



LOXDALE PRIMARY SCHOOL HEALTH & SAFETY POLICY

Date: May 2023

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Approved at: F and GP

Signed:

LOXDALE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

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INTRODUCTION

There are five sections to this Policy:

1	Health & Safety Policy Statement Declaration of intent by the Chair of Governors & Head Teacher.
2	Organisation The management structure and defining roles and responsibilities within Loxdale Primary school.
3	Arrangements The procedures and systems necessary for implementing the Health & Safety Policy.
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	Appendices Associated documents, procedures and risk assessments detailing the arrangements required within Loxdale Primary school. See also separate Additional Appendix Documents Section.

1. Health & Safety Policy Statement

Loxdale Primary School will, so far as is reasonably practicable, implement measures and controls to eliminate, or reduce to an acceptable level, any risks within our school.

As legal duty requirements change and other school policies and risk assessments are reviewed, they will be updated to ensure they reflect the new procedures and guidelines for Health and Safety.

In order to comply with the objectives expressed in this and other Loxdale Primary school policies:

The Governors, Head Teacher & the SLT will:

- Accept health and safety and accident prevention as part of their responsibilities.
- Encourage and contribute to safety organisations within the Authority, which seek to reduce accidents and improve health and safety standards.
- Make arrangements for competent technical advice to be available in fire/health and safety and welfare matters.
- Make provision for all employees to receive such training as is necessary to enable them to comply with statutory requirements.
- Arrange for the compiling of accident statistics.
- Promote the co-operation of all employees in the implementation of safe working practices and the reporting of potential hazards.
- Make arrangements for plant, equipment and systems of work to be safe.
- Practice safe arrangements for the handling, storage and transport of articles and substances.
- Provide such information on instruction, training and supervision as are necessary to ensure the health and safety of all its employees.
- Provide a safe place of work and safe means of access to and exit from the place of work, a healthy working environment with adequate welfare facilities.

Signed

Head Teacher

Chair of Governors

Date:

Date:

2. Organisation

The Governing Board of Loxdale Primary school is responsible for the following:

- The production of a school Health and Safety Policy, to be reviewed on an annual basis or when legislation changes.
- Ensuring that the requirements of health and safety legislation are met, that the Local Authority Health and Safety standards are met, where relevant, and to promote best practice.
- Ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare is maintained.
- Ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, audit and review of health and safety performance is undertaken.
- Ensuring that the health and safety functions and duties of all staff are discharged in line with this policy.
- Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations.
- Ensuring effective communication with the Head Teacher, the Local Authority, staff, parents and pupils in respect of health and safety matters.
- Ensuring that the Governing Board and Head Teacher recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them.
- Ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, Loxdale Primary school's Governing Board will delegate the functions necessary to discharge these responsibilities to the Head Teacher, School Business Manager and Senior Leadership Team of the school; however, they will ensure that they have adequate monitoring of these functions in place.

The key personnel for Health and Safety are:

Head Teacher
Site Manager
School Business Manager
Deputy Head Teacher
Senior Leadership Team
Chair of Governors
Health & Safety Governor
First Aiders

These people will liaise with outside agencies, seek support and advice when required from the LA or Health and Safety Executive, train staff, keep Head Teacher and Governors informed. These key personnel will also be responsible for monitoring areas of Health and Safety, working with staff to evaluate systems and review the procedures with the Head Teacher, staff and Governors.

Head Teacher

The Director for Education and the school's Governing Board have placed responsibility on the Head Teacher to achieve the objectives of the Health and Safety Policy. The Head Teacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Head Teachers and Teachers have a common law duty of care for pupils, which stems from their position in law "in loco parentis".

The Head Teacher, Site Manager and School Business Manager will:

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

Provide an effective risk assessment process which:

- Eliminates accident potential as far as is reasonably practicable.
- Regularly reviews and updates risk assessments as appropriate, including post-accident risk assessments.
- Conforms to statutory regulations, Health and Safety Team codes of practice and guidance and to best practice.
- Takes account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language.
- Pays particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks.

Ensure that accidents, incidents of aggression, near miss incidents and ill- health conditions are investigated and reported according to Corporate Health and Safety procedures as well as legal requirements.

Carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.

Provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control.

Ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities.

Ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

Ensure that health and safety responsibilities are identified within job descriptions, as required.

Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes.

Consult with the appropriate specialist support services and any employee representatives so that any issue that may affect the health and safety of employees at work and users of the Local Authority Health and Safety services can be effectively dealt with.

Arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties.

Ensure that Health and Safety Team and school Governors are informed of any breach of health and safety statutory requirements or Corporate Policy, which cannot be effectively dealt with.

Ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term.

Implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by Corporate Health and Safety.

Ensure that all welfare facilities are provided and maintained to an appropriate standard.

Ensure that this policy is communicated to all employees, Governors and others operating at the school site.

Senior Leadership Team

The leadership team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher, Deputy Head Teacher, Assistant Head Teachers and any other member of staff with supervisory responsibilities will:

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

Employees

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every Employee Has A Legal Duty To:

- Take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do.
- Co-operate with their employer, in allowing the employer to fulfil their health and safety obligations.
- Correctly use work items or anything provided in the interests of health and safety.
- Not interfere or misuse anything provided for their health, safety or welfare.
- Provide specialist or professional knowledge required to inform risk assessments in their area.

Employees at this School Must:

- Report any hazard or malfunction to a member of SLT (primarily the Head Teacher) and/or the Site Manager. Employees must use all normal lines of internal communication before contacting external enforcement agencies.
- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety.
- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations.
- Be sensibly and safely dressed for their particular working conditions.
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
- Use all safety equipment and protective clothing provided.
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety.
- Maintain tools and equipment in good condition, reporting all defects to a supervisor.
- Report to a supervisor all accidents, incidents of aggression, work-related ill health and near misses.
- Attend appropriate health and safety training courses.
- Have knowledge of all processes, materials and substances they use.
- Understand all fire evacuation procedures, the positions of fire safety equipment.
- Understand the risk assessments in their areas and comply with the control measures arising from them..

3. Arrangements

In accordance with Wolverhampton Education Authority's general Health and Safety policy, Loxdale Primary school is committed to the undertaking of suitable and sufficient measures to ensure the health and safety of staff members, parents, children and visitors.

The following arrangements will be adopted to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

The Health and Safety Policy and guidelines from the LA (kept in the Business Manger's Office, Headteacher's Office and on the Learning Platform) form the basis for all procedures to be followed throughout Loxdale Primary school. Some procedures have been developed to link closely with current practices in school and thus will be included within this policy, which is specific to Loxdale Primary school.

Setting Health and Safety Objectives

The Governors, the Head Teacher and the School Business Manager will specifically review progress of health and safety objectives at the Governing Board Buildings, Health and Safety Committee meeting, where necessary health and safety improvements will be identified and included within the school improvement plan.

Specialist Advice and Support

Specialist advice and support will be obtained from the LA Health and Safety Team or Elite Safety in Education as required.

Establishing Adequate Health and Safety Communication Channels

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

- Line management meetings and staff meetings at site.
- Provision of information relating to safe systems of work and risk assessments.
- Communication of advice from schools Advisors and LA Officers.

- Communication of health and safety bulletins or information from Health and Safety Team.
- Communication of Health and Safety Team and City Council advice, guidance and policies.
- Communications with relevant specialist advisors.

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

Financial Resources

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

Other Arrangements

Specific site arrangements can be found, or may be referenced, in the appendices of this document.

4. Monitoring

This Health and Safety Policy and its effectiveness, in terms of Health and Safety performance, will be reviewed by the Governors on an annual basis, or as required. The general daily, weekly, monthly & termly Health and Safety reports, issues and actions arising needing attention will be the responsibility of John Bowles and Simon Brooke or, in their absence, the duty will fall on the SLT making sure the arrangements/problems and advice are followed.

Monitoring of General Risk Assessments

Staff are informed within the policy of their responsibilities for health and safety, and to inform the School Business Manager and Site Manager of any issues (and if the risk assessments need to be amended). The Site Manager and the School Business Manager continuously monitor on a day to day basis, any issues arising would be dealt with and, if required, amendments made to risk assessments.

General risk assessments are reviewed annually, or sooner, if an incident occurs or changes.

Health and Safety Improvement plan and Objectives

The Governing Board will ensure that all health and safety objectives and actions are carried out in a timely manner.

Accidents/Incidents

The School Business Manager – Simon Brooke will ensure that any accidents and incidents are reported and monitored in line with the Guidance and Procedures.

Following incidents where a pupil is taken directly to hospital, taken home, is absent from school or when an incident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Health and Safety Team (SBM/HT/DHT/ Site Manager) for further advice. An IR1 form will also be submitted in accordance with LA policy. Appropriate remedial actions will be taken or submitting it via [eSafety](#).

Third Party Monitoring/Inspection

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

- Ofsted - Last Inspection March 2019
- Local Authority Health and Safety Audit – Summer Term 2018

Elite Safety in Education will carry out Termly Inspections and an Annual Inspection

The following third-party monitoring / Inspection team has an annual mandatory monitoring and inspection remit for Loxdale Primary school in which their reports are acted upon

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

- Health and Safety Audit (Health and Safety Team)
- Site Development & Support Team
- Electrical & Maintenance
- Property Services
- BHS Termly monitoring meetings - the Site Manager attends this Governors meeting.

Health and Safety issues will be dealt with when an action is needed or a change to legislation occurs. The beginning of the year would usually be the time when Loxdale Primary school would receive these third-party reports.

Overall and final responsibilities for Health and Safety and day-to-day responsibilities for ensuring these reports/actions are put into practice are delegated to:

John Bowles – Site Manager

Tricia Scott – Head Teacher

Simon Brooke – School Business Manager & Health and Safety Manager

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ASBESTOS

The school was built in 2019 and therefore doesn't contain any asbestos containing materials.

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COMMUNICATION

The Head Teacher, School Business Manager and Site Manager are responsible for disseminating information on health and safety issues. Staff are made aware how they can assess information such as outcomes of inspections and risk assessments, and local procedures for health safety and fire during inductions and at regular update meetings.

Health and safety is also on the agenda of staff briefing meetings. The staff are able to raise health and safety concerns via the staff briefing meetings and any concerns will be duly recorded in the school's Health and Safety Record Book. The book is given to the Site Manager to act upon accordingly. The book is stored in the School Office for staff to record any other concerns outside staff meeting times. A note is also written on the board in the Office to draw the Site Managers attention to these concerns. Actions will be addressed, signed and dated by the Site Manager.

The Health and Safety Law poster is displayed on the wall in the staffroom.

Where appropriate, staff meetings, staff briefing and/or the Learning Platform are used to communicate health and safety information in order to keep the school community updated on the preventive and protective measures taken by the school.

The Head Teacher/ Induction Leader ensures all new employees and Volunteers know where to find copies of the Health and Safety Policy (Learning Platform) and are given health and safety training by the Site Manager as soon as possible, usually within the first week of their employment / placement.

Other communication channels established for the exchange of health and safety knowledge and information.

- Communication of advice from schools Advisors and Educational Officers.
- Communication of health and safety bulletins or information from Health and Safety Team.
- Communication of City Council advice, guidance and policies.
- Communications with relevant specialist advisors.

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

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CONTROL OF CONTRACTORS

All contractors should report to the school office before commencing work on the site. The school should be informed of any dangers brought with them e.g. equipment with potential dangers and hazards. Any piece of equipment brought on to the site by any external contractor must be guaranteed safe. All relevant risk assessments should also be available for both contractor and the school. Failure to comply with this section will leave the contractor liable if an accident occurs.

Any person using the school premises who is a direct employee of the school must complete an indemnity form, before using any portable electrical equipment not part of the school's inventory. In the case of contracts arranged by/through the LA this will not be necessary (however clarification of the indemnity provided by the LA may be sought). In the case of extended contractual work (more than 1 day), a meeting should take place between the Head, School Business Manager and/or Site Manager and the management of the Contractor(s) to discuss, for example hazards and security etc.

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

Contractors must be provided with information on any matter that may affect their health and safety while working in the school, including fire arrangements, the asbestos report and arrangements for responding to situations of serious and imminent danger such as gas leaks etc.

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

Departments/people responsible for control of contractors are:

- Head Teacher
- School Business Manager
- Site Manager
- Site Development & Support Team
- Property Services

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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

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

When new substances are purchased, material safety data sheets will be obtained by the administration department to enable a COSHH assessment to be carried out by Health and Safety Manager. The substance will also be added to the substance register.

Risk assessments for the substance register are co-ordinated by the Site Manager, School Business Manager and the Head Teacher.

All data sheets, COSHH information and risk assessments are held electronically using Chemdoc, the Local Authority COSHH data system.

When using substances in schools:**Always:**

- Read instructions carefully, consult and make yourself familiar with the relevant risk assessment.
- Wear protective clothing if necessary.
- Mix powders or solutions with cold water unless otherwise stated.
- Add the lesser amount to the greater (powders/solutions to water).
- Be aware of the precautions to be taken when using specific cleaning materials.
- Know what to do in the case of an emergency.
- Allow adequate ventilation.

No one is to use any substance in school without the appropriate training. The Site Manager and cleaning staff should be the only staff using substances in school which fall under this section.

Never:

- Accept materials in unlabelled containers.
- Decant liquids or powders into unlabelled containers.
- Store chemicals in non-standard containers.

Guidelines:

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

chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

Contact Officers:

Site Support Officer
Telephone Number: 554133

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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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DRIVING AT WORK

The school holds a list of designated drivers, for the School minibus & any staff that may use their own cars to transport children. These staff will have shown the school proof that they have a clean driving licence and business class insurance. These details are then checked through the DVLA 'checking site'.

The maximum seat capacity of the vehicle must not be exceeded.

At the conclusion of each outing, the teacher in charge of the outing will review the outing, noting the following, as per the Evolve website:

- Any particular problems with transport (e.g. coach arriving late, no seat belts etc.)
- Any particular problems with the venue (e.g. nowhere to shelter during rain)
- Any particular problems with specific children specific to this day (illness, distress, etc.)
- Educational benefits of the visit
- Comments from parents
- Recommendations for future visits
- Notes in relation to issues arising with one or more particular children which should be noted for future trips
- Other comments in relation to the visit.

Prior to each outing the teacher in charge of the outing will refer back to the reviews and take accounts of comments when preparing for the next outing. Please see the school Risk Assessment file and EVC co-ordinator.

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EDUCATIONAL VISITS

Please refer to the arrangements on the Learning Platform under 'Policies' folder: Educational Visits. There is also a dedicated section on the Learning Platform for additional information regarding Educational Visits.

Aims

The aims of our educational visits are to:

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

Curriculum Links

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

- English - theatre visits, visits by authors, poets and theatre groups.
- Science - use of the school grounds, visits to botanical gardens etc.
- Mathematics - use of shape and number trails in the local environment.
- History - castle visits, study of local housing patterns, local museums.
- Geography - use of the locality for field work etc.
- Art and Design - art gallery visits, use of the locality etc.
- PE - a range of sporting fixtures, extra-curricular activities, visits by specialist coaches.
- Music-a variety of specialist music teaching, extra-curricular activities.
- RE-visits to local centres of worship, visits by clergy.
- PSHE and Citizenship- visit to the fire station or an old people's residential home, visits by local police officers and health workers.

Residential Activities

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

The amount of the subsidy will be decided on a trip by trip basis. All residential visits, other than Wolverhampton approved sites, must have completed the appropriate signed paper work for the Visit.

All visits must be recorded on the EVOLVE system and Cat B and C approved by Wolverhampton Visits Advisor (or other competent person).

Category A. Local visits, museums, theatres etc. Signed by Head Teacher and sent to LA (no response will be sent back)

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

How Visits May Be Authorised

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

The EVC Is Responsible For:

- Liaising with Wolverhampton city council, through the EVC Coordinator: Nick Dixon to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Ensuring completion of Educational (Off Site) Visit Approval Forms and Post Visit Report Forms, through the Evolve website.
- Undertaking the functions outlined in the DfEs publication "Health and Safety of Pupils on Educational Visits".

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

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

Supervision Levels

An activity should have sufficient adults taking part; however, it is not desirable to prescribe specific ratios. Rather it is better practice to use informed risk assessment to determine appropriate staffing levels depending upon the size, age, physical, mental and behavioural needs of the group in relation to the environment and nature of the activity undertaken.

It is important that staffing levels deemed appropriate accommodate the needs of the young people and have sufficient flexibility to extend and enhance their educational experiences whilst not underestimating the risks involved.

Loxdale staff consider visits on an individual basis and will take a different number of adults for different classes for different places to visit as part of the risk assessment.

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.

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

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

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

- **S**taffing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance Issues? Licensable?
- **G**roup 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?

For all outings the following procedures must be followed:

Written permission must be obtained from all parents prior to the outing.

Staffing ratios must be considered in relation to the risks inherent in the visit.

A first aider, when on hand, will be present and a suitable first aid box must be taken.

Copies of registration sheets containing contact numbers, allergies, etc. must also be taken (residential visits only).

For class day visits, staff would contact school if Parents/Carers are needed to be contacted.

The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.

Toilet facilities must be provided for the children at regular intervals.

Food and drinks must be provided at similar times to those in the school and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day.

Meeting points must be pre-designated, and times arranged where all the party should assemble. These must be strictly adhered to.

Transport must be fully insured, drivers' details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.

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

The majority of class teachers at Loxdale Primary have had Wolverhampton LA Visit Leader's training (which is an Outdoor Educational Advisors' Panel Nationally Certificated Course).

At the conclusion of each outing, the teacher in charge of the outing will review the outing, noting the following:

- Any particular problems with transport (e.g., coach arriving late, no seat belts etc.).
- Any particular problems with the venue (e.g., nowhere to shelter during rain).
- Any particular problems with specific children specific to this day (illness, distress, etc.).
- Educational benefits of the visit.
- Comments from parents.
- Recommendations for future visits.
- Notes in relation to issues arising with one or more particular children which should be noted for future trips.
- Other comments in relation to the visit.

Prior to each outing the teacher in charge of the outing will refer back to the reviews and take accounts of comments when preparing for the next outing.

Please see the school Risk Assessment file and EVC coordinator.

ELECTRICITY

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

The Site Manager will ensure that the statutory 5 yearly check of the electrical system is carried out, by a competent person, and that a record of this test is kept on site in statutory testing and inspection file in the Head Teachers office.

Electrical socket outlets must not be overloaded, and where it is necessary to use extension leads, these should be the fused and switched type to prevent overloading. Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer casings are free from defects.

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

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

Portable electrical equipment is inspected by a company sent from the LA and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years. A copy of equipment testing is retained in school in the Health and Safety folder which is located in the School Business Manager's office.

Any electrical product used on site must have a current up to date PAT test label and be subjected to inspection by the Site Manager for approval to be used.

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EMERGENCY MANAGEMENT PLAN (Critical Incident Plan)

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

The Plan Covers:

- The Crisis Management Team.
- Locations.
- Communications.
- Incidents on a school trip.
- Incident involving terrorism or other threats to pupils' lives or physical safety in school.
- Outbreak of infectious illness in the school.
- Incident involving the death of a member of the school community.
- Incident requiring evacuation of the school and/or loss of buildings.
- Adverse weather conditions.
- Contact numbers for school staff and essential numbers.
- Contact numbers for local authorities.
- Contact numbers for children's services.

There is a flow chart within the school's plan which details whom should be contacted in an emergency.

This plan will be reviewed annually and is kept in the Head Teacher's office in the Policy File.

See also Critical Incident Plan, kept in the Head Teachers office and on the Learning Platform.

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FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

The Fire Risk Assessment and the Emergency Plan will be reviewed annually and after any significant changes such as changes to the building and room use.

Flammable substances must be kept stored in a locked flammable cabinet. Minimal amounts of flammable substances are kept on site.

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

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

Electrical wiring / equipment is tested as detailed in the maintenance programme.

Fire Notices are displayed in all buildings, usually adjacent to the manual fire alarm call point (MCP).

There is a Fire Procedure notice in every room and notices make clear the action to be taken in the event of a fire, including the location of the assembly point.

All members of staff must make themselves familiar with the Fire Notices in any building that they use; they must also ensure that all pupils who use the rooms are equally familiar with the specified procedures.

Initial Induction Training for new staff, arranged by the Site Manager, is provided and documented and signed by the Site Manager and staff member. All staff receive annual training / updates by Elite Safety in Education.

Fire Marshals should note the fire prevention measures and be alert to the removal of fire extinguishers from the identified locations. They should also take action if exit routes become obstructed or if direction notices are removed or damaged. Other staff should co-operate with fire marshals in these matters.

Because of the nature of teaching activities, reliance cannot be placed on the presence of fire marshals in the building at all times. In the event, therefore, that an evacuation occurs, all staff in the building at the time should supervise the pupils whilst they are leaving the building, with the aim of ensuring complete evacuation. Each teacher should supervise the evacuation of all pupils being taught by them at that time. Staff, however, are not expected to put themselves at risk in such a situation.

All staff should also be alert to potential evacuation difficulties that may arise where a pupil or colleague is disabled (temporarily or permanently). Where there are any staff or pupils who are at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed. If necessary, advice should be sought from the Site Manager.

Fire Action on Discovering Fire

- Operate the nearest fire alarm call point.
- Organise the ordered exit of pupils from your classroom to the assembly point following the steps outlined in 'Hearing the Alarm' below.
- Ensure that the Fire Brigade has been called.
- Do Not Attempt to put out the fire.
- Follow the procedure on page 3.

On Hearing the Fire Alarm

- Organise the ordered exit of pupils from your classroom to the assembly point.
- **Do not** use the lift.
- Everyone must leave without stopping to collect any belongings, as you leave, try to alert individuals and classes en-route that they must also vacate the building, without causing risk to yourself or to members of your class.
- Close doors/windows to isolate the fire. – Do Not Lock Doors.
- Proceed to the Assembly point on the playground.
- Take the register for your own class.
- Inform the nominated person that your class is out. Inform him/her if you know of any classes which have not mustered at the point as you would expect.
- Remain outside the building. “DO NOT GO BACK INTO THE BUILDING” until told that it is safe to re-enter by a senior fire officer or (in the case of a fire Practice or a false alarm) by a member of the SLT.

Procedure in Case of Fire

If you notice a fire, you should immediately raise the alarm by breaking the glass of the nearest manual fire alarm call point (MCP). This can be done using your thumb, elbow or shoe.

The alarm is a continuous ringing bell. On hearing this, you should immediately leave the building by the quickest route. Remember to close doors and windows as you leave. (This limits the spread of fire).

Do not use lift in the event of a fire.

If trapped on first floor stay in the refuge points.

Ensure the safety of the children in your care and yourself by collecting the children together and leaving by the nearest fire exit.

The person in charge of each class must indicate the exit route to be used and everyone must be directed to the Assembly Point through the nearest fire exit.

Fire Assembly Point

The school playground.

Anyone who is not in class when the fire alarm sounds, must leave the building at the nearest exit and go immediately to the Fire Assembly Point.

Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted during evacuation a 'Personal Emergency Evacuation Plan' (PEEP).

At all times staff, children and visitors must walk in an orderly fashion.

Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

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

Also see Critical Incident Plan.

Kitchen Staff

Kitchen Staff should adopt their own 'Close Down' procedures as appropriate then go to the Fire Assembly Point.

No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the senior person in charge.

Persons at Risk

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

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

Visitors

All visitors will be evacuated safely through using fire training prior and/or during an event. The training will focus on escape routes, assembly points and evacuation procedures. Visitors will be accounted for by the use of registers compiled prior to the event e.g. Christmas performance. For all other school events e.g. Super-starter mornings, Class Assembly etc. registers will be taken on the door.

Methods of control will include using ushers for school performances, the presence of fire Marshals at every performance, registers compiled prior to the performance and a manual head count at the point of entry, a buddy system for people with impairments, affected by seating arrangements.

In the event of a real fire, whoever raises the alarm should ring 9 – 999.

The action to be taken in a fire emergency is stated on the Schools Procedure 'In case of a Fire' which are prominently displayed in every part of the School and also in the Fire, Health and Safety Guidelines for Staff and Visitors, and occupants should familiarise themselves and know what to do in emergency situations.

These procedures are based upon advice given by West Midlands Fire Service and the Local Authority's established best practice.

The Fire Drill

The purpose of the fire drill is to ensure that all School users are familiar with:

- The sound of the fire alarm
- The routes for emergency egress
- The assembly points and procedure for permission to re-enter the building

A secondary but valuable benefit of a planned fire drill is that it provides an opportunity to identify defects such as inaudible or non-operational bells/sirens, jammed doors or any other observations relating to the effectiveness of the drill procedures.

Organisational Arrangements

Fire drills are held soon as possible during each term.

The frequency of these drills reflects the significant changes in the staff and pupil population throughout the year and, in consequence, the need to ensure that both part-time and full-time staff participate in a drill exercise.

Drill timings are also varied as a means of covering all times when the school and adjoining buildings are in use.

During the course of an evacuation exercise, School users may find that some exit routes have been cordoned off. The purpose of this is to try and ensure that evacuees use the nearest available exit rather than their normal way out of the building.

The Assembly point is on the school playground and is indicated by a fixed sign for each year group and a separate sign for visitors.

Fire Marshals: Appointment

The Head Teacher, Senior Leadership Team (SLT) and Governors will appoint appropriate members of staff to act as Fire Marshals. Such staff may be drawn from academic, administrative, technical or other functions.

The SLT must carry out an assessment of areas within their control to determine the numbers of Fire Marshals required. In this respect, it would be advisable to ensure that each Fire Marshal is allocated a relatively small area so that the task can be completed quickly (in not more than two minutes). Furthermore, Fire Marshals should not be allocated areas which they would be expected to clear against the normal evacuation flow.

Duties will include ushering evacuees away from the building to ensure that exit routes are not congested. Fire Marshals are acting with the authority of the SLT and their instructions during either a practice drill or real emergency must be complied with.

Fire Marshals: Duties

Where reasonably practical a Fire Marshals will carry out the duties outlined below provided there is no risk to their own safety:

- Walk through and check their designated area to ensure that evacuation has been completed.
- Marshal outside the building to ensure that evacuees proceed to their nearest designated assembly area and keep well away from building exits.

Fire Induction

The Loxdale Primary School Fire Safety Policy requires that the Site Manager, will carry out a Fire Induction for all new staff or regular visitors on their first day at work.

Name of Inductee	
Start Date	

Please Tick When Completed.

Action to be taken on hearing the alarm explained	
Fire alarm point, location shown & method of operation explained	
Fire action notice, location shown & contents explained	
Means of escape seen	
Means of escape, clear of obstructions	
Assembly point seen (where applicable)	
Fire alarm system, brief explanation	
Raising alarm without question or hesitation fully understood	
Location of fire appliances	
Location of fire doors and purpose explained	
Rules on no smoking explained and understood	
Particular fire risks in school pointed out	

Signature of inductee	
Date	
Signature of Induction Trainer	
Name of trainer	

This form should be retained as part of the School's Fire File.

Further Notes

Fire Safety Signs and Signals

Each fire alarm point shall, where necessary, be clearly indicated "Fire Alarm" in accordance with the Health and Safety (Safety Signs and Signals) Regulations followed by the appropriate operating instructions.

A Fire Safety Sign are displayed in entrance and exit doors in all classrooms, hall, offices and staffroom, as well as by all 'call-point'. By All call-points there are clear instructions for calling the Fire Brigade in case of fire i.e. Dial 9-999 for Emergency Services.

Fire Safety Signs are displayed for staff detailing their actions in an emergency in conspicuous positions i.e. Staff Room.

Fire Fighting

The safe evacuation of persons is an absolute priority. There are a core group of staff who are trained as 'Fire Marshals', only in extreme circumstances will these fire Marshals attempt to extinguish small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment. In most cases, staff will support an evacuation. Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

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

Regular fire drills will ensure that the evacuation procedure applying to a premises fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

Fire Precautions

The corridors in the building form the escape routes and must be kept clear of obstructions.

They should not contain anything that could itself be the source of fire, or which is flammable. This is especially important in the case of staircases.

Doors fitted across corridors are fitted with self-closing devices so that they are able to restrict the spread of smoke and fire. It is therefore important that they are not wedged open.

Fire Precautions

- Weekly written records of visual maintenance checks of Emergency Lighting Equipment.
- Weekly written records of visual maintenance checks of Fire Extinguishers.
- Weekly written records of **clear** access to Fire Escapes & Fire Exits.
- Weekly written records of sprinkler systems.
- Complying with Fire Safety Order 2005 & updated legislation.

During the first week of term, or as soon as practically possible thereafter, all new entrants being pupils, staff or support staff, should be conducted around the primary escape routes of the school. They should also receive instruction on the school fire evacuation routine.

All members of the staff shall receive instruction and training appropriate to their responsibilities in the event of any emergency.

Training

All members of staff shall each receive a personal copy of prepared written instructions via staff meeting minutes

A record of the training and instructions given, and fire drills held, shall be entered in the logbook and will include the following:

- Date of the instruction or fire drill.
- Duration.
- Name of person giving the instruction.
- Names of persons receiving instruction.
- Nature of instruction or fire drill.

Fire drills, which may be combined with the instruction given above, shall be carried out at least once per term. The fire drill should also simulate that one of the escape routes is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

A specific person shall be made responsible for organising staff training and the name of one other nominated person to co-ordinate the actions of the staff in the event of fire. Effective arrangements shall be made for a deputy or deputies to carry out the above duties in the absence of the nominated persons.

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INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

Testing of the Fire Alarm System

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

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

A fire alarm maintenance contract is in place and the system will be tested annually, with an interim 6 monthly check on fire alarms and emergency lighting. Details of which will be kept in the statutory testing and inspection file in the Head Teachers office.

Green Door Release Boxes

These will be tested regularly by the Site Manager.

Emergency Red Pull Cords

These will be tested regularly by the Site Manager.

Inspection of Fire Fighting Equipment

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Details of which will be kept in the statutory testing and inspection file in the Head Teachers office.

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

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

Emergency Lighting

These systems will be checked for operation weekly in house by the Site Manager and annually by an approved competent contractor, with a 6 monthly interim check. Details of which will be kept in the statutory testing and inspection file in the Head Teachers office.

Test records are located in the site's fire logbook and can also be reported electronically via Stat Shelf.

Sprinkler Systems

Weekly checks are carried out on the sprinkler system to ensure in working order.

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 ACCIDENT, INCIDENT & NEAR MISS REPORTING

The school has a duty as an employer to assess its requirements for first aid and ensure that there is adequate provision to meet those requirements.

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

A named person is the appointed person and is tasked with ensuring that the contents of the first-aid boxes are replenished as and when necessary.

A notice is posted in the staff room on the health and safety notice board, which gives details of name of first aiders and/or appointed persons.

To provide accurate accident and incident data, a near miss and accident report procedure has been developed by way of online Incident reporting software for minor incidents and completion of a RIDDOR form supporting the policy for near miss and accident reporting to the Local Authority. Near miss and accident reporting provides valuable information that can assist in the management of risk for everyone working within or visiting Loxdale Primary school.

The data provided by these procedures will form part of the annual Health and Safety report to Governors and the regular returns to be made to the LA & the Health and Safety Team.

No blame shall be attached to any failing in Health and Safety Standards or procedures identified by the completion of a near miss/safety notification form.

Accidents

This procedure shall cover all accidents and incidents that result in injury to the individual and equipment or building damage at Loxdale Primary school.

An accident shall be defined as "any unwanted or unplanned event in a chain of events that results in physical injury to the individual or financial losses to the employer".

The purpose of accident investigation and treatment is to identify the causes of the commonly occurring or serious accidents in order to ensure that such incidents do not reoccur. The aim is to reduce the overall accident rate and improve safety performance through positive management initiatives.

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.

Accident Notification Procedure

All minor accidents will be recorded electronically using online First Aid recording software. To support this during lunchtime, Lunchtime supervisors complete a paper First Aid incident form which will be recorded electronically when lunchtime has

finished. All Teaching Assistants and Lunchtime Supervisors have access to enter First Aid incidents online.

Accidents requiring attention, either by the first aider or teacher, must be recorded electronically and an email notification is sent to parents.

Accidents requiring parental/doctors/hospital attention must be recorded in the yellow formal accident file kept in the Business Manager's office, using an IR1 form or submitting it via [eSafety](#).

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

3 days of the accident occurring if there is any injury or absence or within **7 days** if there is no injury or absence.

Ensure that the health and safety team is advised if a member of staff is absent for over seven days as a result of a work related incident.

Any other injuries/ accidents for staff will be recorded using the IR1 Accident Record Forms which is available to all staff on the school's Learning Platform or submitting it via [eSafety](#). IR1 Accident Record Forms are to be completed and returned to the Headteacher or School Business Manager.

Reporting to the HSE is undertaken by the LA.

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

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

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

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

Accident Investigation Procedure

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

EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN SCHOOL.

Procedure to be followed in the Event of an Accident:

If a child or a member of staff has an accident, they will receive first aid from a member of staff or a first aider, at the discretion of the teacher in the room.

Gloves will be worn when dealing with blood or any other bodily fluids. The wound will be cleaned with sterile cloths or a cold compress applied.

If hospital attention is needed, then the Head Teacher will make that decision and will take the necessary action to get that person/child to hospital.

An IR1 accident form will be completed, and the accident will be recorded in the accident book or submitting it via [eSafety](#). It will state the time the accident happened, the date, how it happened, first aid given and will be signed by the staff and parent/carer.

The Person in Charge:

The Head Teacher or, in her absence, the Deputy Head (and then the next most senior member of staff) should assume responsibility. She should telephone for an ambulance, if necessary, and contact parents: in the case of less serious injury where treatment may be required, parents should be contacted so that they can take the child to hospital/surgery.

Where a child has sustained a bump which may cause delayed reaction, parents should be informed at the end of the day. Either in writing or by the class teacher. If the bump is on the head, a letter should be sent home and recorded at school.

Training Requirements

Two main levels of awareness and training are required.

Firstly, for all employees who will need to know:-

- Which incidents need reporting
- To whom do they need to report
- How and when to report the incidents
- The legal duties of employees in reporting accidents
- The purpose and benefits of accident reporting

Secondly for Managers and Supervisors who will need to have additional knowledge in:-

- The procedures for notifying the health and safety team.
- The information that must be recorded following an incident.
- Statutory reporting and recording requirements.
- The need and scope of follow up action by managers, the health and safety team and the Health and Safety Executive.

New employees should receive information and instruction in line with the training policy on induction. Existing employees should be trained by short informal sessions within each section by the manager responsible. Management training will consist of a formal/ informal briefing on the law, and Council policy and procedures in relation to accident/ incident occurrence.

Medication coming into School

The school has adopted the Wolverhampton City NHS Primary Care Trust and LA Medicines Policy, Procedure and Guidelines (Approved by RWT in October 2016). See Learning Platform and Policy File in Head Teacher's Office. This Policy has been shared with all staff.

Medication must be kept in a locked cupboard in the medical room for administration by an authorised person or the Office Administration Assistants.

Children should never keep medicines for themselves or others (with the exception of Inhalers for asthma attacks - these should be kept in a locked cupboard/drawer in the classroom for ease of access). The school adopts the LA policy on the Management of Medicines - see Policy Folder.

All medicines must be administered by an adult following written instruction

First Aid boxes are Located

Headteacher's office

SLT Room

Medical Room

Reception Willow

Reception Maple

Nursery

Ground Floor (Downstairs) staff kitchen

First Floor (Upstairs) staffroom

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FOOD

School meals are provided under contract by Direct Services.

Any problem with the school meals and drinks must be reported at once to the Cook in charge in the kitchen.

Children can often have strong preferences for one type of food or another and may show signs of allergy towards certain foods.

To ensure that food meets the requirements of the maximum number of children and that it is of the highest quality the following procedures will be followed:

- All food will be checked at the time of use to ensure that it is not past its use by (or best before) date.
- Any other specific dietary requirements are a matter for agreement between the school and the parents.

No food with nuts or traces of nuts will be used.

However, we cannot guarantee nut free trace elements in our food.

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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 and 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 pupils.

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

Coronavirus Disease – COVID-19

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

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

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

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

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

The school's COVID-19 Risk Assessment is available on the school website. The school has a COVID-19 Outbreak Management Plan which is available on the school's Learning Platform.

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LEGIONELLA

The school employs the services of an external contractor who provide the school with assessments and monthly monitoring; the Site Manager checks the monthly report to see if further actions are required and acts accordingly. See IWS folder in Headteacher's office.

See also HSE Documents HSE IACL27 (rev2).

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LETTINGS

Loxdale Primary school has only one current letting. This is for the Breakfast/After School Club and is arranged through the Local Authority Letting Service SLA with the Local Authority.

The school does not currently have plans to let the school facilities to any other external parties.

However, should lettings be used, then the school will adopt the following procedures:

- Arrange all lettings through Local Authority Letting Service SLA.
- Only the School Hall and Club room will be made available for lettings as these rooms can be opened and used without access to the rest of the school and have kitchen and toilet facilities. The rest of the school will be secured.
- Organisations using the building, must not exceed the maximum capacity of the rooms for Fire Safety.
- Ensure that the hirer provides evidence of £5m public liability insurance.
- Make information around fire safety, evacuation and incident reporting available.

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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.

Office/Teacher Procedure

Where staff are lone working in offices or classrooms, particularly out of normal working hours, they should ensure all external doors are secured to prevent access by any unauthorised persons. If a lone worker discovers an intruder, they must NOT put themselves at personal risk. Where appropriate ensure their own security and contact the Police or raise the alarm. DO NOT approach the intruder unless safe to do so but avoid confrontation.

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MANUAL HANDLING

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

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

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

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

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

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

Staff are encouraged to ask the Site Manager if any manual handling is required as he has had the appropriate training.

The Site Manager attends an annual training session regarding Manual Handling.

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MOBILE PHONES/COMMUNICATION TECHNOLOGY/CAMERAS

Aim

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

Staff

During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' and stored in the classroom locked store cupboards or lockers available for staff.

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

Should staff need to take photographs whilst on the school site, they must only utilise the school's own photographic equipment and not make use of personal devices.

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

Pupils

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

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school will not allow the bringing of mobile phones to school by pupils, unless under exceptional circumstances which must be agreed prior with the Head Teacher or Deputy Head Teacher. Any telephones brought into school must be handed into the School Office for safe - keeping until the end of the day.

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

Pupils remain responsible for all their personal effects whilst at school. When pupils enter the school grounds the school takes no responsibility for mobile phones. Pupils should not bring mobile phones into school unless by prior arrangement. As such, mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

There are no reasons why a pupil needs to have in their possession, or use, a mobile phone during the school day. Should a pupil require a mobile phone, it is to be handed into the school office at the beginning of the school day and collected at the end of school.

Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any appropriate way.

Sanctions

For those pupils who fail to follow the above guidelines, the following sanctions may be applied:

Confiscation of the mobile phone (handed back to the parent at the end of the day).
Communication with parents/guardians regarding mobile phone use at school.

Inappropriate Use

Generally, a mobile phone will be deemed to be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- Threatens or is likely to threaten the safety or wellbeing of any person; or is in breach of any law.
- Distracts from the performance of duties.

Inappropriate use of mobile phones will include pupils using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

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

Related Technology

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

Parents/Performances and Events

The school actively promotes the taking of photos and videos. However, on occasions, it may not be possible for these to be taken when the performance is taking place, for a variety of reasons. The Head Teacher will inform parents prior to the performance if this is to be the case. Parents will still have the opportunity to take photos and videos of their child/children only after the performance.

Parents will be reminded that photographs and videos of other children must not be posted on social networking sites.

There are several signs around school that remind parents and / or visitors that mobile phones should not be used on any part of the school site.

Exemptions

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

Also see Mobile device policy.

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NEW AND EXPECTANT MOTHERS

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Management 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.

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

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

The Health and Safety Manager must be informed as soon as you are confirmed pregnant by your doctor where you will be asked to fill in the form contained in the LA document Expectant Mothers (New or Expectant mothers at work).

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NOISE

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

Suitable assessments of the working environment will be undertaken to determine any circumstances or areas where employees are exposed to excessive levels of noise. Employees exposed to such noise levels will be advised of the risk.

Areas where the noise levels are excessive will be clearly demarcated and all persons, including visitors, entering such areas will be required to wear suitable hearing protection, which will be provided by the school.

Where possible, consideration will be given to reducing existing noise levels at source, by fitting noise absorption devices. For occasions where new plant equipment is purchased, it is the intention of the school to ensure that the specification of the equipment is developed to maintain noise levels during manual operation at the lowest possible level.

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NO SMOKING POLICY

The entire School building and the school grounds are kept as non-smoking areas, this also includes the use of all forms of electronic cigarettes.

Children and employees have a right to work in a smoke free environment. The policy shall come into effect on 1st July 2007. Smoking is prohibited in all areas of the school/school grounds. This includes company vehicles. This policy applies to all.

Non-Compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively, you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

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RISK ASSESSMENTS

We will, so far as is practicable, implement measures and controls to eliminate, or reduce to an acceptable level any risks within our school.

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

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

The Site Manager is responsible for ensuring that risk assessments are carried out for all activities undertaken within his area of control, and for appointing a sufficient number of risk assessors in order to carry out the assessments. Risk assessments must only be carried out by trained, competent staff.

Risk assessments are reviewed annually by Elite Safety in Education. Staff will be informed in staff meetings of any changes or new risk assessments

Further details of the risk assessment process are available in guidance notes on Engage.

See also Risk Management Policy and Procedure.

NEW AND EXPECTANT MOTHERS

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

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SHARED USERS OF THE SCHOOL

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

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SITE INSPECTIONS

Elite Safety in Education will carry out termly inspections and an annual inspection of the school with any issues recorded on an action plan.

The Site Manager will carry out daily and monthly inspections as a part of his natural duties and will act on his findings accordingly.

Termly site inspections are recorded as part of the Buildings Health and Safety Committee. Minutes of which are kept in the Head Teacher's office.

Any hazards spotted by staff can be communicated either in the weekly staff meeting or directly to the Site Manager (John Bowles) via the Health and Safety Record Book. When the actions are completed, they are initialed and dated on completion.

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SITE SECURITY

The Site Manager is responsible for securing the site at the end of the day and the school is alarmed by ADT/Select Alarms. A member of staff ensures that the Site Manager has locked and alarmed the premises and left the building before the Site Manager is left to complete the final locking of the gate.

School security is supported by CCTV.

No children, members of the public are allowed to use the site after school unless they are part of an after-school club.

The school have electronic gates to further secure the vehicular entrance to the building.

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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.

Loxdale Primary School uses the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?

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

- Spend time in the shade between 11 and 3.
- Make sure you never burn.
- Aim to cover up with a t-shirt, hat and sunglasses.
- Remember children burn more easily.
- Use factor 15+ sunscreen (children are encouraged to bring this into school to apply themselves – where possible).

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

Education:

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

Clothing:

- School encourages parents to provide sunhats, sun cream and sunglasses to protect the children whilst outside.

Sunscreen:

- Parents are advised to apply sunscreen to their children prior to attending school.
- Sunscreen use will be encouraged on school trips.

Shade:

- Natural shading available.

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TEMPORARY WORKERS

The Deputy Head Teacher is responsible for ensuring all temporary workers, i.e. pupils, are to receive any relevant health and safety information through their induction day. All relevant risk assessments will also be brought to the attention of the temporary worker at this time.

All temporary workers receive a copy of the school's Staff Handbook and the school's Health and Safety Guidelines booklet prior to commencing work at Loxdale Primary school.

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TRAINING

The Head Teacher will ensure that health and safety induction training will be provided for all new employees by herself, the School Business manager or the Site Manager following their induction on their first day of work.

School staff will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner.

Training will be given to all staff members, on a regular planned basis for Health and Safety and medical updates such as Adrenaline Pen and Asthma will take place annually. All staff members will receive training as part of their induction into school, including pupils and helpers.

Specific job-related health and safety training will be identified by Head Teacher/SLT during performance management interviews.

The Office Manager will ensure that details of health and safety training are kept on personnel files and in the Health and Safety Training File and will arrange refresher training as necessary.

The Head Teacher/School Business Manager will also keep a written matrix record of any safeguarding CPD and training that school staff attend which includes specific Health and Safety courses.

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VIOLENCE

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported through the Health and Safety Team incident reporting procedure.

Whilst staff will have differing tolerance levels to incidents of work-related violence, they should not be encouraged to view violence and aggression as an inevitable part of the job.

Each incident must be investigated by the Head Teacher or manager to prevent a re-occurrence of a similar incident. The school will report any aggressive incidents to the Local Authority via the IR1 form which is located in the cabinet in the Head Teacher's or School Office.

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

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VISITORS TO SCHOOL

An electronic signing-in system is in operation in Loxdale Primary school.

ALL visitors should report to the school office immediately on arrival: they will sign in electronically and be issued with a sticker to be worn throughout the visit and surrendered prior to departure. Visitors will then be given a guideline booklet explaining fire, health and safety and safeguarding procedures and their responsibilities while at Loxdale Primary school as a visitor.

Any visitors NOT wearing a Sticker should be asked to explain their presence on the premises, and the Head Teacher or Office Manager will be informed.

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VOLUNTEERS IN SCHOOL

Introduction

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

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

Safeguarding

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

All adults who volunteer for working at Loxdale Primary with children will require an Enhanced Disclosure (should they be deemed to be involved in regulated activity, they will also require a Barred List Check) prior to starting their placement in school. This must be confirmed by the Office Manager or School Business manager and recorded on the School's Single Central Record.

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.

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

School Information and Regulations

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

The school is part of City of Wolverhampton Council who 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 are as likely to arise when the person is a volunteer as they would 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 Board involvement.

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WELLBEING AND STRESS

Loxdale Primary School will follow the management standards for work related stress by the following means:

The school addresses work related stress by completing a work-related stress risk assessment. Some stress in the lives of everyone is helpful. Indeed, some commentators point out that a person with zero stress is probably asleep. We expect the children in our school to experience some stress - it is a part of life.

Thus we know that in many aspects of life, stress in the form of heightened awareness and heightened levels of adrenaline and other chemicals in the blood, is a positive part of completing a job.

The intention of a stress policy is not to eliminate stress from the work place, nor to reduce it to the lowest possible level, but to ensure that it exists at a level commensurate with balancing the good health and wellbeing of the members of the school, and the expectation of heightened awareness and performance by members of the school in undertaking their work.

An overload of stress can be an exceedingly debilitating illness which can cause long term damage to the individual who suffers from it. We owe it to ourselves, our colleagues and our children to ensure that no one in this school suffers from such levels of stress that they suffer such long-term debilitation.

Aims

Our aims in recognising stress as a factor in education are that all members of staff in the school will:

- Experience levels of stress that is not inappropriate with the maintenance of good health.
- Have the opportunity to relax regularly so that they may experience varied levels of stress during the working day.
- Have the opportunity to feel positive and proud about their work and the work of the school so that they can feel that the stress that they have experienced has been worthwhile.
- Have the opportunity to relax out of school hours without constantly worrying about their work and the work of the school.
- Develop a responsible attitude and understanding towards their own stress levels so that they can take action, or seek help and support, long before stress becomes a critical issue within their lives.
- Develop a responsible attitude and understanding towards the stress levels of colleagues so that they can support and help colleagues who appear to be suffering from undue levels of stress.
- Develop a responsible attitude and understanding towards signs of stress in children which may be an indication of abuse or neglect.

Principles of Stress Management

Loxdale Primary School sees stress management as a process of co-operative teamwork and welcome and encourage the involvement of Governors, counsellors and medical practitioners in the community. It involves looking at:

- The amount of work a person is expected to undertake.
- The satisfaction derived from that work.
- The way in which that person's work is valued by others.
- The amount of time given to a person in which to undertake that work.
- The esteem in which that person is held by others.

- The individual's self-esteem.
- An understanding of the stress that is involved in caring for young children.
- An understanding of how stress levels can vary throughout the school.

Responsibilities

ALL MEMBERS OF THE SCHOOL COMMUNITY (teaching and non-teaching staff, parents, and Governors) work towards the school's aims by:

- Esteeming the staff, children and all other members of the community as individuals and respecting their rights, values and beliefs.
- Fostering and promoting good relationships and a sense of belonging to the educational community.
- Providing a well-ordered environment in which all are fully aware of behavioural expectations.
- Offering equal opportunities in all aspects of school life and recognising the importance of different cultures.
- Encouraging, praising and positively reinforcing good relationships, behaviours and work.
- Working as a team, supporting and encouraging one another.

Staff work towards the school's stress control aims by:

- Recognising and being constantly aware of the needs of each individual child according to ability and aptitude.
- Ensuring that learning is progressive and continuous and always rewarded.
- Being good role models - punctual, well prepared and organised.
- Having a high personal self-esteem and working hard to develop and maintain the self-esteem of the children.
- Having a positive attitude to change and the development of their own expertise.
- Working collaboratively with a shared philosophy and commonality of practice and appreciating the work of other members of staff and being positive in their support for each other.

Parents work toward the school's aims of reducing stress in children by:

- Ensuring that children attend school in good health, regularly and punctually.
- Providing support for the discipline within the school.
- Being realistic about their children's abilities and offering encouragement and praise.
- Participating in discussions concerning their child's progress and attainments.
- Ensuring early contact with the school to discuss matters which affect a child's happiness, progress and behaviour.

Procedures

In order to continually enhance self-esteem and thus reduce the build-up of stress, the work of all staff both individually and as a community is noted and appreciated privately and publicly through:

- Staff meetings in which achievements are noted and commended.
- Individual one-to-one discussions between the Head Teacher and a member of staff.
- Individual one-to-one discussions between a link Governor and a member of staff.
- Letters to parents.
- Press releases and communications with the mass media and local community.
- Strategies for Ensuring Progress and Continuity.

Stress will not go away, and a review of the level of stress within the school must be a continuous process. As part of this process the following principles are adopted:

Open discussion of stress as an issue is arranged regularly in general staff meetings and within one-to-one meetings between the manager responsible for stress and members of staff.

No complaint from any member of staff concerning stress is ever ignored or set aside or answered in platitudes. Every stress issue raised is taken seriously and a solution sought.

Above all the school recognises that stress problems can be debilitating for years to come for those who suffer them, but that they can be overcome with careful attention to the way in which all members of the community work together.

Monitoring of Stress

Records of absence through illness and the reason for the illness are kept.

Appropriate monitoring of sickness absence is recognised as an essential early warning measure of increased stress.

Clear guidelines are given to staff to report absences on the first day of any absence and beyond. These are detailed in the school's Staff Handbook.

When a member of staff returns to work after an absence of any length, a return to work interview takes place. The interview follows the clear guidelines set out for this meeting and all information gathered is recorded.

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WORK EQUIPMENT

The school has a duty to ensure that arrangements are in place to comply with the Provision and Use of Work Equipment Regulations (PUWER). These regulations are far-reaching and cover any equipment or articles used at work, from a chair to a stepladder. Managers will ensure that work equipment used by staff reporting to them is suitable for the purpose and in good working order. Where applicable, managers will ensure that equipment is used in accordance with the manufacturer's or supplier's instructions and where necessary receive sufficient instruction and training in the safe use of equipment.

Head Teachers / managers are responsible for ensuring that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order and where applicable conforms to relevant British or EU standards, with records of maintenance being kept.

Gas Safety

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

Electrical Safety

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by a qualified competent person. Details of which will be kept in the statutory testing and inspection file in the Head Teachers office.

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

Major fixed wiring circuits will be checked at least once every five years. Details of which will be kept in the statutory testing and inspection file in the Head Teachers office.

Staff are responsible for:

- Working in accordance with safety procedures.
- Not tampering with any safety equipment provided.
- Reporting any faulty equipment to the Site Manager and clearly identifying the equipment as being out of service.

Cleaning staff are employed via a Local Authority Service Level Agreement and not employed directly by the school. They are expected to follow the school Health and Safety Policy and Procedures.

Internal & External Play Equipment

- The 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 by an approved inspector of P.E. on an annual basis.

Fixed outdoor play equipment will be subject to a regular inspection by the Site Manager, a termly inspection by an approved RPII Operational Inspector of Play and an RPII Annual Inspector of Play on an annual basis.

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WORKING AT HEIGHT GUIDANCE

Loxdale Primary school staff are only allowed to use the 3 step ladders and the kick stools, if an area needs to be accessed at height, then the Site Manager will perform this task as he has had the appropriate training.

Work at height is defined as a place where a person could be injured if they were to fall from it, even if it is at or below ground level. This includes access to and access from the place of work, except by means of a permanent staircase.

All work at height will be risk assessed, planned and carried out by competent persons using the most appropriate work equipment, properly inspected and maintained. The school will do all that they reasonably can to prevent anyone falling or put measures in place to minimise the distance and consequences of a fall.

There is a simple hierarchy for managing and selecting equipment for work at height:

- Avoid work at height wherever possible.
- Use work equipment or other measures to prevent falls where working at height cannot be avoided.
- Where the risk of a fall cannot be eliminated, use work equipment or other; measures to minimise the distance and consequences of a fall should one occur.
- Before working on any roof, the roofing material is identified so that safe access and a safe work place can be provided, for example by the use of crawling boards, crawling ladders, hand rails or toe-boards. Access will be restricted and notices warning of overhead work displayed at ground level when appropriate.
- Where the work presents any potential risk of fire or exposure to flammable materials, fire extinguishers will be provided and employees trained in their use.

The Site Manager is responsible for inspection and maintaining the step/ladders on site on a termly basis. A record is kept in the Site Manager's inspection folder. No one is to use ladders on site unless they have had the ladder training course provided by the LA and Elite Safety in Education.

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YOUNG AND INEXPERIENCED WORKERS

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

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

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

Risk assessments for all work activities should be carried out for every young/inexperienced person before they start work by the placement supervisor.

The Induction Checklist for Young Persons will be used for every new member of staff under the age of 18 and for work experience candidates.

The Deputy Head Teacher (Mrs Wright-Jones) oversees all work experience placements.

See also Health and Safety Team guidelines in the Health and Safety Folder.

Contact: Health and Safety Team Wolverhampton City Council

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Amendments made to this policy

November 2012:

Page 10: Third Party Monitoring/Inspection

Included: Elite Safety in Education – Termly Inspections & Annual Inspection

Page 35: Accidents

You can report incidents by any of the following routes:

- Telephone: 0845 300 9923

This will change to 0845 300 9923 (major accidents and fatalities only)

Page 47: Risk Assessments

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

This will change to: Risk assessments are reviewed annually by Elite Safety in Education. Staff will be informed in staff meetings of any changes or new risk assessments

Page 49: Included: Elite Safety in Education will carry out termly inspections and an annual inspection of the school with any issues recorded on an action plan.

Page 50: The school is currently in the process of purchasing electronic gates to further secure the vehicular entrance to the building.

Changed to: The school has installed electronic gates to further secure the vehicular entrance to the building

Appendix 19 & 26

Included sun protection policy and mobile phone policy

Amendments made to this policy

December 2014:

Whole document layout and format reviewed and updated.

Page 8: Communication Channels

Page 9: Monitoring

Appendix 2: Communication

Appendix 13: First Aid and Accident

Appendix 34: Work at Height

Page 20: Whole Appendices Reviewed

Page 25: Whole Appendices Reviewed

Page 33: Whole Appendices Reviewed

Page 41: Appendices Reviewed

Page 54: Appendices Reviewed

Page 59: Gas Safety - All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

Amendments made to this policy

January 2015:

Page 41: New – Mini Bus

Amendments made to this policy

May 2015:

Various Pages: References to CYP amended to CSU or Corporate Health and Safety

Amendments made to this policy

March 2016:

Appendix 11 and Appendix 13: Amendments to First Aiders and Fire Marshals

Amendments made to this policy

May 2017

Local Arrangements

Employees at this School Must:

Report any hazard or malfunction to a member of SLT (primarily the Head Teacher) and/or the Site Manager.

Section 4

Monitoring – added termly to health and safety reports to report issues

Monitoring of General Risk Assessments – added inform Site Manager

Page 9 – Emma Wright- Jones names as Health & Safety Manager

Appendix 2, 4,5, 7, 8, 9, 11, 13, 18,29, 25, 26, 27, 28, 29, 32, 35 –

Whole appendix reviewed

Amendments made to this policy

May 2018

Various Pages: References to CSU amended to Health and Safety Team.

NEW AND EXPECTANT MOTHERS

Added: Management of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers

FIRST AID

The EYFS Framework requires a list of staff first aiders to be displayed or staff

Paediatric certificates displayed and made available to parents.

Current first aiders list.

EDUCATIONAL VISITS

All visits must be recorded on the EVOLVE system and Cat B and C approved by Wolverhampton Visits Advisor (or other competent person).

ASBESTOS:

Release of Asbestos Containing Materials

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

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

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

Amendments made to this policy

November 2019

New – No Smoking Policy added

Additional information included in:

DSE

Educational Visits

Fire

Lone Working

Risk Assessments

Amendments made to this policy May 2020

Appendix 4 - Control of Substances Hazardous to Health

Appendix 12 - First Aid and Accident Reporting

Appendix 14 - Infection Control added

Amendments made to this policy May 2021

Appendix 14 - Infection Control updated

Whole policy reviewed

Amendments made to this policy September 2021

Whole policy reviewed by school and changes made

Amendments made to this policy May 2022

Appendix 7 - Educational Visits

Appendix 10 - Fire Evacuation and other Emergency Arrangements - LA Update

Appendix 11 - Inspection/Maintenance of Emergency Equipment - LA Update

Appendix 12- First Aid and Accident, Incident & Near Miss Reporting - LA Update

Appendix 14 - Infection Control

Amendments made to this policy May 2022

Whole policy reviewed and no significant changes made