



Health and Safety Policy & Procedures 2022 - 2023

Statement of Local Health and Safety Intent

Holy Trinity Catholic Primary School

The Governing Body of Holy Trinity will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

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.

Head Teacher

Chair of Governors:

Date:

Date

Holy Trinity Catholic Primary School 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 school's 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 practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable 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 Education Services 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 and 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 Site Manager 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, 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 Deputy Head Teacher, Assistant Head Teacher, Site Manager, 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 Site Manager 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 Co-ordinator (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.
- Teaching pupils how to be aware of their own health and safety whilst in school.
- 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.

School Health and Safety Committee

The terms of reference of the committee are:

- 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

(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.

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

- Line management meetings and staff meetings at site.
- Provision of information relating to safe systems of work and risk assessments.
- Communication of advice from schools Advisors and Educational Officers.
- Communication of health and safety bulletins or information from Education Services.
- Communication of Education Services and City Council advice, guidance and policies.
- Communications with relevant specialist advisors.

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

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 (Education Services)
- Elite Safety in Education

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 Elite Safety in Education)

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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.

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

Accident Notification Procedure

All accidents are reported in the relevant accident books, dependent upon whether the injured is an adult or child. The accident books are located in the school office for adults and the medical room for children.

Major incidents to pupils and incidents which involve a member of staff, visitor, or contractor will be recorded on an IR1 form or directly on to the eSafety portal.

School employees are able to input an incident directly into the eSafety Portal.

Wolverhampton City Council policy requires that all accidents to staff and accidents to the public, which includes pupils, visitors, clients etc. where the cause of the accident is related to the way we work, the level of supervision, or the condition of our premises, etc. are reported. (Please note accidents arising due to a medical condition, are not reportable) This can be done by emailing the completed IR1 form to healthandsafety@wolverhampton.gov.uk or submitting it via the eSafety portal within 3 days of the accident occurring if there is any injury or absence or within 7 days if there is no injury or absence.

Reporting to the HSE is undertaken by the LA.

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

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

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

Accident Investigation Procedure

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

EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN SCHOOL.

- The school will still be required to keep a record of all over 3-day injuries – this will be recorded on the school's accident/incident form.
- Copies of reports are maintained in the relevant personal file of the injured.

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Asbestos

All employees, contractors and subcontractors are required to comply with the school procedure. The Asbestos Survey Report is carried out by the Local Authority and a copy retained at school.

From this report an Asbestos Action Plan has been drawn up and is monitored annually by the Site Manager who then reports any concerns to the Governing Body through the Asset Management Committee.

School site staff and contractors are required to complete the signing form to confirm that they have read the report and action plan and use the management of asbestos flow chart to inform them what to do should they discover asbestos.

Currently there is no asbestos detected in Holy Trinity Catholic Primary School buildings, although the Governing Body recognise that this does not necessarily mean that it does not exist.

Regular inspections of the school site, as recorded in the appropriate documents will record any concerns with regard to this subject. The Head Teacher will be informed and will seek appropriate help and support from the Local Authority on this matter.

Refurbishment & Demolition Surveys.

This type of survey will be required when a building (or part of it) is to be upgraded, refurbished or demolished and is required prior to any work commencing. This survey is used to locate and describe, as far as is reasonably practicable.

- All ACMs in the area that the refurbishment will take place.
- For the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

During this type of survey consideration must be given to the risk of spread of debris including asbestos during aggressive inspection techniques such as:

- Lifting carpets and tiles,
- Breaking through walls, ceilings, cladding and partitions
- Opening up floors and void.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise the risk to students, staff and any third parties on the premises. Ideally the building should not be in service, and all furnishings should be removed. This would only apply to working areas within a building for small refurbishment projects.

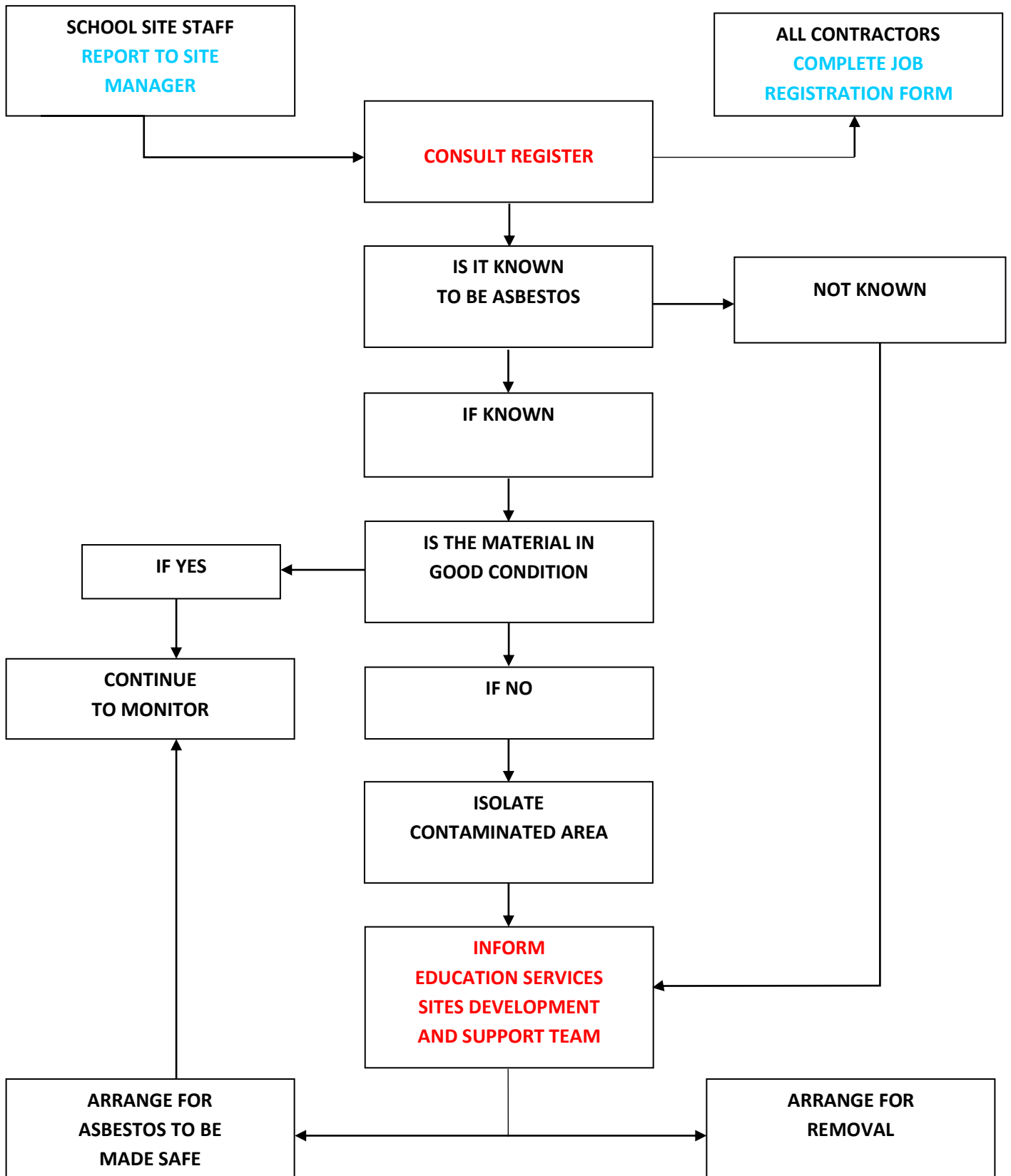
Release of Asbestos Containing Materials

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

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

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

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Communication

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

All staff are aware how they can access risk assessment information and the outcomes of inspections. The risk assessment books, and the inspection monitoring documents are held in the Site Manager's office. These can be seen by any staff at their discretion.

Staff are reminded of this during induction and during termly health and safety updates completed on INSET days. Staff also receive updates regarding 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 school office.

Where necessary, Trinity News, our weekly newsletter, 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 the school.

All health and safety management policies are held on the school Learning Platform which can be accessed by staff, parents and Governors within and beyond school.

The Head Teacher will ensure all new staff know where to access copies of the health and safety policies and there is also 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 book available in the Site Manager's office.

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Contractors

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

All contractors must report to school office/reception where they will be asked to sign the contractor's book and wear an identification badge.

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 Site Manager.

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 Site Manager 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 Site Manager 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 Site Manager 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 then 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.

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Control of Substances Hazardous to Health

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

Risk assessments are completed each term by the Health and Safety Committee. Following this, specific controls may be applied.

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:

- Site Manager’s office (and Site Manager’s flammable store cupboard).
- Nursery store cupboard (those related to cleaning and caretaking).
- School office (printer and photocopier inks) and the store cupboard in KS2, KS1 and Nursery (glue).
- Kitchen store cupboard (all materials used in connection with the operation of the school kitchen by the catering and cleaning department).

COSHH

Guidelines:

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

When new substances are purchased, material safety data sheets are obtained from the manufacturer by the Site Manager (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 Site Manager.

The Catering and Cleaning Department, who are engaged to provide cleaning services within the school, ensure that material safety data sheets are provided for the products the cleaners 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 Site Manager’s office.

Risk Assessments are co-ordinated by the Head Teacher and conducted by the teaching assistants in collaboration with other staff and pupils where necessary.

Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, office manager and Head Teacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

A designated person is responsible for coordinating display screen equipment assessments.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

Where necessary a contribution is made towards the cost of lenses. Details of this can be obtained from the Head Teacher.

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

Pupil Workstations

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

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

SEN Pupils and Computers:

Some SEN pupils may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the pupil for printing etc. Where a pupil has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the pupil.

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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.

Aims

The aim of our off-site visits is to:

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

Curriculum Links

At Holy Trinity 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 Holy Trinity, 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.

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.

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

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 co-ordinator will be involved in the planning and management of off-site visits.

S/he will:

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

Appropriate child car seats must be used if a private car is being used on a regular basis and not in an emergency situation.

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

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

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

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

Risk Assessment

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

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

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils. 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.

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

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

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

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

The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.

In some cases, there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

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

- **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 co-ordinator, 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 security checks.

Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

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

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 group 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 group 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 pupil 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 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 group leaders
- Guidance for the emergency contact and Head Teacher
- Medical questionnaire returns
- First-aid boxes

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Emergency Management Plan

Holy Trinity has a specifically designed Emergency Management Plan and details of what has been planned can be obtained by accessing the plan through the Learning Platform.

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 Holy Trinity 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.

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First Aid & Medication

Holy Trinity 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 Holy Trinity are designated first aiders, holding a current first aid at work certificate.

A notice is posted on the school office door naming the first aiders, where the location of first aid boxes and the medical room is.

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

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.

All accidents are reported in the relevant accident books, dependent upon whether the injured is an adult or child. The accident books are located in the school office for adults and the medical room for children.

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.

Button Batteries

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

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

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

What to do if a child ingests a button battery:

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

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

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.

Records of administration of medicines will be kept in the medical room.

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 medical room 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.

Adrenaline pens etc. will be kept in the specific classroom and in the medical room.

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.

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Fire Emergency Plan & Guidance

General Prevention Policy information

The fire risk assessment and the accompanying emergency plan will be reviewed annually and after any significant changes such as changes to the building and room use.

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

Smoking

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

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

Control measures for 'Hot Work' (incl. contractors with a permit to work system.) are in place.

This includes:

- Information/training on fire extinguishers.
- Hot work only being conducted in areas cleared of combustible materials.
- Checks being made after work is complete to ensure there are no smouldering fires.
- Ducts/flues are cleaned and maintained regularly.

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

A competent person conducts maintenance and checks the fire fighting equipment. These are conducted within the time frame required and recorded. Certificates are obtained and kept in the fire logbook/fire record folder.

Checks and maintenance are carried out on the fire alarms, emergency lighting and smoke/heat detectors etc. as identified by statutory requirements. Records are retained in the Fire Logbook.

Measures are implemented for staff and other personnel at increased risk from fire.

A review of training in the use of fire fighting equipment and for fire marshals is conducted on a regular basis.

Personnel with specific responsibilities are given appropriate instruction and training, this includes procedures for the fire alarm panel and how to interpret the information displayed.

Where there are any staff or pupils who are at increased risk during an emergency situation due to reduced mobility (either permanently or temporarily) a 'Personal Emergency Evacuation Plan' (PEEP) will be developed.

Appropriate instruction and training for staff, pupils, disabled persons, visitors and contractors is given and reviewed at regular intervals. (An example of this is that an audience is given the information prior to the start of a show). All training is recorded.

Regular fire drills are held, including for out of normal hours occupation. A debrief session is held after each exercise and is recorded.

The Fire Service is informed of every fire outbreak even if it has been extinguished.

Any fire event is logged even if it is a false alarm.

Precautions are taken to prevent arson. For example, doors and windows are locked promptly at the end of the school day to prevent access to the site, CCTV in place etc.

Training Provision.

All staff are trained in the use of fire equipment. This is conducted annually.

The secretarial staff and fire marshals are trained in the use of the fire panel. This is reviewed annually.

All members of the Leadership and Management Team are trained as Fire Marshals. All class teachers are responsible for registering pupils at the fire assembly points. This is reviewed annually.

All staff are trained annually in the operation of the fire alarm.

Annual training takes into account the need for all staff to have sufficient instruction and training for fire evacuation. (This includes reference to any 'Personal Emergency Evacuation Plans' that are in place). The staff handbook contains instruction in this area, NQT induction covers this area and there is fire evacuation procedures posted in each area of the school.

The posting of evacuation procedures in school areas, the regularity of fire drill practices and pre-contract meetings etc. aim to ensuring visitors and contractors have sufficient information on procedures in the event of an emergency evacuation.

Information Distribution

Staff are instructed of the methods and routes of escape through permanent posted notices around the school, annual updates and half-termly drills.

Half termly training is undertaken with all staff to ensure that evacuation is a safe and efficient procedure.

All emergency exits have signage which conforms to current statutory requirements.

Fire action notices are posted in all areas of the school and half-termly risk assessment procedures ensure that they are clearly visible and accessible to staff and pupils.

The method of informing personnel of an alternative escape route should the main one be blocked or inaccessible is to post a teaching assistant at the blockage to direct classes to the alternative given assembly point.

Emergency Evacuation Plan

Immediate Actions to take on Discovering a Fire.

Holy Trinity Catholic Primary School is not used out of hours. School personnel use the building until 6.00pm. Following this, the school is evacuated until the following day.

At whatever time of occupation, if a fire is discovered, the alarm will be raised and evacuation to a safe place following the signage will take place.

Trained personnel will tackle the fire only where appropriate, using the correctly designated extinguishers, or, in the case of the kitchen area, the fire blanket.

During school hours, teaching assistants will check toilets and close windows and doors on the way out.

Special Fire Fighting Equipment Provided

Fire extinguishers are provided in various sites around the school.

Extinguishers for use with electrical fires are strategically placed in areas of usage.

A fire blanket is provided in the breakfast kitchen area.

Methods of Raising the Alarm

The alarm in the event of fire is indicated throughout the ringing of a continuous fire alarm bell, audible throughout the school building.

All staff are responsible for alerting any children or adults who are hearing impaired by using the recognised British sign for fire.

A strobe light also alerts users of the learning suite and the toilet with facilities for disabled users.

There is not an agreed 'phased evacuation policy' at Holy Trinity Catholic Primary School.

Contact Emergency Services

It is the responsibility of the school secretary on duty at the time of the fire to contact the emergency services.

The emergency services will be raised by means of telephone. In event of a power failure a mobile telephone will be used.

If the fire occurs at a time when either of the school secretaries are not on duty it is the responsibility of the Head Teacher to contact the emergency services.

Processes, Machines or Power That Must Be Shut Down.

Staff responsible for working with any hot work equipment, such as in the school kitchen, must ensure all equipment is turned off before evacuating the building.

All whiteboards must be turned off. This is the immediate responsibility of the person using the whiteboard.

Any class involved in cookery or food technology must ensure that the cooker is switched off. This is the responsibility of the person leading the session.

Specific Arrangements for Any High-Risk Areas.

Boiler Room

The failsafe system will isolate the boiler house. The boiler house doors must be kept locked at all times.

Chemical Storage

The door to the cleaner and Site Manager's room must be kept locked at all times in order to isolate the chemical contents and provide general health and safety precautions.

Arrangements for a Safe Evacuation

Evacuate the building via the nearest safest exit. Any Personal Emergency Evacuation Plans in operation at the time of the fire must be affected.

Escape Routes

A map or diagram is included for ease of reference at Appendix 1. Details of fire fighting equipment provided and the location of designated 'Safe Refuges' is identified on there.

Assembly Points

The location of the assembly point is on the infant playground, and, for nursery at the end of the nursery drive, both at the point furthest away from the buildings. All visitors and contractors must also assemble there. The assembly area is identified through signage attached to the playground wall. All classes should assemble in lines in silence. All staff must remain with their children. All employees should assemble by the children and assist in supporting of the pupils.

Persons at Risk

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

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

Visitors

This section includes the following: visitors on site for open evenings, school plays etc.

All visitors will be evacuated safely through using fire training prior and/or during an event. The training will focus on escape routes, assembly points and evacuation procedures. Visitors will be accounted for by the use of registers compiled prior to the event.

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

Staff with Specific Responsibilities

In the event of a fire during the school day the following personnel will perform the listed duties:

Overall Control.

The Head Teacher is in overall control of the emergency situation during the course of the school day and at any point when s/he is on the school premises. The responsibilities of the Head Teacher are to ensure the smooth evacuation of all adults and children from the building, the accountability of all persons, liaison with the emergency services as appropriate and the determination of each step of the situation. The Head Teacher will record the emergency situation and the actions to be taken. In the absence of the Head Teacher the Deputy Head will assume this role or the person designated 'in charge' by the Head Teacher.

Fire Marshals.

The fire marshals are named school staff. It is their responsibility to ensure the safe evacuation of all persons and to sweep the building as they leave.

Fire Fighting

All staff are trained to use the fire fighting equipment. It is their primary responsibility to evacuate children in event that a fire cannot be isolated and extinguished. Where this is possible the appropriate appliance should be employed, and the matter reported immediately to the nearest fire marshal who will then take appropriate action.

Fire Control Panel

If the Site Manager is on duty, he will check the fire panel and inform the Head Teacher who will then liaise with the emergency services. In the absence of the Site Manager this role will be undertaken by the school secretary.

Responsibilities for Persons at Special Risk

The relevant teaching assistant is responsible for ensuring that adults and children at special risk are conducted to a place of safety or refuge until they can be evacuated in safety.

Emergency Services

Liaison Procedures

The Head Teacher or a member of the LMT will liaise with the emergency services on arrival. They will have a clear idea of the number of children evacuated, taken from the calling of registers, the number of visitors evacuated, taken from the visitors' book and the number of staff accounted for, taken from the computer print-out.

Additionally, the Head Teacher will have some idea about the location of the fire. The Head Teacher will meet the appropriate services at the school car park entrance and direct them to the emergency, wearing a high visibility arm band for the purpose of identification.

Specific Information for the Emergency Services

The emergency services will be told the location of the fire using a map ready in the fire logbook. Missing persons will be identified by name and last known location and the flammable material stores will be identified by location on the school map. The location of asbestos (as determined through the survey report) will be identified on the fire map. Any unusual activities such as building works or temporary structures will be described verbally using the map as reference.

Location of Information

The information needed will be held near the fire panel.

Assembly Points

Infant Playground

Nursery Drive

Accounting for Personnel

All staff in the main building are accounted for through the use of the time clock logging system print out, operated by the Head Teacher, or in her absence, the office manager or administrative assistant. The Head Teacher will ensure that all staff accounted for. This is made easier through the use of one assembly point.

Pupils are accounted for through the registration system, operated by class teachers or, in their absence, the allocated teaching assistant.

Visitors and contractors are accounted for by the use of the visitors' book, operated by the Office Manager, or in her absence, the administrative assistant.

If a person is found to be missing from the roll call a Fire Marshall will immediately inform the designated lead officer from the Fire Services.

Re-Entering the Building

People will be prevented from re-entering the building due to all fire doors closing behind each class evacuated. Control and discipline within pupil lines will ensure that they stay close to their teachers.

People will know when they can re-enter the building through instruction from the Head Teacher, or in absence, the Deputy Head. If the emergency services have been called then the Senior Officer is responsible for giving permission for re-entry to the building.

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

Procedures to Follow If the Building Cannot Be Re-Entered.

Arrangements in place if the building cannot be re-entered are as follows:

A) KS1 pupils will be accommodated in the Nursery building in a separate part of the campus.

If the fire occurs in Nursery those pupils will be accommodated in the main school building.

B) KS2 pupils will be escorted to Field View Primary School and will await collection from there.

Staff identified to monitor/escort the pupils during this time are each class teacher and teaching assistant. It is their responsibility to ensure that all pupils arrive at the relocation point.

Parents or guardians will be contacted by text if the pupils are sent home.

Pupils who cannot be safely sent home early will remain in the charge of a member of staff until such time as a parent can be contacted.

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Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire logbook.

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 Fire Fighting Equipment

An approved competent contractor undertakes an annual maintenance service of all fire fighting equipment. Weekly checks are carried out 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's fire logbook.

Means of Escape

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

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Health and Safety Information & Training Consultation

The school's health and safety committee and the Governing Body meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

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

Elite Safety in Education 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 also 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

The school office are responsible for ensuring all temporary workers receive the relevant health and safety information through the issue of the Staff Handbook Sheet at the commencement of the work period.

The Head Teacher will complete the training matrix as necessary and report on training to the Governing Body at least annually.

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 in the SIMS database by the Office Manager.

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Health and Safety Monitoring and Inspection

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

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 Site Manager will inspect the school daily for such interim hazards and record his findings on the site inspection sheet.

As a result of these inspections additions will be made to the Asset Management Plan and appropriate remedial action taken.

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Infection Control

Introduction

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

Aim and Objectives

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

Principles

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

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

Planning and Preparing

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

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

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

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

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

Infection Control

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

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

Viruses can also survive longer on hard and soft surfaces.

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

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

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

and through Personal and Social Education lessons.

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

Minimise Sources of Contamination

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

To Control the Spread of Infection

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

Personal Protective Equipment (PPE)

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

Cleaning of the Environment

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

Cleaning of Blood and Body Fluid Spillages

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

Vulnerable Children

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

The school will have been made aware of such children.

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

Female Staff – Pregnancy

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

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

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

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

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

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

This advice also applies to pregnant students.

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

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

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

Meningitis

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

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

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

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

Coronavirus Disease – COVID-19

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

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

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

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

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). Up to date advice can be found <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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Legionella

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

Holy Trinity employs the services of external contractors to provide the school with assessments and monthly monitoring.

The Site Manager ensures that the flushing procedures are followed for all fittings, especially showerheads which are flushed daily and that these are recorded.

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

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Lettings/Shared use of premises

The Governing Body do not authorise the building to be let to any organisation or body.

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Lone Working

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

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

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

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

Definition of Lone Working

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

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of Lone Working.

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

Controls

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

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

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

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

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

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

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

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

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

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

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

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

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

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

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

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

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

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

The Head Teacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

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Moving & Handling

Manual handling is considered by Holy Trinity 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 medical room 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.

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Noise

Holy Trinity Catholic Primary School 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 order 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, Holy Trinity will ensure that the specification of the equipment is developed to maintain noise levels during manual operation at the lowest possible level.

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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 Site Manager.

All staff are 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 co-ordinators 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 this 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 Site Manager's office and not used again until the defect has been rectified.

Repairs to any electrical equipment belonging to the school estate 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 Site Manager's office. PAT 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 Site Manager 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.

Play Equipment

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

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

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

Smoking

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

Air Conditioning Units (if applicable)

All air conditioning units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

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Risk Assessments

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

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the Site Manager's office.

Risk assessments will be reviewed on a termly 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.

Conditions of Service and Management Responsibilities

The contractual responsibilities of our school staff relating to risk assessment, subject to the provisos set out in the next section, are summarized briefly as follows:

The Leadership Team

The Head Teacher's professional duties include responsibility for managing health and safety in our school. s/he also has a duty to co-operate with the Governing Body and local authority so far as is necessary to ensure compliance with health and safety requirements.

As a result of this, s/he may be required by the LA or Governing Body to manage the process of risk assessment in their schools, but this does not necessarily mean they must carry them out themselves. In our school the Head Teacher manages the process.

The deputy and assistant Head Teacher are required to undertake any of the Head Teacher's professional duties reasonably delegated to them by the Head Teacher and may also therefore be required to manage the process of risk assessment.

Class Teachers

Classroom teachers have no obligation under their conditions of service and professional duties to become involved either in managing or undertaking risk assessments. Any teacher may, however, agree if they wish to contribute to the risk assessment process and we would consider it good practice within Holy Trinity to involve all staff and, where appropriate pupils, in the process.

Teaching Assistants

Teaching Assistants at Holy Trinity Catholic Primary School make up the Health and Safety Committee and are therefore required to undertake risk assessments under their contracts of employment.

Caretaking and Cleaning Staff, Lunchtime Supervisors

Caretaking and cleaning staff, along with lunchtime supervisors are required to identify hazards to the Leadership Team.

Office Staff

Office staff are required to identify hazards to the Leadership Team.

Who is a Competent Person?

The Governing Body, as employers, is legally obliged by the law on risk assessment to ensure that those carrying out risk assessments are "competent" to do so. This is a very important matter in determining the extent to which staff are involved in carrying out risk assessments on behalf of the employer.

The Management of Health and Safety at Work Regulations 1999 clarify that employers should, wherever possible, use competent employees in preference to external sources of advice and assistance on health and safety. The Regulations define "competence" in terms of sufficient training, experience or knowledge to

undertake the assessment. This does not mean that a risk assessment can only be carried out by qualified health and safety specialists.

The Governing Body has a programme of training in place for the Health and Safety Committee to ensure that they all receive sufficient training in Risk Assessment to enable them to carry out their duties.

The Role of the Manager of Risk Assessments – the Head Teacher

It is the role of the Head Teacher in this school to ensure that those who have the responsibility of conducting risk assessments have sufficient training and expertise in order to ensure they become competent persons.

It is secondly the role of the manager to create the conditions for risk assessment outcomes to be actioned.

The Role of the Classroom Teacher

The classroom teachers of Holy Trinity will not be required to undertake risk assessments under their conditions of service. The list of professional duties set out in the Pay and Conditions Document includes the "safeguarding of the health and safety of pupils", but this does not create any responsibility for preparing formal risk assessments.

All teachers within this school carry out informal risk assessments every day by, for example, visually inspecting equipment before use and reporting any defects to the appropriate person. This is part of the normal work process. It also reflects the duty placed on all employees under the Health and Safety at Work etc. Act 1974 to take reasonable care for their own health and safety and the health and safety of other persons who may be affected by their actions or omissions. This duty is, however, completely separate from the responsibility placed on employers to prepare formal risk assessments within the workplace.

Teachers may be prepared to contribute to risk assessments for the particular area in which they work, provided that they have received appropriate support and training in the principles of risk assessment. Their day to day knowledge of the area and processes involved will be valuable. Their involvement will also foster a sense of ownership of the process and, most importantly, will allow them an effective input on school health and safety matters. Teachers will not, however, be involved in risk assessments in, for example, the school kitchen, and the boiler room or in community facilities.

The teaching staff will contribute to the risk assessments relevant to the curriculum area which they coordinate.

The Legal Implications of Involvement in Risk Assessment

Undertaking a risk assessment for Holy Trinity Catholic Primary School does not mean that the person who undertakes it will be held liable for any accident which may subsequently take place in here. This applies equally to those who contribute to the risk assessment process.

The principal responsibility for health and safety remains with the Governing Body who may be held responsible for failure to institute safety measures recommended by the risk assessment or to carry out an adequate risk assessment.

Any legal liability on the part of any individual who had contributed to a risk assessment for any injury sustained by another would depend on whether the injury directly resulted from that individual's negligence or failure to fulfil a duty of care. In addition, even where any individual might have any theoretical legal liability, it is still almost certain that the employer would be sued instead under the system of "vicarious liability".

The teaching assistants will “hand back” to the employer the risk assessment outcomes for adoption. This process of “handing back” will enforce that the risk assessment is the Governing Body’s property, and that any responsibility is also that of the employer.

How a Risk Assessment will be Undertaken

The Governing Body consider risk assessment to be a careful examination of the hazards in the school and an assessment of whether the particular hazard is likely to harm anyone and what precautions need to be taken.

The definitions of ‘hazard’ and ‘risk’ adopted by the health and safety Executive are helpful in understanding what is involved:

Hazard means anything that has the potential to cause harm (e.g. chemicals, electricity, working from ladders etc.).

Risk is the likelihood, great or small, that someone will be harmed by the hazard.

The Health and Safety Executive has proposed a “five step approach” to risk assessment. The following sections outline how this five-step approach governs risk assessment in Holy Trinity:

Look for Hazards

Hazards come in many forms. They are “anything that can cause harm” and can include substances, processes, the layout or structure or condition of premises, machines etc. In Holy Trinity this can include pupils, parents and visitors to the school.

The important matter is that a wide-ranging examination is undertaken. A risk assessment which looked only at work procedures and processes might miss a hazard associated with, for example, a slippery surface on a staircase. It is better for a person undertaking a risk assessment to think creatively and look for all factors which might create a hazard, in order to include the widest range of possible hazards, than to leave something out.

Risks will be looked for throughout the course of a normal day, as the business of the school is conducted. Risk assessments will be formally conducted three times per year, each term.

Decide Who Might Be Harmed and How

In Holy Trinity, consideration will be given to the number of staff who might be harmed by a particular hazard and also to the number of pupils and visitors who might be harmed.

Risks will be evaluated, in the formal recording process as high, medium or low.

Evaluate the risks and decide whether existing precautions are adequate or whether more should be done.

“Risk” reflects a combination of the likelihood that a particular hazard will cause harm or injury and the likely severity of that harm or injury. The risk assessment process will assess the level of risk in the particular circumstances and identify the measures to be taken.

The method of assessing levels of risk used at Holy Trinity involves calculation combining the likely frequency of harm or injury and the likely severity of harm or injury.

Once the risk has been evaluated, the Governing Body adopts a three-tier approach to instituting safety precautions:

The first priority is to seek to remove the risk altogether by removing the hazard or

discontinuing the hazardous process.

Where this is not practicable or possible, the Governing Body will, as a second priority, seek to reduce the risk by modifying the work processes involved and thereby making the activity less hazardous, reducing the number of people exposed, reducing the length of exposure etc.

The third priority, only acceptable where none of the first two are feasible, is to institute appropriate protective measures such as providing protective equipment or isolating or drawing attention to the hazard.

Record the Findings

This is a legal requirement at Holy Trinity because there are 5 or more employees but is considered as a matter of course due to the presence of pupils.

The risk assessments are recorded on a proforma retained in the medical room and are accessible to all employees.

Employees are required to sign to say they have read the associated risk assessment when undertaking a specific activity.

Review the Assessment from Time to Time

The requirement to review the risk assessment applies particularly when significant changes have taken place in schools which may have introduced new hazards.

At Holy Trinity the risk assessments are reviewed every term.

Training

As noted previously, risk assessments must be undertaken by competent persons. Risk assessments undertaken by untrained or inadequately trained people are likely to be worthless and fail to discharge the Governing Body's responsibility for risk assessment. They may even lead to additional hazards, whereas proper risk assessments may identify hazards previously hidden or unknown.

The Head Teacher, teachers and non-teaching staff at Holy Trinity will therefore have access to quality training and guidance from the LA or an independent provider on the principles of risk assessment and on how to assess risks in a systematic way.

The training will be accessed in a systematic manner with, eventually, all members of the health and safety Committee being trained.

Risk Assessment Forms

A risk assessment form, together with advice and examples of how to complete them, has been adopted by the Governing Body and is invaluable in organising and presenting a risk assessment.

Monitoring and Funding

Staff may need reassurance that the way in which they have undertaken risk assessments is adequate. This is achieved through Governing Body monitoring, through the Asset Management Committee, of the outcomes.

The Role of the Union School Safety Representative

The Governing Body recognizes all union safety representatives' roles in representing members, seeking to ensure that risk assessments have been properly carried out by the Governing Body and that recommended control measures have been implemented.

Safety representatives should not allow their union role to become confused with the role which properly belongs to the Governing Body. In particular, they will not be asked or agree to carry out risk assessments merely due to their health and safety knowledge. They will not be asked to take responsibility for training staff in undertaking risk assessments, since such a dual responsibility could lead to a

conflict of interests.

Safety representatives will be entitled to receive copies of risk assessments. They will be provided with copies of risk assessment forms and will be expected to always examine them carefully.

Sharing of Information with Other Organizations

We share our campus with Catering and Cleaning Services and will, therefore, share the outcomes of relevant risk assessments with them. The Head Teacher will be responsible for ensuring that this is done.

Where we have any visiting services, such as the Music School, we will ensure they are made aware of any relevant risks to their health as identified in the assessments. The office staff will be responsible for ensuring that this is done through the giving of fire precaution information and notification of any building works, services etc. taking place on the campus at the time of the particular visit.

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.

New & 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.

Holy Trinity 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.

Holy Trinity 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.

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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.

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 the visitors' book and given a visitors' badge. A note is put on the white board to inform staff of planned visitors. When possible, 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.

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

Entry to School for Children and Children Accompanied by Parents

Entry to the playground is through the appropriate gate which is unlocked by the Site Manager 10 minutes before the start of the morning session. These gates are locked at 9am each morning and unlocked at 3.20 pm for collection of children at home time. Playground gates are locked at the end of the day at 3:30pm.

School Building Security of External Doors

All doors leading to the playground are locked during the day and only opened at playtimes and lunchtime. They may be opened easily by staff if required as an emergency exit.

Emergency evacuation doors from the hall remain unlocked throughout the day.

Each classroom has a fire door which is kept unlocked at all times.

Security of the Nursery

The Nursery is locked when not in use e.g. whilst the children have P.E. or lunchtimes. A telephone is installed in the Nursery for emergency use.

During Nursery session the Nursery doors are locked. 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 point the duty teacher supervises the playground. Children not collected at home time wait in the school entrance hall, are supervised at all times and not allowed to leave the building.

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 Governors at the Asset Management Committee meetings.

Alarm System

The school alarm is always set each day. The alarm provision has been improved throughout the school, particularly focusing on the learning suite.

Care of ICT Equipment

As far as possible equipment is secured with security bolts.

Expensive portable equipment is contained in lockable computer trolleys.

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 and stored in fireproof safe

Office Computers:

- Accessed only via individual passwords for head and school secretary
- Financial files are accessed via further password
- Access to the school office is prohibited except for staff requiring access for a specific purpose
- Backup discs are made daily and stored in the fireproof safe. One is taken home weekly

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 in place
- School anti-virus software is updated regularly

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Shared Users of the School

The shared users of the school are the Catering and Cleaning Department of the City Council, and other agencies.

All shared users 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.

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Stress/Wellbeing

The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school uses the HSE Stress Management Tool Questionnaire and will action any relevant findings.

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 LMT.
- Mentoring of new staff.
- PPA is provided for all teaching staff and teaching assistants in order to ensure high first quality teaching.
- The internal bell is rung at 5.30pm to ensure staff who are still working on site are aware of the time and to indicate that they should be thinking about going home.

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Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun, then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

Holy Trinity 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 Holy Trinity school we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

Education:

- All pupils will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter 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, where possible.

Shade:

- The infant shade canopy provides summer shade.
- Nursery will erect shade equipment and trees provide permanent shading throughout the year.

Clothing:

- All children are encouraged to bring into school and wear sunhats.

Sunscreen:

- We cannot currently supply sunscreen to all pupils on a daily basis because of cost.
- Children will be asked in Reception, KS1 and KS2 to administer their own at lunchtime and nursery parents are asked to put sunscreen on their child before the start of a session.
- Sunscreen use will be encouraged on school trips

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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 is separate to the main vehicle access point.

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

Deliveries

Where possible deliveries should be made between 9am – 2pm or before children start the school day.

Driving on School Business

Holy Trinity has a Driving at Work policy, available to staff and which is implemented by the Governing Body.

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.

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Violence

Holy Trinity 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.
- All teaching and support staff have undertaken Management of Actual or Potential Aggression Training.

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Volunteers in School

Introduction

At Holy Trinity, 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.

Holy Trinity 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

Holy Trinity 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 Holy Trinity 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. Health and safety Induction and safeguarding training will take place on the first day in school, if not before.

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

Complaints and Grievances

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

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Work 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.

Staff will complete training on working at height on a rolling programme and information is disseminated to colleagues as part of the toolbox talks.

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 Head Teacher.

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 and maintained.
- Any risks from fragile surfaces are properly controlled.

There is an inspection record for the stepladders used at Holy Trinity and this is maintained each half term.

Displays will be hung on the boards provided at a height that can be reached by staff. Long handled equipment will be used, for example when cleaning windows or light fittings, to avoid the use of stepladders.

A simple hierarchy is communicated to staff in the booklet Safe Start, issued 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 Holy Trinity include long handled equipment.
- Eliminate falling distance by using equipment to minimise working length.
- Never work on the roof, engage a contractor.

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

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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.
- Holy Trinity ensures that young people are protected from risks to their health and safety by means of written communication (induction handbook), completion of a personal risk plan (where what each is allowed to do or not is made explicit and a copy given and held) and a full tour of the school campus. Every student will receive a 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.
- Holy Trinity 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.

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March 2016 – Reviewed

Amendment made to Premises & Work Equipment – Added Play Equipment and Air Conditioning.

March 2017 – Reviewed

Amended Accident Appendix – Removed ICAS reporting
Amended First Aid Appendix – Included EYFS Framework
Amended Lone Working – Extra guidance added

March 2018 - Reviewed

Amended Off site Visits/Educational Visits- Extra Guidance Added
Amended New and Expected Mothers – Updated

March 2019 - Reviewed

Whole policy updated to reflect local authority information.
Amended Fire Evacuation and other Emergency Arrangements amended to include bomb threat.

March 2020 – Reviewed (CE)

Amended First Aid and Medication (App. 9) – Button Batteries added
Amended Educational Visits (App. 7) – Booster seats paragraph added
Amended COSHH (App. 5) – COSHH Guidelines added
Amended DSE (App. 6) - Pupil Workstations & SEN Students & Computers added

March 2021 – Reviewed

Added New Appendix 14 - Infection Control

March 2022 – Reviewed

Accident Reporting – amended Accident Notification Procedure
Asbestos – added Refurbishment and Demolition Surveys
Educational Visits – amended information regarding Early Years ratios