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

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

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The 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: Guidelines only.

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

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>

### **Communication with Parents**

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

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

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.

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

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

All adults accompanying a party must be made aware, by the group leader, of the emergency procedures which will apply. A designated person will be provided with the school mobile phone.

In an emergency situation the designated person will call the office and inform them

of the major incident.

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

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

More detailed guidance on procedures and requirements can be obtained from Birmingham City Council Education Safety Services (Health and Safety).

### **Group Leaders' Planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities: [www.oeapng.info/](http://www.oeapng.info/)

They must consult Birmingham City Council Education Safety Services' 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.
- Intended arrangements for supervision.
- Insurance arrangements for all members of the group.
- Emergency contacts and procedures.
- General communications information.
- Guidance for group leaders.
- Guidance for the emergency contact and Head Teacher.
- Medical questionnaire returns and first aid boxes.

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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 in the Site Premises Manager's office and the Business Managers office.

All staff are required to report to the Site Premises Manager/Head Teacher/Deputy Head Teacher/Business Manager of 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.

### **Electrical Safety**

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, by a competent contractor.

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

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

### **Gas Safety**

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

### **Play Equipment**

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

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

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

### **Smoking**

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

### **Air Conditioning Units (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**

Marsh Hill Primary risk assessments (for all activities, premises and one-off activities) will be co-ordinated by staff and Elite Safety in Education and approved by the Head Teacher/Deputy Head Teacher.

These risk assessments are available for all staff to view and are held centrally in the Business Manager's office and on the school's shared drive.

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/child are held on that person's file and will be undertaken by the Head Teacher or Business Manager.

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.

It is the responsibility of the staff to inform the Head Teacher/Business Manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by 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 Children**

### **Security**

Safety of our children, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Head Teacher have endeavoured to make Marsh Hill Primary as safe as possible.

The Head Teacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. The office staff are particularly vigilant at these times to ensure that only children and staff enter the building.

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

The main 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 swipe system on the door. This door must not be propped open.

All visitors are required to sign in using the electronic system and a visitor sticker must be worn throughout their visit in school. Without a sticker, staff are instructed to challenge individuals. Visitors must sign out of the system prior to leaving the school site. This is used for Fire Register purposes.

Children enter and leave school by different doors, according to their Year Group. Accompanying adults should walk round the outside of the building(s) at the beginning and end of the school day.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

### **Child Supervision**

The Head Teacher/Deputy Head Teacher with the class teacher remains on the premises until the last child is collected.

Security of the primary school building is reviewed in staff meetings and matters may be referred to the Governors for consideration as necessary.

### **Alarm System**

The alarm is always set each day.

### **Care of ICT Equipment**

As far as possible all the equipment is secured. Expensive portable equipment is locked away.

### **Site Premises Manager**

It is the responsibility of the Site Premises Manager to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

Before leaving the premises, the Site Premises Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked. Gallifords FM will arrange for cover in the absence of the Site Premises Manager.

### **Dogs**

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs, namely, guide dogs and hearing dogs.

Should a dog foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections,

e.g. Toxocariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

### **Security of Data**

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

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

### **Curriculum Networked Computers:**

- Accessed by personal passwords.
- Senior staff only have access to management files.
- Files are backed up by Academy IT.

### **Office Computers:**

- Accessed only via individual passwords for Head Teacher/Deputy Head Teacher and office staff.
- Accounts/budget files are accessed by a 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 primary and its use through the Fair Processing Notice.
- Personal data is not disclosed over the telephone.
- Service Birmingham up-date anti-virus software regularly.

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## **Stress/Wellbeing**

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

The school will use the HSE stress management tool questionnaire and analyse the results.

- The Head Teacher/Deputy Head Teacher operates an open-door policy (work and home life issues).
- Performance Management Reviews are conducted annually.
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people.
- Staff will be supported through Occupational Health as and when required.
- Staff wellbeing is included in the school's staff absence policy.
- Return to work interviews.
- Wellbeing days for all staff.

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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.

Marsh Hill Primary has used the guidance promoted through Cancer Research in order to draw up this policy.

The five key messages to reduce the risk of skin cancer are:

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

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

### Education:

- All children will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart at appropriate times of the year.
- 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.

### Shade:

- The outdoor play area has large canopies erected outside for continuous shade.
- Canopy benches provided.
- Children have access to water at all times.

### Sunscreen:

- Parents are asked to apply sunscreen before school.
- Sunscreen use will be encouraged on school trips.

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## Vehicles on Site

### Car Parking

Car parking is a concern at Marsh Hill Primary School, as it can be hazard for those who use the school and for those who live or work within the vicinity of the school.

The school gates are closed from 8:45am and re-open at 9:30am. At the end of the school day the gates will be closed at 2:45pm and re-open at 4:30pm.

Parents should not park in the school car park when dropping off or collecting children.

Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school crossing should be observed at all times.

There is regular liaison with Traffic Police, who will talk to parents and children and provide literature to display and send out.

### Regular Newsletters to Parents Emphasise:

- Our neighbours: consideration for those who live and work in the vicinity of the school.
- Using the crossing patrol instead of driving right up to school or dropping children off at the gates then driving on, rather than manoeuvring to park and thus holding up other road users.
- Not parking on yellow lines.

Marsh Hill Primary School admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

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## Violence

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

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

### 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 Governors if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

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## Volunteer in School

### Introduction

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

Marsh Hill 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

Marsh Hill 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 Marsh Hill 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 and 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 safeguarding 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 relevant information. 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 Experience

The school retains a duty of care for all students undertaking work experience in the school.

- All students are briefed before working in the school regarding 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.
- 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/students' parents at the earliest possible opportunity.

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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 are to be used. Staff must not climb onto chairs etc.

The schools nominated person responsible for work at height will be the Site Premises Manager.

The nominated person(s) shall ensure:

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

Staff will be trained to use the step ladders safely.

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

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### **February 2016 - 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 to Premises Work Equipment -The site is kept as a non-smoking site; this also includes the use of all forms of 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 12 – Lone Working: Revised

Appendix 14 – Offsite Visits: Added - Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

### **February 2018 – Revised**

Appendix 6 - First Aid and Medication: amendment to ratios and update to 'Administration of Medicines' hyperlink.

Appendix 14 – Off Site Visits: amendment to 'How Visits may be Authorised' and Risk Assessment'.

### **February 2019 – Revised**

Added new – Appendix 13 – Minibus.

### **February 2020 – Revised**

Appendix 3 – Display Screen Equipment (DSE)

Appendix 6 – First Aid and Medication

Appendix 7 – Flammable and Hazardous Substances

Appendix 15 – Off-Site Visits

### **April 2020 – Amended**

Appendix 2 – Contractors

Appendix 6 – First Aid and Medication: Added Sickle Cell/Thalassemia.

Appendix 10 – Infection Control added new

### **February 2021 – Revised**

#### **March 2021 – Updated (CE)**

Appendix 1: Accident Reporting Procedures – amended

Appendix 2: Contractors – amended

Appendix 4: Fire Evacuation and other Emergency Procedures - amended

Appendix 6: First Aid and Medication – amended

Appendix 19: Security/Safety of Children

Appendix 20: Stress Wellbeing – amended

### **February 2022 – Revised**

Appendix 16 – Changes to Early Years Ratios

### **February 2023 – Revised (RR)**

Appendix 3 – changed title to Control of Substances Hazardous to Health and renumbered Appendices.

Appendix 10 – Infection Control – removed link to government website

