



HEALTH AND SAFETY POLICY & PROCEDURES

Date: 15th November 2019

To be reviewed: November 2020

Signed by Chair of the Governing Board: _____

The Governing Board will review this policy every two years.

Statement of Local Health and Safety Intent Paganel Primary School

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

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

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

CHAIR OF GOVERNORS

HEAD TEACHER

Date:

Date:

Paganel Primary School Health and Safety Policy

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

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

The Aim of the Policy is to:

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

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

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

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

Duties of the Head Teacher

The Governors hold the Head Teacher responsible for managing and enforcing the Health and Safety Policy day-to-day. Where necessary, the Head Teacher will initiate, support and assist all staff in the risk assessment process and take appropriate steps and make the final decision on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy. The Deputy Head Teacher will assume these responsibilities in the absence of the Head Teacher.

As well as the general duties that all members of staff have, the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils and visitors and any other persons using the premises or engaged in activities sponsored by the school and will take all reasonably practical steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidance are met in full at all times.

In Particular the Head Teacher will ensure that:

- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order. Policies and procedures with regard to health, safety and welfare matters within the Primary School are established in writing, and approved by the Governing Board, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Board.
- Regular reviews of the safe performance of all departments of the Primary School are undertaken with appropriate action when necessary, and are reported to the Governing Board.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also that reports and returns are submitted to the LA and in accordance with the published procedures.
- Adequate first aid provision is made for staff and children and other persons, whilst on school premises and when working away from the school, in accordance with LA guidance.
- Training needs are identified and arrangements are made for those needs to be met.
- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are the LA's responsibility are reported to CYPF Safety Services and any item which constitutes a health and safety hazard is taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.

- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, children or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.
- Monitor the Health and Safety management structure, along with the governors
- Liaise with Birmingham Asset Management on Asbestos Management plans prior to any building work.

Staff holding Posts of Responsibility:

Deputy Head Teacher, Business Manager, Site Manager, and First Aid Leader are responsible to the Head Teacher for the implementation of the health and safety policy within their area of work. To fulfil their responsibilities they will assist the Head Teacher:

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

Additional members will be included where appropriate to discuss safety matters relating to specific areas of work. The group will meet weekly as appropriate in order to ensure there is clear direction. Termly Health and Safety audits records shall so that jobs can be recorded and addressed swiftly.

Strategic Leadership Team (SLT)

The nature of the schools activities can be diverse from an operational point of view and essential activities and priorities may vary between key stages and subjects. School leaders will be responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of operation.

They will ensure their designated areas are inspected regularly to identify hazards and bring any concerns to the attention of the Head Teacher. Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.

The Site Manager will be informed of any significant findings that will also be recorded and filed for audit inspection. In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head teacher or Site Manager.

Site Manager:

The Site Manager is appointed by the Head Teacher to assist in the day-to-day implementation of the school safety plan. His role is to promote safety awareness so that the other members of staff are familiar and clear as to their duties and responsibilities stated in this Health and Safety Policy. The Site Manager will also provide/arrange assistance and support for staff to ensure that risk assessments are carried out. He will endeavour to keep up-to-date with safety regulations and through the SLT initiate steps that ensure arrangements for health and safety at Paganel Primary School conform to both current regulations and best known practice.

The Site Manager has a key role to ensure that the school premises are kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher.

The Site Manager is also responsible for the supervision of cleaning staff, materials and any equipment they use. They will be responsible for undertaking/assisting in the risk assessment process in matters relating to their work and that of other members of staff. This will include responsibility as first point of call and active liaison with contractors who are aware of the Health and Safety Policy and arrangements.

It is expected that particular work undertaken by the Site Manager will identify quickly areas that threaten the safety of themselves, pupils or other members of staff.

The Site Manager will inspect specified designated areas regularly to identify hazards and will bring any concerns to the attention of Head Teacher. Where significant hazards are identified a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control risk. Relevant staff will be informed of any findings.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to the Head Teacher. The Site Manager will also assist in the implementation of other safety arrangements as considered necessary to comply with health and safety regulations and codes of practice, as may be determined from time to time and approved by the Governing Board/Head Teacher.

Teaching Staff:

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

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

School Business Manager:

Responsible for initiating/undertaking/assisting in the risk assessment process in areas and for tasks relating to pupils and other members of staff in their sphere of work.

- They will inspect their work/designated areas regularly to identify hazards and raise concerns with their line manager and/or the Site Manager.
- Where significant hazards are identified a formal risk assessment process will be initiated to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the risk.
- Staff members, under their instruction, will be informed of any findings that will also be recorded and filed in the school office for audit inspection.
- In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately to ensure health and safety is not compromised. This may require immediate intervention actions – such as restricting access to the hazard before reporting the matter to their designated SLT member/ Head Teacher.

Educational Visits Coordinator: (EVC)

Follow BSS Safety Services –Off-Site Visit guidance where full responsibilities are outlined

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

Supervisory School Staff:

Members of staff who manage, or supervise other staff/trainees, or are responsible for pupils/members of the public, may affected by work activities, have a particular responsibility for the health and safety of those under their charge.

- They will carry out and/or assist in the process of undertaking a suitable assessment of the risks to health and safety arising out of or, in connection with their work. Risk assessments shall be reviewed periodically, following accidents and in light of improved knowledge or technical change.

Supervisory staff will instruct those under their charge/control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

Employees General Responsibilities

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

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

Arrangements for Health and Safety

(See local arrangements section)

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

The Governing Board will ensure that those appointed and charged with responsibility for implementing Health and Safety at work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities.

Document Control

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

Co-operation

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

Communication

- Local systems and documentation will be held electronically and on hard copy and made accessible to staff members.

Competence

- All teachers, new Teaching Assistants and Lunchtime supervisors are assigned a SLT member who guides them through the induction process. NQT's follow the induction process as well as the Staff Induction process (to include Health and Safety) within school). They are also issued with a Staff Handbook and policy file giving full details of school policies and procedures, including aspect of Health and Safety. All policies are available to everyone from the school website.
- School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning and Prioritising (Setting Standards)

Primary School Health and Safety Plans

- School health and safety planning will be part of our school improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

Risk Assessments

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

Local Arrangements

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

Measuring Health and Safety Performance

Active Monitoring

Our school leadership team will oversee active monitoring to include workplace inspections in accordance with local arrangements.

Reactive Monitoring

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

Reviewing Health and Safety Performance

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the

extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

- The school health and safety performance will be reviewed by the school management team quarterly and reported to school Governors.

Auditing/Inspecting Health and Safety Performance

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

Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Asbestos 2 - [Asbestos](#)
- Appendix 3 - [Contractors](#)
- Appendix 4 - [Display Screen Equipment](#)
- Appendix 5 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 6 - [Fire Prevention, Testing of Equipment](#)
- Appendix 7 - [First Aid and Medication](#)
- Appendix 8 - [Flammable and Hazardous Substances](#)
- Appendix 9 - [Health and Safety Information and Training](#)
- Appendix 10 - [Health and Safety Monitoring and Inspections](#)
- Appendix 11 - [Legionella](#)
- Appendix 12 - [Lessons](#)
- Appendix 13 - [Lone Working](#)
- Appendix 14 - [Moving and Handling](#)
- Appendix 15 - [Offsite Visits](#)
- Appendix 16 - [Premises Work Equipment](#)
- Appendix 17 - [Risk Assessments](#)
- Appendix 18 - [Security of Children](#)
- Appendix 19 - [Stress](#)
- Appendix 20 - [Sun Protection](#)
- Appendix 21 - [Vehicles](#)
- Appendix 22 - [Violence](#)
- Appendix 23 - [Volunteers in School](#)
- Appendix 24 - [Work Experience](#)
- Appendix 25 - [Work at Height](#)

Accident Reporting Procedures

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

- Minor incidents are recorded in the little accident book (Including bumped heads). The parents/carers would be given a copy. (These forms will be kept for a minimum of 5 years) any more significant incidents must also be reported to LA/Governors.
- These are kept/available from the school office.
- When a serious accident occurs, and the pupil requires treatment, the details are recorded on the LA Accident/Incident Record form, with a copy sent to the appropriate authority.
- BESS are responsible for RIDDOR Reporting if required.
- School accident reports will be monitored for trends by the First Aid Leader and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Employee Accidents

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

Pupil Accidents

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

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

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

Reporting to the Health and Safety Executive (HSE)

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

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR www.hse.gov.uk/riddor via CYPF
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring via CYPF.
- The school will still be required to keep a record of all over three day injuries – if the school keeps an accident book/form, then this record will be sufficient.

Asbestos

The asbestos survey is held in the school office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The asbestos monitoring person will be the Site Manager.
Refresher training is required annually in asbestos awareness.

The school shall ensure:

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager / Head Teacher who will contact the Local Authority.

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

Release of Asbestos Containing Materials

In the event of accidental release of known or suspected asbestos fibers, 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.

[Back to Appendix](#)

Contractors

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

All contractors must report to the school office where they will be asked to sign in using the signing in system. Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Contractors must report to the Site Manager who will provide them with a work permit if required.

Contractors must ensure:

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

The Site Manager will be responsible for monitoring areas where the contractor's work may directly affect staff and children and for keeping records of all contractor work carried out.

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

[Back to Appendix](#)

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 Work Stations

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 student for printing etc. Where a student has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the student.

[Back to Appendix](#)

Fire Evacuation and other Emergency Procedures

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

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

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Business Manager.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Site Managers Inspection File.

Fire Fighting

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

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

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

Details of service isolation points

Water: Boiler House

Electricity: Boiler House

Gas: Boiler House

Details of chemicals and flammable substances on site.

An inventory of chemicals used by the Site Manager and the Cleaning Staff will be kept in their locked store room, for consultation.

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

EMERGENCY PROCEDURES

Fire Evacuation

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They will make their way to the nearest evacuation point.

Fire Fighting

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

On Hearing the Fire Alarm:

Class Teachers and Teaching Assistants

When the fire bell rings:

1. Direct your pupils immediately to the appropriate route (see notice on classroom wall) to the assembly area). Move at once without collecting school or personal property (except for hard-copy registers and medical boxes).
2. Close all classroom doors on way out.
3. If you are in a room which carries an area-checking responsibility, check that area before proceeding to the assembly area.

Pupil Administrator

1. Proceed directly to assembly point.
2. Receive the registers for all classes and issue these to Staff for checking.

Head Teacher

1. Check that your designated area is clear then proceed to assembly point.
2. Await report from Site Manager/School Business Manager. When these are completed, inform the Chief Fire Officer of the situation.

Office Staff

1. When the Fire Bell rings, collect daily registers visitors logs and proceed to playground.

Site Manager

Proceed to the fire alarm panel and check where alarm activated if it is evidential there is a fire then proceed at once to the assembly point to receive report from the person who rang the fire-bell. Inform the Head or Deputy Head Teacher accordingly.

Kitchen Staff

1. Switch off gas cookers etc., if possible. Proceed to designated assembly point.
2. Kitchen Manager to check personnel and report situation to Head Teacher.

Lunchtime Staff

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

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

Fire and Bomb Alerts

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

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

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

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

Visual Disability

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

Hearing Disability

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

SEND

Pupils identified with SEND needs in particular The POD pupils have their own individual evacuation plans.

Lockdown Procedures

All staff are made aware of the Lockdown procedures. The procedures are documented on the visitor leaflet.

[Back to Appendix](#)

Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

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

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

A fire alarm maintenance contract is in place and the system is tested regularly.

Inspection of Fire Fighting Equipment

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

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

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

Emergency Lighting

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

Green Door Release Boxes

These will be tested regularly by the Site Manager

Emergency Red Pull Cords

These will be tested regularly by the Site Manager

Test records are located in the site inspection book.

Means of Escape

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

[Back to Appendix](#)

First Aid and Medication

First aid boxes are located at various points

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

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

First Aiders:

Paganel Primary has a sufficient number of first aiders (includes Initial First Aid at Work, Paediatric and Emergency First Aid.)

A list of first aiders will be displayed throughout the school and will be identified in the staff handbook.

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

At lunchtimes the Lunchtime Supervisors administer first aid.

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

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

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

Transport to Hospital:

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

Administration of Medicines

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

As a school we recognise that there are times when it may be necessary for a pupil to take medication during the school day. In line with our Administration and Management of Prescribed Medicines in School, we will only administer prescribed medication unless authorised by the Head Teacher.. Please refer to policy for further guidance.

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

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

Treatments:

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

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

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

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

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

Unconsciousness – Call a First Aider immediately

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

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

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

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

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

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

Safety/HIV Protection

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

Health Care Plans

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

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

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

[Back to Appendix](#)

Flammable and Hazardous Substances

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

The Head Teacher will ensure the Site Manager:

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

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.

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

[Back to Appendix](#)

Health and Safety Information and Training Consultation

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

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

Elite Safety in Education and BESS Safety Services provide competent health and safety advice for Paganel Primary School.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by a member of SLT.

They will be responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

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

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

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

[Back to Appendix](#)

Health and Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Site Manager and Elite Safety in Education.

A named Health and Safety Governor will be asked to be involved/undertake inspections on an annual basis and report back to both the full Governing Board meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

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

[Back to Appendix](#)

Legionella

Paganel Primary complies with advice on the potential risks from legionella as identified in guidance from the HSE.

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

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

This will include:

- Conducting necessary monthly water temperature checks
- Disinfecting water tanks or other areas where water droplets are formed
- Servicing of Thermostatic Mixing Valves (TMV's)

The Site Manager is responsible for ensuring all little used water outlets are flushed on a weekly basis.

[Back to Appendix](#)

Lessons

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

Food Hygiene

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

Storage

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

Preparation

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

Cooking/Preparing Food

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

Cleaning Up

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

Eating the Food or transporting it elsewhere

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

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

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

Science

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

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

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

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

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

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

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

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

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

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

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

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

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

Musical Equipment

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

Protective Clothing

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

Physical Education

General points to be considered when teaching PE:

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

Games Safety

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

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

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them.

Playing Fields

Playing fields must be inspected prior to use for broken glass, uneven areas (where animals may have burrowed) Games should not be played on the grass if the grass is wet and could cause persons to slip.

Dance Safety

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

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

[Back to Appendix](#)

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.

[Back to Appendix](#)

Moving and Handling

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

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

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

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

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

Paediatric Moving and Handling

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

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

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. (Not including changing beds which will be subject to an annual inspection).

[Back to Appendix](#)

Off-Site Visits

Introduction

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

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

Aims

The aims of our off-site visits are to:

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

How Visits may be authorised

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

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

S/he will:

- Ensure that risk assessments are completed;
- Support the Head Teacher and Governing Board in their decisions on approval;
- Assign competent staff to lead and help with trips;
- Organise related staff training if required
- Verify all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring checks, and that the letter from your coach company assures us their drivers too, have had Disclosure and Barring checks; and all fitted with safety belts.
- Make sure that all necessary permissions and medical forms are obtained;
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

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

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

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

Risk Assessment

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

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

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

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

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

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

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

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

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

- **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?
- **E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?

- Distance from support mechanisms in place at the home base – Transport? Residential?

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

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

A copy of the completed risk assessment will be given to the Head Teacher and all adults supervising the trip.

Transport

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

- Transport;
- Entrance fees;
- Insurance;
- Provision of any special resources or equipment;
- Costs related to adult helpers;
- Any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

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

Communication with Parents

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

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

Parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

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

Further Health and Safety Considerations

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

In an emergency situation the designated person will call the office and inform them of the major incident.

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

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader

should discuss with the Head Teacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from CYPF (Health and Safety)

Group Leaders' Planning

Group leaders must read thoroughly the appropriate guidance for off-site activities: www.oeapeg.info/

They must consult CYPF documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

Visit Plan

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

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

[Back to Appendix](#)

Premises and Work Equipment

Statutory Inspections

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

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

Electrical Safety

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

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

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

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

Gas Safety

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

Play Equipment

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

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

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

Smoking

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

Air Conditioning Units (if applicable)

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

[Back to Appendix](#)

General Risk Assessments

Paganel Primary risk assessments (for all activities, premises and one off activities) will be co-ordinated by staff and Elite Safety in Education and approved by the Head Teacher/Senior Leadership Team

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

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

Individual Risk Assessments

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

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

Such risk assessments will be reviewed on a regular basis.

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.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by staff using the relevant codes of practice and model risk assessments developed by National Bodies.

[Back to Appendix](#)

Security/Safety of Children

Security

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

The Head Teacher is responsible for the security of the premises during the day. The main door into the school from the reception area must be closed at all times.

Entry to Primary School for Visitors

There is an electronic controlled gate which persons will use the intercom system to inform office staff (or breakfast club) of their presence. This area is under CCTV.

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

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

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

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

Child Supervision

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

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

Alarm System

The alarm is always set each day.

Care of ICT Equipment

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

Site Manager

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

Before leaving the premises, the Site Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Dogs

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

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

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

Security of Data

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

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

Curriculum Networked Computers:

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

Office Computers:

- Accessed only via individual passwords
- Accounts/Budget files are accessed by a password
- Access to the School office is prohibited except for staff requiring access for a specific purpose

Other data protection issues:

- Printed material is disposed of by shredding
- Parents are informed of data kept in school and its use through the Fair Processing Notice
- Personal data is not disclosed over the telephone
- Service Birmingham up-date anti-virus software regularly.

[Back to Appendix](#)

Stress/Wellbeing

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

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

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

[Back to Appendix](#)

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.

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

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

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

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

Education:

- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Shade:

- Trees provide shade in areas of the school.
- Children have access to water at all times

Sunscreen:

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

[Back to Appendix](#)

Vehicles on Site

Car Parking

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

Parents are not permitted to park on the school car park when dropping off or collecting children.

Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community. (Do not park over driveways)

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

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

Staff & Visitors Car Park

The school has a car park which is electronically controlled via the school office or a swipe card (for staff). There are only limited spaces available and once designated parking spaces have been occupied, staff and any visitors must find alternative parking arrangements.

Care must be taken when entering the car park (limit 5mph or less).

[Back to Appendix](#)

Violence

Paganel Primary will not tolerate violent behaviour from parents, visitors or others who enter the school. There is a dedicated policy to minimise aggressive or intimidating behaviour onsite: 'Standards of behaviour and conduct on the school premises'.

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

Prevention:

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

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

[Back to Appendix](#)

Volunteers in School

Introduction

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

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

Safeguarding

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

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

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

There are some exceptions:

Law enforcement officers in certain circumstances;
 HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005);
 LA Authority
 Standards and Framework Act 1998).

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

Organisation

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

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

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

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

School Information and Regulations

Volunteers will be provided with relevant information. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

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

Expenses

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

Induction and Training

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

Complaints and Grievances

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

[Back to Appendices](#)

Work Experience

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

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

[Back to Appendix](#)

Work at Height

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

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

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

The nominated person(s) shall ensure:

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

Staff will be trained to use the step ladders safely.

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

[Back to Appendix](#)