



# **Health and Safety Policy & Procedures**

**Reviewed October 2022**

**Next Review October 2024**

## **Statement of Local Health and Safety Intent**

### **Bushbury Lane Academy**

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

As a school within the directorate of Wolverhampton 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 school improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this school.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action.
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.
- ❖ Copy this statement to all staff members.

## **Bushbury Lane Academy Health and Safety Policy**

Good health and safety management will be an integral part of the operation of the school, the Governing Body, Head Teacher, employees, partners and all other people with whom we do business.

Our school will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by Children and Young People and the Central Safety Unit, where relevant. Wherever possible and where statutory standards and requirements are not in place the school will meet best practice standards.

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

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

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

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

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

### **Governors**

- 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, pupils 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.
- A school safety policy is produced and the policy is regularly reviewed, ensuring that the requirements of health and safety legislation are met, that CYP health and safety standards are met, where relevant, and to promote best practice;
- 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.
- The safety policies will be brought to the notice of all employees.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.

- ☑ Ensuring effective communication with the Head Teacher, the Children and Young People's Service, staff, parents and pupils in respect of health and safety matters;
- ☐ Ensuring that the Governing Body and Head Teacher recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them;
- ☐ 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 Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, this Governing Body will delegate the functions necessary to discharge these responsibilities to the Head Teacher, Leadership and Management Team of our school; however they will ensure that they have adequate monitoring of these functions in place.

### **Head Teacher**

The Head Teacher will ensure that:

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

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

Staff holding posts of special responsibility, such as the Caretaker, and any Union Representatives, are responsible to the Head Teacher for the implementation of the Health and Safety Policy within their area of work. To fulfil their responsibilities they will assist the Head Teacher:

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

The Caretaker will assist the Head Teacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

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

Follow guidance provided where full responsibilities are outlined:

- Liaising with the employer, through the Education Health and Safety Manager.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertaking the functions outlined in the DFE publication "Health and Safety of Pupils on Educational Visits" and National Guidance for Educational Visits

### **Class Teachers**

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

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

### **Employees General Responsibilities**

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

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.

- ☑ Report accidents or dangerous occurrences at the earliest possible opportunity.
- ☐ Be familiar with and observe at all times all safety policies and procedures.
- ☐ Take reasonable precautions to ensure the safety of all persons in their charge.

**The Finance and General Purposes meeting will discuss health & safety as and when required, which will include:**

- ☐ To monitor the implementation of Health and Safety Policies and safety procedures throughout the school.
- ☐ To review safety measures and to advise the Head Teacher and Governing Body of any necessary changes to those measures.
- ☐ To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
- ☐ To receive reports of accidents and dangerous occurrences and to draw the attention of the Head Teacher and Governors to any necessary preventative/remedial action.
- ☐ To receive reports from the Central Safety Unit, safety representatives and external health and safety agencies.
- ☐ To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary.
- ☐ To receive auditing and monitoring reports and advise the Governors and Head Teacher of any necessary preventative and/or remedial action arising from those reports.
- ☐ To assist in the regular reviews of the School Safety Policy.

**Arrangements for Health and Safety**

(Please see local arrangements section)

**Document Control**

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

**Co-operation**

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

**Communication**

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

**Competence**

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

**Planning & Prioritising (Setting Standards)**

**School Health and Safety Plans**

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

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

**Risk assessments**

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

**Local Arrangements**

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

**Measuring H&S Performance****Active Monitoring**

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

The school will receive monitoring inspections from the following:

- OFSTED
- Health and Safety (CYP)
- 

**Reactive Monitoring**

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

**Reviewing Health and Safety Performance**

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

The school 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 (with assistance from).

## **Local Arrangements**

- Appendix 1 - Accident Reporting Procedures
- Appendix 2 - Asbestos
- Appendix 3 - Communication
- Appendix 4 - Contractors
- Appendix 5 - Control of Substances Hazardous to Health
- Appendix 6 - Curriculum
- Appendix 7 - Display Screen Equipment
- Appendix 8 - Educational Visits
- Appendix 9 - Emergency Management Plan
- Appendix 10 - First Aid and Medication
- Appendix 11 - Fire Evacuation and other Emergency Arrangements
- Appendix 12 - Fire Prevention, Testing of Equipment
- Appendix 13 - Health and Safety Information and Training
- Appendix 14 - Health and Safety Monitoring and Inspections
- Appendix 15 - Legionella
- Appendix 16 - Lettings
- Appendix 17 - Lone Working
- Appendix 18 - Moving and Handling
- Appendix 19 - Noise
- Appendix 20 - Premises Work Equipment
- Appendix 21 - Risk Assessments
- Appendix 22 - Security
- Appendix 23 - Shared Users of the School
- Appendix 24 - Stress
- Appendix 25 - Sun Protection
- Appendix 26 - Vehicles
- Appendix 27 - Violence
- Appendix 28 - Volunteers in School
- Appendix 29 - Work at Height
- Appendix 30 - Work Experience



## **APPENDIX 1**

### **Accident Reporting Procedures**

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

The Head Teacher will ensure that CYP accidents and incidents are reported and monitored in line with the guidance and procedures.

All accidents involving pupils will be reported on the relevant forms, and any incident occurring with adults will be recorded in the accident book. The accident forms are kept with the lunchtime staff, and in the staff room.

Accidents requiring parental/doctors/hospital attention must be recorded in the accident book kept in the Head Teacher's office. An IR1 form will be completed for such accidents and sent to the LA.

Adult accident books are located in the Head Teacher's office.

Following incidents where a pupil is taken directly to hospital, taken home, is absent from school or when an incident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Health and Safety Team for further advice.

School accident reports will be monitored for trends 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.

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

RIDDOR injuries must be reported to the Head Teacher and the IR1 form sent to the LA who will report RIDDOR on the schools behalf

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

Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR

Incidents resulting in a 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

The school will still be required to keep a record of all over three day injuries – this will be recorded on the school's accident/incident form.

Copies of HSE reports are maintained in the relevant personal file of the injured.

**Back to Appendix**

## **APPENDIX 2**

### **Asbestos**

All employees, contractors and sub-contractors are required to comply with the school procedure.

The Asbestos Survey Report is carried out by the Local Authority and a copy retained at the school. The Caretaker reviews this report on an annual basis and reports any concerns.

School staff and contractors are required to complete a registration form and use the Management of Asbestos Flow Chart to inform them what to do should they discover asbestos.

Regular inspections will be conducted to monitor the condition and/or deterioration of asbestos containing materials. These inspections will be recorded in the front of the survey report, which can be found in the Head Teacher's office.

[Back to Appendix](#)

SCHOOL SITE STAFF  
REPORT TO SITE  
MANAGER  
ALL CONTRACTORS  
COMPLETE JOB  
REGISTRATION FORM  
CONSULT REGISTER  
NOT KNOWN  
IS IT KNOWN  
TO BE ASBESTOS  
IF KNOWN  
IS THE MATERIAL IN  
GOOD CONDITION  
CONTINUE  
TO MONITOR  
IF NO  
IF YES  
ISOLATE  
CONTAMINATED AREA  
INFORM  
EDUCATION SERVICES  
SITES DEVELOPMENT  
AND SUPPORT TEAM  
ARRANGE FOR  
REMOVAL  
ARRANGE FOR  
ASBESTOS TO BE MADE SAFE  
MADE SAFE

## **APPENDIX 3**

### **Communication**

The Head Teacher is responsible for ensuring health and safety information is disseminated appropriately.

All staff will be aware how they can access risk assessment information and the outcomes of inspections. The risk assessment folders are held in the staff room and the inspection monitoring documents are held in the Head Teacher's office. These can be seen by any staff at their discretion.

Staff will be reminded of this during induction and during whole school staff meetings. Staff will also receive updates about procedures such as manual handling, working at heights etc. and fire procedures during these meetings.

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

Where necessary, our monthly news-letter and/or the Learning Platform will be used to update the school community on health and safety issues, such as safe parking and school security and how preventive and protective measures are taken by school.

All health and safety management policies are held on the school shared drive, which can be accessed by staff.

The Head Teacher will ensure that all new staff knows where to access copies of the health and safety policies and there will be reference to this in the Staff Handbook.

Staff can raise health and safety concerns directly to the Head Teacher or by noting concerns in the Caretakers book available in the staff room.

**Back to Appendix**

## **APPENDIX 4**

### **Contractors**

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

All contractors must report to school office where they will be asked to sign in using the electronic signing in system.

The Head Teacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work, this may be delegated to the Caretaker.

The Governing Body are responsible for appointing contractors to complete works within school. Other than this the LA may, if requested by school on a particular issue, send those contractors appointed by the Council for the completion of such works.

The Caretaker obtains appropriate method statements and risk assessments from contractors in order to assess their ability to undertake work safely.

A contractors' pack is issued in return which provides information which may affect their health and safety whilst working on the school site. This includes the fire arrangements, information on how to respond in the case of a serious incident or imminent danger. It also includes the requirement to obtain a permit to work in the case of hot works around the school.

Isolation of gas and electricity supply is by specially appointed contractors only who, in addition to supplying the information referred to above, would also be responsible for the permit related to isolation.

The Head Teacher tasks the Caretaker with monitoring the arrangements for safe performance by contractors while they are on site. This is completed by observation, discussion and ensuring that safe standards are maintained. If at any time the Caretaker is dissatisfied with the standards of safe practice displayed he will immediately ensure the contractors cease work, make safe the working area, report the matter to the Head Teacher and arrange an immediate site meeting with the contracted body. The aim of the meeting will be to resolve the issues raised and commence safe working as soon as reasonably practicable

[Back to Appendix](#)

## **APPENDIX 5**

### **Control of Substances Hazardous to Health**

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

Those substances subject to the COSHH regulations are identified and adequate precautions are taken to prevent injury to health, in particular to the safe handling and storage of the substance.

Identified substances are held securely in: Caretaker's room.

When new substances are purchased material safety data sheets are obtained from the manufacturer by the Caretaker (those substances related to the discharge of cleaning or caretaking by him) or the school office staff (those substances pertinent to teaching and administration) to enable a COSHH assessment to be carried out by the Caretaker.

The cleaning department, are engaged to provide cleaning services within the school, they will ensure that material safety data sheets are provided for the products they use and ensure that COSHH assessments are carried out in relation to these.

The substance will also be added to the Substance Register held in the Head Teachers office.

The catering department are contracted by the Local Authority and they will be responsible for their COSHH data sheets and risk assessments.

Back to Appendix

## **APPENDIX 6**

### **CURRICULUM**

Health and Safety arrangements for science, PE, Design Technology and art are detailed in the individual curriculum policies. Please refer to the class policy folder for further details. See also Learning Platform policy folder.

[Back to Appendix](#)



## **APPENDIX 7**

### **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, business managers etc. shall have a DSE assessment carried out by their line manager. This self-assessment will be reviewed biannually or earlier if required. 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. The Head Teacher will be responsible for checking this when ordering. 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 (by the LA appointed ophthalmologist.) Where necessary a contribution towards the total cost of a set of spectacles will be provided. 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.

[Back to Appendix](#)

## **APPENDIX 8**

### **Educational Visits**

#### **Introduction**

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences. In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

#### **Curriculum Links**

At Bushbury Lane Academy we will endeavour to ensure that off-site visits are linked to the Curriculum. For most subjects, there is a corresponding programme of activities.

These activities are in line with guidance published by the Local Authority:

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

#### **Residential Activities**

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

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

Category A. Local visits, museums, theatres etc. Signed by Head Teacher

Category B. Adventure activities, residential, etc. Signed by Head Teacher

Category C. All visits and residential abroad. Signed by Head Teacher, Governing Body and the Director of Learning.

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

## **How Visits may be authorised**

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

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

S/he will:

- Ensure that risk assessments are completed
- Support the Head Teacher and Governing Body in their decisions on approval
- Organise related staff training
- Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use approved coach companies.
- Make sure that all necessary permissions and medical forms are obtained
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)

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

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

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

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 pupil's. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks

the skills required to make informed judgements about the risks it may involve. The Head Teacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

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

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

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

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

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

A useful framework for assessing requirements for ratios and effective supervision is

**SAGED:**

- 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?
- D**istance from support mechanisms in place at the home base – Transport? Residential?

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

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

A copy of the completed risk assessment will be given to the Head Teacher, the Governing Body, and the educational visits coordinator, 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.

Where private cars are used for transport, the group leader is responsible for checking that the insurance (business Insurance) of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.

The school makes a charge to parents if their children are transported by means of transport provided by the school. The charge covers the expenses of the journey only; we do not make any profit from this.

### **Communication with Parents**

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

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

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

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

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

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

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

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

### **Visit Plan**

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

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)

Full plan of activities

- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for party leaders
- Guidance for the emergency contact and Head Teacher
- Medical questionnaire returns
- First-aid boxes

**[Back to Appendix](#)**

## **APPENDIX 9**

### **Emergency Management Plan**

Bushbury Lane Academy will implement a specifically designed Emergency Management Plan

This plan outlines the school's response to an event or events which are usually sudden and which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences.

The plan for Bushbury Lane Academy covers:

- A deliberate act of violence
- A school fire
- A pupil or teacher being taken hostage
- The destruction or serious vandalising of part of the school
- The death of a member of staff through natural causes or accident
- The death of a pupil
- A transport related accident involving pupils and/ or members of staff
- A more widespread disaster in the community
- Death or injuries on school excursions
- Civil disturbance and terrorism

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

**Back to Appendix**

## **APPENDIX 10**

### **First Aid & Medication**

Bushbury Lane Academy has risk assessed its requirements for first aid and ensures that there is adequate provision to meet those requirements.

All of the first aiders within Bushbury Lane Academy are designated first aiders, holding a current first aid certificate.

A notice is posted in the staff room naming the first aiders on duty.

A nominated first aider will ensure that there is a sufficiently stocked first aid box. They will reorder and replenish as necessary. The nominated person also ensures that all first aid stocks are within date.

During lessons the first aider working with the class will be responsible. In the case of adults, the nearest first aider should be summoned if needed.

During morning break there is a designated first aider and a first aid rota is operated during lunchtime.

Breakfast Club staff are qualified first aiders and will administer as necessary.

All accidents are reported in the relevant accident forms/books, dependent upon whether the injured person is an adult or child.

The accident forms/books are located in the Head Teacher's office for adults and the staff room for children (or with the lunchtime supervisors at dinner times)

Injuries to children are notified to parents and head injuries require immediate parental contact and attention.

#### **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/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

The only medication kept and administered within school are those prescribed specifically for a pupil (long term health needs only) at the request of the parent/guardian and with the consent of the Head Teacher.

Antibiotics may be administered after consultation with the parents and at the discretion of the Head Teacher.

Records of administration of medicines will be kept by the office staff.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in the school office with access strictly controlled.

Where children need to have access to emergency medication, i.e. asthma inhalers, the following is in place:



Key stage 1 – staff retain in classrooms

Key stage 2 – Children responsible for own inhalers.

Epi-pens etc., will be kept in the school office.

### **Health Care Plans**

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

These plans are reviewed annually and written precautions/procedures made available to staff.

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

[Back to Appendix](#)

## **APPENDIX 11**

### **Fire Evacuation & other Emergency Procedures**

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

#### **Smoking**

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

#### **Fire Instructions**

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

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

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

### **EMERGENCY PROCEDURES**

#### **Fire and Evacuation**

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Local Authority through a service level agreement.

#### **Fire Drills**

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

#### **Fire Fighting**

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

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

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

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

- Gas:** Outside Year 3 (concrete unit)
- Water:** Outside Year 3 (concrete unit)
- Electricity:** Year 6 Classroom (cupboard)

Details of chemicals and flammable substances on site are kept by the Caretaker as appropriate, for consultation.

### **EMERGENCY PROCEDURES**

#### **FIRE EVACUATION**

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

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

#### **Fire Fighting**

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

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

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

- ☐ All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing sound.
- ☐ The Caretaker or a member of the SLT will check the fire panel (located in the main entrance)
- ☐ Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- ☐ Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Head Teacher at the assembly point.

### **Assembly Point –**

Pupils and Staff – School Playground

Contractors/others on site in school holidays – front of school building

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

### **A Calm orderly exit is essential**

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

- ☐ On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers.
- ☐ Registers, visitors' book etc. will be taken out to the assembly point by the office staff. The result of this check must be reported to the Head Teacher/senior member of staff as soon as it is completed.
- ☐ All staff will be responsible for sweeping their areas of the school whilst proceeding to the nearest exit point.

All staff should report to the Head Teacher/SLT that corridors/buildings are cleared.

- ☐ The Head Teacher/SLT and will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- ☐ The Head Teacher/senior member of staff will liaise with the fire brigade on their arrival.
- ☐ The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Head Teacher/ senior member of staff.
- ☐ If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

## **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.

## **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.

**Back to Appendix**

## **APPENDIX 12**

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

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

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the fire/inspection book.

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

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

#### **Inspection of firefighting equipment**

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

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

#### **Emergency Lighting**

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

#### **Green Door Release Boxes**

These will be tested regularly by the Caretaker

#### **Emergency Red Pull Cords**

These will be tested regularly by the Caretaker

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

#### **Means of escape**

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

[Back to Appendix](#)

## **APPENDIX 13**

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

The school's finance and general purposes committee meet regularly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings (if relevant) are brought forward for review by Full Governors meeting.

The Health and Safety Law poster is displayed in the staff room provides competent health and safety advice for our school.

### **Health and Safety Training**

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

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

All employees will be provided with:

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

Training records are held by the Head Teacher 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.

### **Temporary Workers including Supply Staff**

Temporary workers and supply staff are responsible for ensuring they are aware of the emergency arrangements within the school.

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

Details of all health and safety training will be recorded by the office staff.

[Back to Appendix](#)

## **APPENDIX 14**

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

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

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

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

The Caretaker will inspect the school daily for such interim hazards and record his findings in the Caretaker's book.

**Back to Appendix**



## **APPENDIX 15**

### **Legionella**

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

Bushbury Lane Academy employs the services of external contractors to provide the school with assessments and monthly monitoring of water temperatures.

The Caretaker ensures that the flushing procedures are followed and that these are recorded.

The Caretaker receives all Legionella reports and actions any issues which arise.

The Thermostatic Mixing Valves are inspected on an annual basis.

**Back to Appendix**

## **APPENDIX 16**

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

The school at present currently do not let to any organisation or body.

[Back to Appendix](#)

## APPENDIX 17

### Lone Working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Where staff are working alone in offices the door must be secured to ensure there is no access by unauthorised persons.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) this must be carried out in pairs, notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Report any incidents or situations where they may have felt "uncomfortable" or immediately telephone the emergency services 999.
- The intruder **MUST NEVER** be approached.

[Back to Appendix](#)

## **APPENDIX 18**

### **Moving & Handling**

Manual handling is considered by Bushbury Lane Academy to be all operations requiring lifting carrying, pushing, pulling and carrying.

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 retained in the risk assessment file to be accessed by all.

#### **Moving and Handling**

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

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

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

[Back to Appendix](#)

## **APPENDIX 19**

### **Noise**

Bushbury Lane Academy will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or who are exposed to significant levels of noise.

A risk assessment will be undertaken to determine any circumstances where employees may be exposed to excessive levels of noise. Employees exposed to such noise will be advised of the risk.

There are no areas of the school building at present which are deemed to have excessive noise levels and no requirement for anyone entering the school building to wear ear protection.

Clear management of person and pupil movement and communication, in line with the school's behaviour policy, is expected at all times in able to ensure that the noise from persons using the building is not excessive or a danger to health and well-being.

The school will take all reasonable measures to ensure that where existing noise levels can be reduced at source, such as by the fitting of noise absorption devices, this will be considered.

When new plant equipment is purchased, Bushbury Lane Academy will ensure that the specification of the equipment is developed to maintain noise levels during manual operation at the lowest possible level.

[Back to Appendix](#)

## **APPENDIX 20**

### **Premises & Work Equipment**

#### **Statutory Inspections**

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

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

#### **Curriculum Areas**

Curriculum coordinators are responsible for reporting maintenance requirements for equipment in their areas to the Head Teacher.

#### **Gas Safety**

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

#### **Electrical Safety**

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

The Head Teacher will ensure that the statutory five year check of the electrical installation is carried out by a competent person. A record of this test will be kept and the necessary action plan drawn up in response.

Electrical sockets will not be overloaded in the school and, where it is necessary to use an extension lead, these will be of the fused and switched type to prevent overloading.

Before using any piece of electrical equipment staff will conduct a visual inspection to ensure that the plug tops, leads and outer casings are free from defects. Where defects are detected the equipment will be immediately labelled and isolated in the Caretaker's room and not used again until the defect has been rectified.

Repairs to any electrical equipment belonging to the school will only be undertaken by a trained and competent person. Records are kept of any repair to electrical equipment required.

The electrical equipment will be suitable for the environment in which it is being used and portable appliance testing will be conducted as necessary, depending on the type of equipment.

The Head Teacher is responsible for maintaining the PAT inventory; this is situated in the Head Teacher's office. PAT testing is conducted at regular intervals, through a service level agreement with the LA, and at least every two years.

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

#### **Vibration**

The Caretaker may experience vibration as a result of using specific hand tools.

The school will take all reasonable measures to protect him through such procedures as programmes of job rotation and the production of a risk assessment for the use of each tool which can be cross referenced across to the risk assessment for specific activities.

When purchasing new equipment the school will ensure that it conforms to the current legislation applicable and, wherever possible, ensure the equipment is low-vibration.

A full maintenance programme is in place to ensure all equipment is in good working order. Information, instruction and training will be provided to employees who may be exposed to vibration and personal protective equipment supplied.

**[Back to Appendix](#)**

## **APPENDIX 21**

### **Risk Assessments**

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

The risk assessments are held electronically and in a hard copy format which will be kept in the staff room.

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

#### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant staff. It is the responsibility of staff to inform the Head Teacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

#### **Curriculum Activities**

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

In addition the following publications are used as sources of model risk assessments:

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'

<http://www.afpe.org.uk/>

#### **Primary Schools**

Make it safe (5<sup>th</sup> edition) NAAIDT

Be Safe! Health and safety in primary science and technology, 3<sup>rd</sup> Edition ASE, 2001.

National Society for Education in Art & Design (NSEAD)

#### **New & Expectant Mothers**

This applies to those members of staff who are pregnant, have given birth in the previous six months or who are breast feeding.

Bushbury Lane Academy concurs that it is a moral, as well as legal duty, to ensure the health and well-being of employees in these circumstances and special consideration is taken when considering the risks to this group of workers.

Bushbury Lane Academy is aware that expectant mothers may have health and safety concerns which need to be addressed individually and risk assessments will be completed once the Head Teacher is aware that an employee is an expectant mother.

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

**Back to Appendix**



## **APPENDIX 22**

### **Security**

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

#### **Smoking**

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

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

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

Visitors who are admitted into the school are asked to sign in using the electronic signing in system.

A note is put in the diary sheet/whiteboard to inform staff of planned visitors. Staff are asked to inform the Head Teacher/office of visitors to school who are not wearing a badge.

Children are reminded in assembly to tell their teacher if they see an unknown person without a badge wandering around the school premises.

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

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

Parents bring their children to the front office and they will be let in by a member of staff or alternatively (before 8:30am) they can drive into the playground and take their children to the school hall door where staff will receive them.

A breakfast club register is in use.

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

Entry to the KS1 and KS2 playground is through the appropriate gates which are unlocked by allocated staff at 8:45am for entry into the playground. These gates are locked at 8:55am each morning.

The secure area is opened for parents to collect children at 3:10pm for parents to come onto the playground.

Keystage 1 children leave school at 3:10pm and Keystage 2 at 3:15pm Gates are locked at the end of the day at 3:30pm.

#### **School Building Security of External Doors**

All exterior doors will be secured to prevent pupils leaving the school grounds.

#### **Security of the Nursery**

The Nursery is locked at all times.

A mobile telephone is installed in the Nursery for emergency use.

A gate system around the Nursery building ensures children are contained as much as possible to allow supervision.

#### **Supervision of Children**

Children should not arrive unaccompanied before 8.45 am at which they are allowed into school. Children not collected at home time wait in reception.

### **Pupil Supervision**

The Head Teacher or in her absence a nominated senior teacher remains on the premises until the last child is collected.

Security of the school building is reviewed by the finance and general purpose meetings and relevant issues will be reported in full Governor Meetings.

### **Alarm System**

The school alarm is always set each day.

### **Care of ICT Equipment**

Expensive portable equipment is locked daily in the strong room.

ICT suite locked at the end of the school day.

### **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
- Password gives pupils and staff different access levels
- Manager only has access to management files
- Files are backed up daily by the Local Authority.

### **Office Computers:**

- Accessed only via individual passwords for head and school office staff
- Financial files are accessed via further 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
- Disaster recovery plan will be put in place
- School anti-virus software is updated regularly

**Back to Appendix**

## **APPENDIX 23**

### **Shared Users of the School**

The shared users of the school are the Catering and Grounds Maintenance Services of the Council.

Both departments will be provided with all necessary health and safety information required with regards to their health and safety whilst on this site.

Other users will, in return, provide the school with relevant documentation.

**Back to Appendix**

## **APPENDIX 24**

### **Stress/Wellbeing**

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

The school will use the HSE stress management tool questionnaire.

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

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Head Teacher and SLT
- Mentoring of new staff.
- PPA is provided for all Teaching Staff and Teaching assistants in order to ensure high first quality teaching.

**Back to Appendix**

## **APPENDIX 25**

### **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.

Bushbury Lane Academy has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

#### **What is the Sun-Smart Campaign?**

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

The five key Sun-Smart skin cancer prevention messages are:

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

At Bushbury Lane Academy we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

#### **Education:**

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

#### **Timetabling:**

- Children will spend more time playing outside before 11am and after 2.30pm

#### **Shade:**

- An environmental area offers shade
- Trees offer shading around the playground

#### **Clothing:**

- Parents are reminded to send their children in appropriate clothing.

#### **Sunscreen:**

- Parents are reminded to apply sunscreen to children before attending school
- children will be asked in Reception, KS1 and KS2 to administer their own at lunchtime and nursery parents are asked to put sun screen on their child before the start of a session
- Sunscreen use will be encouraged on school trips

## **APPENDIX 26**

### **Vehicles & Driving on School Business**

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

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

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

The access gate for pedestrians will be used at separate times of the day to vehicle access.

If an event is being held outside of normal school activities the pedestrian gate will always remain open.

#### **Driving on School Business**

The school will follow the council's driving at work policy.

The Head Teacher will ensure that those persons who drive their own vehicle, as part of school business, have the appropriate licence, insurance, MOT (if applicable) and tax.

The Head Teacher will require sight of these documents which will be recorded in the Driving at Work Register.

Any staff member not possessing the above will not be allowed to drive on specific school business and will be advised as such when attending courses.

[Back to Appendix](#)

## **APPENDIX 27**

### **Violence**

Bushbury Lane Academy will not tolerate violent behaviour from parents, visitors or others who enter the school.

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

#### **Prevention:**

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

- Consider the working environment e.g. exits, space available
- Do not meet parents when colleagues are not in the near vicinity
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school.
- 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**

## **APPENDIX 28**

### **VOLUNTEERS IN SCHOOL**

#### **Introduction**

At Bushbury Lane Academy, 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.

Bushbury Lane Academy 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**

Bushbury Lane Academy 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 Bushbury Lane Academy will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with The Head Teacher recorded on the central record by the Business Manager.

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

There are some exceptions:

Law enforcement officers in certain circumstances;

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

LA Authority

Standards and Framework Act 1998).

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

#### **Organisation**

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

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems.

The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the



volunteer is adequately inducted and is given every assistance to perform the duties required of them.

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

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

### **School Information and Regulations**

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

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

### **Expenses**

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

### **Induction and Training**

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before.

If the volunteer is undertaking formal training (e.g., NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

### **Complaints and Grievances**

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

[Back to Appendix](#)

## **APPENDIX 29**

### **Work at Height**

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

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

The establishment's nominated person responsible for work at height is the Caretaker

The nominated person 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.
- Any risks from fragile surfaces are properly controlled.

There is an inspection record for the stepladders used at Bushbury Lane Academy and this is maintained termly.

A simple hierarchy is communicated to staff at the beginning of each school year:

- Avoid working at height
- Use equipment or other measures to avoid falls when working at height cannot be avoided. Examples of this at Bushbury Lane Academy include long handled equipment.
- Eliminate falling distance by using equipment to minimise working length.
- Never work on the roof, engage a contractor.
- The school Caretaker should be utilised where work at height is deemed to be out of the school staff competence.

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

[Back to Appendix](#)

## **APPENDIX 30**

### **Work Experience**

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

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities (induction handbook)
- 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.
- Bushbury Lane Academy ensures that young people are protected from risks to their health and safety by means of written communication (induction handbook),
- Every student will receive a verbal placement job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- School based Mentors will conduct the health and safety checklist for young people and ensure that they make the Head Teacher aware of any potential risks that may arise as a result of the young person being engaged on the premises.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.
- Bushbury Lane Academy will engage its own health and safety procedures with all young people and seek advice and guidance from the submitting authority where necessary. All conversations will be recorded in writing and be retained by the school based mentor in the appropriate training file.

**Back to Appendix**

## **February 2015 - Revised**

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

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

Amendment has been made to Premises Work Equipment gas safety

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

The policy was approved by Governors on:

Date:

**Signature of Chair of Governors:**

**Review date: October 2024**