

Health and Safety Policy



Written: October 2020

Review: July 2021

Reviewed Sept 2021

Next Review: Sept 2022

Health and Safety Policy Statement

(September 2021)

Health and Safety at Work etc., Act 1974

This is the Health and Safety Policy Statement of The Friars Primary School

Our statement of general policy is:-

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide adequate resources for health and safety;
- to ensure the standards required by health and safety legislation are met as a minimum and where possible, exceeded;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accidents/incidents to the LA;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;

to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;

to provide and maintain an effective road safety provision which includes Road Crossing Patrol Staff and regular liaison with parents to minimise the risks to pupils arriving at and leaving school particularly in Primary Schools;

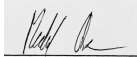
to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;

to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and

to review and revise this policy as necessary at regular intervals to ensure health and safety arrangements are still adequate.

Signed
(Chair of Governing Body)

Date:

Signed 
(Headteacher)

Date: 16.9.21

Review Date: **September 2022** (or sooner if it is believed to be no longer valid)

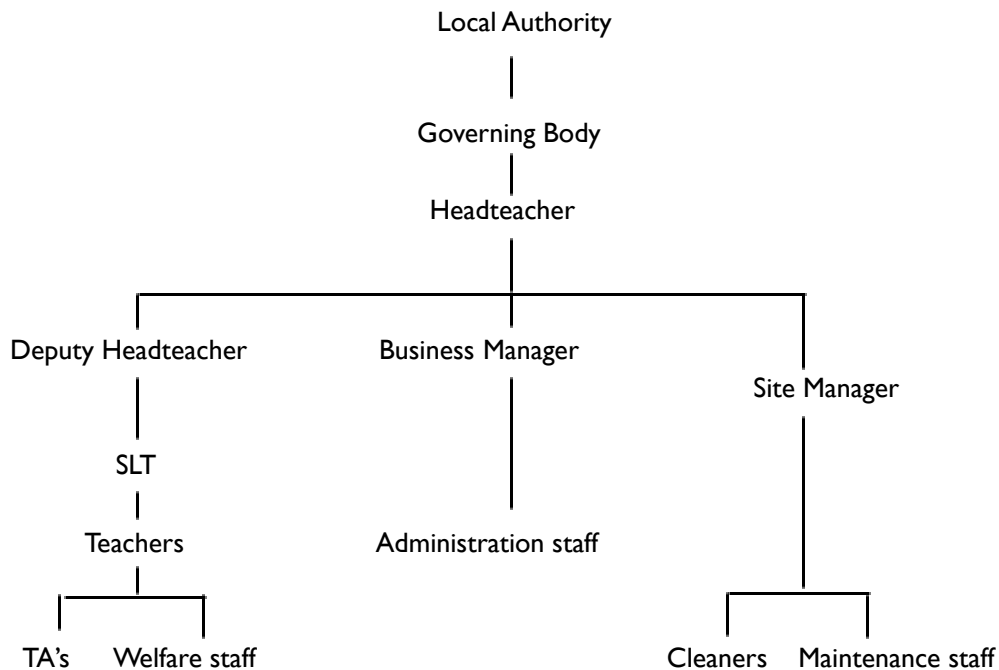
Organisation (County Controlled Schools)

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. the Salford City Council. However, some legislation e.g. the Control of Asbestos regulations, Fire legislation, deem the Headteacher to have overall responsibility as the 'Responsible Person'.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to School Governing Bodies, Headteachers and other specified competent person(s).

Illustration of employee responsibilities

THE EMPLOYER



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

Salford Local Authority and the Governing Body: -

shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education staff;

shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;

shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;

shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;

shall appoint one of the Governors to be the Governor for Health and Safety;

shall consider the health and safety implications of policies and guidance issued by Salford Children's Services Directorate;

shall draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;

shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the Governing Body;

shall carry out an annual appraisal of the safety performance of the school; and

shall establish an effective management system which provides support to children with medical conditions.

Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:-

ensure that the school's Health and Safety Policy is implemented and adhered to at all times;

ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;

ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;

ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;

ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;

ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;

ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;

ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;

ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;

ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;

ensure that accidents are recorded and where necessary, investigated and reported to the LA's Health and Safety Team as soon as possible and also reported to the Governing Body in the Headteacher's Termly Report. In the event of a 'Specified Injury to a Worker', Over 7-day Lost Time Accident, a RIDDOR reportable injury to a pupil or member of the public, reportable disease or a reportable dangerous occurrence as defined within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, the Chairman of the Governing Body shall be informed;

ensure that a record is kept of any contagious disease that is contracted, all acts of violence and bullying and that they are reported to the Governing Body as appropriate;

ensure that fire procedures are planned and are rehearsed at least once per term;

ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;

ensure that adequate welfare facilities are provided and maintained for staff and pupils;

ensure that periodic safety inspections of the school are carried out;

ensure that there is consultation with staff on matters of health, safety and welfare;

ensure that contractors working in the school, report to Headteacher before work commences in order to ascertain work details and agree safety procedures;

ensure that in the Headteacher's absence, health and safety duties are delegated as appropriate;

ensure that there is a regular appraisal of the school's health and safety performance;

ensure that risk assessments are undertaken and reviewed as appropriate; and

review and up-date this Health and Safety policy as appropriate.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:-

ensure that the School's policies are implemented at all times;

be responsible for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of their colleagues, visitors, contractors and the pupils they supervise;

be responsible for the health and safety of the pupils they supervise;

ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;

in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;

in the case of an injury to a child or non-employee, staff should arrange for suitable first aid treatment, investigate the incident that caused the injury where necessary and record the details in the accident book and inform the Central H&S Team (except for minor cuts & grazes);

in the case of an injury to an employee, ensure first aid is administered as it would be to a child and the circumstances investigated, but the details must be recorded in a statutory accident book called a BL 510 Accident Book to comply with other non-H&S related legislation;

ensure that all classroom-based activities are carried out in a safe and healthy manner;

ensure that organised/scheduled playground activities are supervised (including break times), as appropriate and ensure that any violent or overly boisterous behaviour is stopped;

ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;

ensure that whilst transporting pupils by car, safety seatbelts are worn, booster seats are used (unless the child is being driven somewhere in an emergency) and the Council's guidelines are followed;

ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the LA's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;

ensure that Instructors do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;

take appropriate action to make safe any dangerous condition caused by wet or icy weather;

ensure that any agreed security provisions are carried out;

co-operate with the Headteacher on all aspects of health, safety and welfare; and

co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Site Manager

The Site Manager carries the following responsibilities. These are recognised in the job description and are decided by the Headteacher.

- to ensure the maintenance of all plant and equipment and report any concerns to the Headteacher;
- to carry out daily inspection of premises prior to the start of the school day;
- to carry out weekly testing of fire alarms, weekly visual check of extinguishers;
- to carry out monthly testing of emergency lighting, checks of fire doors and inspections of fire extinguishers (to ensure they are all accounted for and useable), maintaining records in the fire log book as required;
- to carry out ladder checks as appropriate;
- to complete any minor repairs that become apparent during the course of the day, or that are reported to him/her;
- to carry out emergency remedial work that is within his/her capability. If this is not possible, he/she will arrange for any necessary repairs to be carried out by a competent third party;
- to record all maintenance/repairs in written/digital log-book;
- to monitor cleanliness, waste disposal, storage and use of materials & chemicals;
- to take water temperatures to ensure statutory requirements to control legionella bacteria are being met;
- to use tools that are provided to assist with a task;
- to monitor communal and external areas termly;
- to ensure the security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- to maintain lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring/operation, supervising school Cleaners, a degree of cleaning and minor grounds maintenance;
- to identify any hazards associated with the role of Site Manager that haven't already been risk assessed and bringing them to the attention of the School Business Manager/Headteacher;
- lifting and moving equipment and supplies e.g. furniture, equipment, stationery, deliveries, milk etc;
- to grit access and egress routes to and from the school during periods of snow, frost and ice;
- to monitor Contractors when they are working in school;
- to liaise with and monitor any third party using the school building and/or grounds outside of specified hours e.g. brownies, football.

Relief Caretakers cover in the event of a resident Site Manager being sick or on annual leave. Their responsibilities are: -

- unlocking and opening the school in the morning;
- locking and unlocking of vehicular access gates during specified times;
- to maintain lighting, heating and any Site Manager cleaning duties;
- to assist with any deliveries and moving of supplies etc., around school;
- minor maintenance duties;
- any other reasonable duty e.g. evening lettings, bank duties, etc.

Pupils

All pupils must:-

- co-operate with Teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report any health and safety concerns to a Teacher.

In addition, Trade Union appointed Safety Representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

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1.0 Health and Safety Risks Arising From our Work Activity

Risk assessments are undertaken by The Site Supervisor trained to undertake risk assessments. The school's Health and Safety Advisor will produce model risk assessments for school to adapt and adopt.

The findings of the risk assessments are reported to the Headteacher and relevant staff members.

Action(s) required to remove/control risks are approved by Headteacher in conjunction with the person/people undertaking the activity(ies).

The Headteacher is responsible for ensuring the action required is implemented.

The Headteacher and Health & Safety Governor will check that the implemented actions have removed/reduced the risks.

Risk assessments are reviewed on a regular basis or whenever it is felt that the assessment is no longer valid. For example, when the work activity has changed or a pupil with a disability has started attending school.

Risk assessments are kept in paper form in the Risk Assessment file in the office and electronically on the schools staff computer drive.

2.0 Consultation with employees

Consultation with employees is provided by: -

- Staff meetings.
- One to one's with Line Managers.
- Discussion with staff governors.
- Surveys e.g. stress.

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3.0 Safe Plant and Equipment

The Headteacher and Site Manager are responsible for identifying all equipment that requires regular inspection, servicing and maintenance, both by school staff and by competent third parties e.g. play equipment, electrical equipment etc.

The Headteacher, Site Manager and Manager of any in-house (LA) procured services e.g. Citywide for cleaning and cooking, are responsible for ensuring effective maintenance procedures are drawn up. are responsible for ensuring effective maintenance procedures are drawn up.

The Headteacher and Site Manager are responsible for ensuring that all identified maintenance is carried out.

Any problem found with a piece of equipment is reported to the Headteacher and Site Manager.

The Headteacher and Site Manager will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment will be used on school premises.

Portable electrical appliances are tested by a competent person regularly.

Where appropriate, residual current devices are used with portable electrical equipment.

No equipment of any type will be lent to anyone who is not employed by the school.

Equipment is only used by staff who have been trained to use it.

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4.0 Safe Handling and Use of Substances

The Headteacher, Site Manager and Citywide will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

The Site Manager and Citywide staff will be responsible for obtaining product health and safety data sheets and for undertaking COSHH assessments. The Site Manager can obtain further advice and information from the school's Health and Safety Advisor (see section 5.0).

The Site Manager and Citywide will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards/guidance documents produced by CLEAPSS - Schools Science Service.

The Headteacher will ensure that all relevant employees are informed about the COSHH assessments. Citywide Managers and the Manager of the Caretaking Pool Crew are responsible for their own staff but they must liaise with the Headteacher of the school as the products are being used in the school building.

The Site Manager and Citywide will check that new substances can be used safely before they are purchased. The school's Health and Safety Advisor can assist if required.

Assessments will be reviewed regularly, when the work activity changes, the constituents of the product change or if there are any other changes e.g. legislation, whichever is the sooner.

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5.0 Information, Instruction and Supervision

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

Health and Safety advice is available from: -

For Council retained services only i.e. for major incidents/emergencies, health and safety intranet pages and reporting accidents/incidents, contact: -

Gillian Tyler School Business Manager 0161 921 1825 gillian.tyler@salford.gov.uk

Netsai Piki, Health and Safety Officer (SCC)

0161 778 0338

The Headteacher is responsible for ensuring that employees working at locations under the control of other employers, are given relevant health and safety information. This information may need to come from the employers of the 'other' locations. There will be joint dialogue and joint responsibility with the other premise's manager (Duty Holder).

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6.0 Competency for Tasks and Training

Induction training will be provided for all employees by the Headteacher.

Job specific training will be provided by: -

- Teachers/Support Assistants – The Headteacher
- Site Manager/Cleaners – City Wide
- Competent external providers

Specific jobs requiring special training are:

- Site Manager e.g. water temperature testing, ladder inspections, manual handling etc.
- Manual handling (objects) / moving and handling (pupils)
- Cleaning – COSHH awareness
- Administration of medicines
- Fire Marshalls
- EVC
- SENCO
- Managing asbestos
- Preparing and/or handling of food on or off site
- First Aiders

Training records are kept by the School Business Manager in the Health and Safety Key Documents file.

Training will be identified, arranged and monitored by the Headteacher, sometimes with the assistance of the school's Health and Safety Advisor.

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7.0 Accident, First Aid and Work-Related Ill Health

The names of all First Aiders and their levels of qualification are displayed by each first aid box.

The first aid boxes are kept at:

- The Year 6 modular building
- The entrance to the staff toilets
- Year 1 classroom
- Area between the Year 3 classrooms
- Area outside the school hall, next to Year 4

All accidents, injuries and cases of work-related ill health involving employees are to be recorded on Medical Tracker (BL 510), to comply with Social Security (Claims and Payments) Regulations.

Accident forms are kept in the main office. Accidents for children are kept electronically on 'Medical Tracker.'

Head injuries are communicated to parents as soon as possible by telephone.

The LA's Health and Safety Team are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These accidents/incidents/diseases must be reported in writing to the HSE within 10 days.

Accidents/incidents that result in an employee being and away from work, or in work, but unable to perform their normal work duties for more than seven consecutive days, should be reported to the Central H&S Team within 15 days of the accident and it will be logged as a *'lost time incident'* as defined by the regulations. This seven-day period does not include the day of the accident, but does include weekends and rest days.

Accidents/incidents that result in a worker being incapacitated for more than three consecutive days but no more than seven (whether absent or not), are recorded in the statutory accident book (BL 510).

The Headteacher is responsible for investigating accidents. The more serious or potentially serious accidents/incidents will be investigated by the school's Health and Safety Adviser if required and a through accident investigation report will be prepared.

The Headteacher/Governing Body are responsible for acting on investigation findings to prevent a recurrence.

The Headteacher is responsible for investigating work-related causes of sickness absences.

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8.0 Monitoring

To check working conditions, and ensure safe working practices and policies are being followed, we will: -

- Carry out classroom inspections termly (carried out by the Teacher responsible for the classroom using the Classroom Inspection Checklist);
- Carry out external inspections and inspections of communal areas termly (carried out by Site Manager using the External Inspection Checklist and Termly Housekeeping Checklist). Any problems identified are reported to the Headteacher or SBM immediately.
- Conduct a full walk-round inspection annually with the H&S Governor, the Site Manager, the Headteacher (or nominated representative), SBM and the school's Health and Safety Adviser (if required).
- A comprehensive health and safety audit will be undertaken at least every three years by the school's Health and Safety Adviser and 'statutory document' checks will be carried out annually.

Termly classroom inspections are carried out by the Teacher responsible for that classroom using the Classroom Inspection Checklist.

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9.0 Emergency Procedures – Fire and Evacuation

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.

The Headteacher will act in the role of the Fire Control Officer to oversee the evacuation process. The Deputy Headteacher will act in this capacity in the Headteacher's absence.

The names of designated Fire Marshalls are displayed in prominent locations around school and in classrooms.

Escape routes and exits are checked daily by the Site Manager.

A three-point in-house check of the P50 fire extinguishers is carried out annually by the Site Manager, and monthly visual checks are made to ensure the extinguishers are in-situ and haven't been tampered with.

The fire alarm is tested weekly by the Site Manager using different call points in rotation and is tested/inspected and maintained twice a year (may check half the school four times a year) by a competent third party.

Monthly checks of the fire doors and emergency lighting are made and recorded by the Site Manager. Internal inspection records are kept in the Site Manager's office. Emergency lighting is inspected annually by the company carrying out the third-party fire alarm checks.

All in-house and third party checks/inspection are recorded and are kept in the SBM's Office/Site Manager's Fire File.

Emergency evacuation / fire drills are carried out termly.

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10.0 Visitors to School Premises

Any person visiting the premises is requested to make an appointment prior to the visit.

Identifiable visitors and other persons who may be affected include:-

- invited guests and visitors to the school;
- volunteers and students who may assist with teaching;
- parents and customers to events such as jumble sales / Christmas Fayres;
- users of school property outside of school hours such as an aerobics class or a football club;
- bus drivers or other persons encountered when going on an external trip or holiday;
- contractors at the school;
- Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives;
- deliverers of goods, meter readers;
- trespassers.

On entering the premises, visitors must go to the reception / main office and sign-in using the touch screen register unless alternative arrangements have previously been arranged with the Headteacher e.g. contractors may wear ID badges.

Any contractor arriving on-site for the purpose of undertaking work, must consider the asbestos register and the site plan. They must then sign the 'Authorisation to Commence Work' form whether they will be working near any asbestos or not.

All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.

On departure, visitors must sign-out.

Visitors who are to stay in the school and who will come into contact with children will be asked to provide details of their DBS check and proof of their identity. Visitors to the Headteacher, or other member of staff who will NOT be in contact with children and will NOT be left alone will not be asked to provide this information. ALL visitors to the school will be escorted around the building. DBS details will be kept on-file as part of the school's single central record.

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11.0 Contractors and Safety

In the event of 'refurbishment and/or construction' work being undertaken on the premises, contractors will meet with the Headteacher, members of the Governing Body, School Business Manager, the Site Manager and the school's Health and Safety Adviser (when required) prior to the work commencing. Contractors will be provided with details about any hazard/risk that may affect them and school rules, evacuation etc., will be explained.

Risk assessment(s) and method statements should be carried out by the contractor, prior to the commencement of the work and they must notify the Headteacher of any additional hazards they may create during the course of their work. Activities carried out by a contractor must not present additional risk to others in the vicinity of the work.

Contractors are referred to the School Asbestos Management Plan, which shows the location of any known asbestos and of any products that have been presumed to contain asbestos. They must look at the school plan and the most recent annual condition survey before any work commences (refer to section 24.0 – Asbestos). This includes IT work involving cable installation. They must sign the 'Authorisation to Commence Work' form on the day of arrival on site, prior to any works starting, even if they are not going to be working with or near any known asbestos. If a contractor thinks he/she may have disturbed some asbestos by accident or discovered some that the school were previously unaware of then the Asbestos Emergency Evacuation Plan must be followed.

If the work being carried out has a dangerous element e.g. roof work, plant and machinery on site, all efforts will be made to ensure it is carried out at time when the children are away from the vicinity and so cannot be affected.

Minor works are carried out by competent contractors. The Headteacher is responsible for checking (to the best of his/her ability,) the competence and safety awareness of any contractors that are not employed using the Local Authority. In this situation, the School's Health and Safety Adviser will advise the Duty Holder how to comply with the requirements of the Construction Design and Management Regulations (CDM2015) and other legislation if required.

The Headteacher is responsible for checking (to the best of her ability,) the competence of any contractors that are not employed via the Local Authority. This is more likely with smaller jobs, but large projects can be managed quite safely in-house. The school's Health and Safety Adviser will assist with this if required.

Competence is demonstrated by following these general guidelines: -

- Proof of competence e.g. qualification certificates;
- Accredited health and safety schemes (e.g. CHAS, Constructionline);
- Membership / Accreditation by trade bodies (e.g. Gas Safety registered, NICE etc);
- Submission of suitable and sufficient risk assessments/method statements & other H&S related documentation;
- Past performance, reputation and satisfactory work in School or other school location;

- Cost.

All contractors are required to sign in and wear a visitor's badge.

Contractors must not leave their equipment unattended.

The Site Manager is responsible for monitoring contractor's activities whilst on site.

Under no circumstances will contractors be allowed to use equipment belonging to the school.

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12.0 Educational Visits / Extra Curricular Activities (in schools)

The Headteacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out by the Department for Education and LA.

The Educational Visits Co-ordinator for the school is Gillian Shillington

Educational visits must be authorised by the Headteacher in advance using EVOLVE.

The Headteacher or Departmental Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.

Adult supervision will be as a guidance:-

Nursery: 1:5

Reception: 1:8

Year 1, 2 & 3: 1:10

Year 4, 5 & 6: 1:15

However, this must be assessed on an individual trip basis in consultation with the Head Teacher

Advice relating to educational visits can be obtained from:-

Mr Simon Willis

Tel: 01609 798864

Email: educationalvisits@northyorks.gov.uk

Refer to the LA's Educational Trips and Visits Code of Practice for detailed procedures and guidelines.

If parental helpers are used, parental consent is given to the school in writing. Parental and other non-employed helpers must be DBS checked if they are likely to be supervising children in the absence of a member of staff. Otherwise, parents and non-employed helpers will always be will a member of staff from school.

The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates if that transport has been arranged via school. This does not apply to Parents/Carers who make their own arrangements without informing school and outside of school core hours e.g. football match between schools after school.

13.0 Movement of Vehicles

Staff and visitors should park their vehicles in the designated car park.

Vehicular access will not be permitted when children are entering or leaving school.
Gates will be opened at 6:00am and closed at 8:30am.
They re-open at 4:00pm and are closed again at 6:30pm.

A speed restriction of 5mph is in place within the school grounds.

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14.0 School Security and Personal Security

Refer also to 'Section – 10.0 Visitors'.

Security of the school is maintained by: -

- Perimeter fencing;
- External Doors being locked during school hours;
- Signposting;
- Security lighting;
- The school is fenced off and gates are locked during lesson time;
- The main entrance door and all side doors are locked during the school day;
- All visitors to school are issued with a badge and are required to sign in and out to confirm whether or not they have had a DBS check;
- Children are encouraged to be vigilant and report any unknown adult in school who is not wearing a badge to a member of staff. Children are not permitted to allow anyone into the school whether the person is known or not known.

- The Site Manager or last key holder out is responsible for checking the locking of all doors and windows. The school buildings must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is usually the Site Manager's responsibility and he has access to a mobile telephone for use in an emergency.
- Staff working late should ensure doors are locked, and notify someone responsible of their presence in school i.e. a family member or a colleague and give an indication of the time they will be leaving and the time they are likely to be home.
- The Site Manager is responsible for regularly checking external lighting and burglar alarms within school. Any faults will be reported to the Headteacher or the school office and recorded in the Defects book for action.
- All money collected in school is promptly dispatched to the School's safe until it can be banked.
- Home visits are usually carried out at the start of each school year. Lone working is not permitted and staff attend home visits in pairs and have access to a mobile telephone. A list of the proposed visits is lodged in the school office, so school-based staff always know the location of peripatetic workers. Regular contact is maintained between school and staff conducting home visits.
- The Nursery teachers carry out Home visits with at least one other member of staff. Other staff are informed of their whereabouts and regular contact is maintained with School.
- If any adult working in the School has suspicions that a person may be trespassing on the School site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the School site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone in School, she will contact the police.
- There is an 'invacuation' policy in place and as well as carrying out emergency evacuation drills, lockdowns are also practiced in the event that someone should try get into the school with the intent of causing harm.

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15.0 Occupational Stress

Occupational health services are provided by the Occupational Health Unit who are in part based at Salford Royal NHS Foundation Trust, Stott Lane, Salford M6 8HD ; Tel: 0161 206 5768.

If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Officer based within the Human Resources Department at Civic Centre in the first instance.

The health and wellbeing service can provide support for employees by offering a confidential stress counselling service, for both personal and occupational stress. Employees wishing to access the counselling service may do so by contacting 0800 919765.

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16.0 External Groups / Activities

External groups currently using school premise vary from term to term, the School Business Manager has a current list displayed in the main office.

The Governors and Headteacher must ensure that:-

- The means of access and egress are safe for the use of external group representatives, and that all plant and equipment made available to and used by the external group representatives, is safe. If the Headteacher knows of any hazard associated with the above, equipment, it will not be available for use.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Users of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment etc., by the Headteacher. Notices regarding emergency procedures are prominently displayed;
- Groups using any equipment or facility provided by the School are briefed accordingly and must be deemed competent to use it safely before they will be permitted to use it.
- Arrangements are made for checking the security and condition of the premises /equipment before and after it has been used by the group hiring it.
- All extra curricula groups using school premises must abide by school health and safety rules.
- Groups that use school premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.
- Breakfast and after school club staff, preparing and/or handling food of any type will have as a minimum, a Food Hygiene Level Two Certificate. This will also apply to any staff or non-employees bringing in food from outside for the children e.g. toast. This does not include delivery Drivers delivering fruit, veg or pre-packed goods for snacks or food that is going to be prepared in the school kitchen.
- Any users of the building / equipment will be asked to provide evidence of adequate public liability insurance cover.

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17.0 Safety in the Community

Safety in the community is addressed by working with multi agency teams to support children and families. For example, police talks, fire-service seminars, topics in assembly etc.

Talks/seminars are planned across the year and are targeted as needed and/or as part of the broader curriculum.

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18.0 Violence, Behaviour, Bullying and Harassment

Efforts will be made to train staff how to handle violent and aggressive situations.

The school will address bad behaviour, bullying and harassment involving pupils by implementing the school behaviour policy.

The school will address good pupil behaviour by implementing the school behaviour policy.

The school will address bullying and harassment involving staff by implementing the school behaviour policy.

The school will address bullying, aggression and harassment involving parents by implementing the school behaviour policy.

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19.0 Health and Safety in the Curriculum

This is covered by Personal, Social and Health Education (PSHE)

20.0 Health and Safety in the Classroom

A monitoring system has been set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. A staff member is made responsible for each classroom (usually the Teacher in that Classroom). See section 8.0 'Monitoring'.

Pupils are encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.

Anything of concern will be reported to the Headteacher and/or Site Manager either verbally or by creating a job sheet / writing the request in the Site Managers repairs log book board so that it can be dealt with as soon as possible. Pupils will be kept away from any hazard until it has been removed.

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21.0 Site Manager

The role of the Site Manager is to ensure the smooth running and security of the school premises including maintaining it in a clean and hygienic condition. Not only does the Site Manager have to look after his own safety, but he has a major role in the safety of all the school population.

The Site Manager will be trained for all tasks that require specific training to carry out tasks to the required specified standard e.g. water testing for control of legionella, handling chemicals, manual handling.

Appropriate equipment and tools will be provided to ensure tasks can be undertaken safely.

The Site Manager will maintain the defects log book.

Adequate external lighting will be provided to enable the Site Manager to safely enter and exit the school during hours of darkness.

Any dangers associated with Lone Working have been identified and assessed (use the Lone Working checklist).

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22.0 Health and Safety in the Office

Offices will be maintained so that they are safe to work in and any risk to health and safety will be reduced as far as is reasonably practicable. Any remaining risk will be managed accordingly (see section 1.0 'Health and Safety Risks Arising from Our Work Activity'). Also refer to the Office Risk Assessment and Display Screen Assessments for anyone who has been identified as a 'user' using the definition within the Health and Safety (Display Screen Equipment) Regulations.

A 'user' is defined as someone who habitually use a computer for more than an hour a day, every day.

If a hazard is identified e.g. a loose wire on a piece of electrical equipment, the Headteacher or Site Manager will be informed. Where it is safe to do so, staff are expected to isolate the hazard and/or remove it e.g. spilt liquid on the vinyl floor presenting a slipping hazard.

Any member of staff classed as a 'user' of Display Screen Equipment is entitled by law, to have a free eyesight test and if the Optician concludes that VDU glasses are needed, they will be provided at no cost to the employee. A specific pair of VDU glasses will be selected by the Headteacher and Governing Body for this purpose. If a member of staff needs VDU glasses but want a different pair to the ones authorised by the Headteacher and Governing Body, they must make up any difference in cost themselves.

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23.0 Medicines

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability which requires medical support are protected from discrimination by equalities legislation. Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances the Headteacher may send the pupil home after consultation with the pupil's parents. This would be an authorised absence not an exclusion.

Children may require support for short term and long-term medical conditions. An example of short-term condition is finishing a course of antibiotics for a chest infection. Long term conditions include epilepsy, diabetes, asthma or an allergy leading to anaphylactic shock for example.

The Headteacher will communicate with parents and health professionals on behalf of the Governing Body, where necessary e.g. in making an agreement to administer insulin to a diabetic child or creating a health care plan.

The Headteacher will store medicines safely and where necessary provide training for personnel who will be responsible for administering or supervising the administration of medicine e.g. Epi-pen, insulin.

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24.0 Return to school after illness

Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.

Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.

	If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.

Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

25.0 Asbestos

The school has had a full Management Survey (previously named Type 2) carried out.

Any asbestos that was classed as high risk has been removed and any remaining asbestos has been encapsulated and is monitored annually for signs of deterioration.

An asbestos management plan is implemented in school.

If there are plans to undertake minor, non-intrusive works in school, an asbestos Management Survey (previously referred to as a Type 2 survey) will be carried out in the area of the planned works, prior to the works commencing.

If refurbishment or demolition work is planned, an asbestos Refurbishment and Demolition survey of that area will be carried out (previously referred to as a Type 3 survey) prior to any works commencing.

All contractors coming into school to do work, are required to look through the asbestos management plan and sign the 'Authorisation to Commence Work' form.

If asbestos is suspected, stop work immediately and follow the emergency procedure. If asbestos is accidentally disturbed, follow the emergency procedure.

The Asbestos Management Plan shall be reviewed annually by Urban Vision.

The condition of the remaining asbestos in school, or encapsulation of the asbestos is inspected annually by Urban Vision and a written record is kept in the Asbestos File.

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26. Control of Legionella

The School recognises the need to carry out a risk assessment for Legionella. The Control of Legionella Approved Code of Practice (ACoP) and associated guidance (HSG274 – part 2) has deemed the Headteacher (The Duty Holder), responsible for ensuring that this risk assessment has been made. In conducting the assessment, the Duty Holder has appointed an external party to produce a risk assessment, design and implement a suitable legionella control programme. The third party is known as the Responsible Person and is different to the Duty Holder.

The risk assessment considers and evaluates: -

- clear allocation of management responsibilities;
- competence and training of key personnel;
- a description of the water system, including an up-to-date schematic diagram;
- an evaluation of the risk;
- safe operating procedures for the water system, including controls in place to control risks;
- monitoring, inspection and maintenance procedures;
- results of monitoring, inspection and any checks carried out;
- limitations of the legionella risk assessment;
- arrangements to review the risk assessment regularly and particularly when there is reason to suspect it is no longer valid.

The risk assessment (no longer required to be reviewed every two years) is kept on site at the school and water temperature monitoring is carried out by the Site Manager. The Site Manager is known as The Competent Person and undertakes the monthly and quarterly checks and inspections.

These results are recorded and are kept for five years.

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END OF POLICY