



‘Guided by Jesus, learning together,
striving for excellence’

**St Joseph’s
Catholic Primary School
Health and Safety Policy
&
Procedures
2026 - 2027**

Statement of Local Health and Safety Intent

St Josephs Catholic Primary School (VA)

The Governing Body of St Joseph's Catholic Primary School 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:

St Josephs Catholic Primary School Health and Safety Policy

Mission Statement:

'The mission of St. Joseph's School is to promote a full understanding of the Catholic Faith and in so doing to reflect the teachings of the Gospel and the love of Jesus in the daily life of the school. This means that all individuals within the school should be treated with love and respect. We are committed to serving our community and local area. In doing so we reinforce British values, which are taught in line with Gospel values. We see the maintenance of the health and safety of the whole school community as a vital element of our mission statement. This policy sets out how we protect the health and safety of all users of our site. All staff abide by this policy. It is approved by the Governing Body and is upheld by everyone within the school.

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

Our approach to Health and Safety is informed by the latest guidelines and legislation with particular reference to:

- Walsall council's published Safety Management Standards and associated guidance
- Diocesan Schools' Commission Guidelines
- DfE guidance
- Guidance from Professional Bodies

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.

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

- 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.

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

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 LA, 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.
- Identify issues/trends and put in place measures to reduce the number of incidents.
- 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.

The Head Teacher will ensure that those duties detailed within the health and safety policy are carried out and will ensure that relevant staff are made aware of the council's Safety Management Standards (SMS) as appropriate. (E.g. Site Manager, Cleaner)

Governors

- A school safety policy is produced, and that the policy is regularly reviewed.
- A Resources Committee is established, and health and safety is included in its terms of reference.
- A member of resources committee is identified as a link governor for health and safety.
- The Safety Policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered, and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.

- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, Head Teacher, Deputy Head Teacher, Assistant Head Teacher, School Business Manager, School Administration Manager and Site Manager employed by the school, are responsible 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 of responsibility on a regular basis to ensure that safety measures are being maintained and that safety instruction and safe working practices are being followed by staff and pupils. Also, 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 to 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 School Cleaners are employed through Walsall council and therefore must follow Walsall council health and safety procedures and training programme.

The Site Manager will assist the Head Teacher to ensure that health and safety implications are considered in connection with the security, 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, pupils, and visitors.

The Site Manager/Business Manager:

- The Site Manager and Business Manager will ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/ persons.
- The Site Manager and Business Manager will ensure that any actions identified in the school's health and safety action plan are followed up.
- The Site Manager will ensure that the fire logbook is completed and kept up to date.
- The Site Manager will ensure that regular water temperature checks and other measures to control water safety are carried out.
- The Site Manager will ensure that regular visual checks of any asbestos containing materials are carried out.

Senior Management Team

The senior management team will support the Head Teacher and carry out the duties detailed within the health and safety policy.

Additionally the senior management team will:

- Support the Head Teacher and carry out the duties detailed above in their absence.
- Develop and implement local arrangements and procedures to protect the health and safety of staff, pupils, and others.
- Undertake risk assessments, as appropriate, and ensure that suitable controls are in place.
- Put forward suggestions to improve health and safety controls to the Head Teacher.

Educational Visits Co-ordinator (EVC)

Follow the Walsall Local Authority Off-Site Visit guidance where full responsibilities are outlined:

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have ready access to it.
- Inform the Head Teacher of all non-routine visits.
- Ensure that the Emergency Planning Unit at Walsall Council is informed of all residential or high-risk activities.

All Employees

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

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

Employees General Responsibilities

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

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

School Resources Committee (includes health and safety)

The terms of reference of the Resources Committee meetings 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 Local Authority, 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

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

Co-operation

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

Communication

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

Competence

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

School staff will continually develop their own competence through Continuous Professional Development 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.

The risk assessments are held electronically on Elite Safety H&S Portal and on the school shared drive.

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.

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.

Local Arrangements

Appendix 1	-	<u>Accident Reporting Procedures</u>
Appendix 2	-	<u>Asbestos</u>
Appendix 3	-	<u>Contractors</u>
Appendix 4	-	<u>Control of Substances Hazardous to Health</u>
Appendix 5	-	<u>Curriculum</u>
Appendix 6	-	<u>Display Screen Equipment</u>
Appendix 7	-	<u>Early Years</u>
Appendix 8	-	<u>Educational Visits</u>
Appendix 9	-	<u>Fire Evacuation and other Emergency Arrangements</u>
Appendix 10	-	<u>Fire Prevention, Testing of Equipment</u>
Appendix 11	-	<u>First Aid and Medication</u>
Appendix 12	-	<u>Health and Safety Information and Training</u>
Appendix 13	-	<u>Health and Safety Monitoring and Inspections</u>
Appendix 14	-	<u>Infection Control</u>
Appendix 15	-	<u>Legionella</u>
Appendix 16	-	<u>Lone Working</u>
Appendix 17	-	<u>Minibus</u>
Appendix 18	-	<u>Moving and Handling</u>
Appendix 19	-	<u>Mobiles/Communication Technology</u>
Appendix 20	-	<u>New and Expectant Mothers</u>
Appendix 21	-	<u>Noise</u>
Appendix 22	-	<u>Personal Protective Equipment</u>
Appendix 23	-	<u>Premises & Work Equipment</u>
Appendix 24	-	<u>Reasonable Force</u>
Appendix 25	-	<u>Risk Assessments</u>
Appendix 26	-	<u>Security</u>
Appendix 27	-	<u>Stress</u>
Appendix 28	-	<u>Sun Protection</u>
Appendix 29	-	<u>Trees</u>
Appendix 30	-	<u>Vehicles</u>
Appendix 31	-	<u>Violence</u>
Appendix 32	-	<u>Volunteers in School</u>
Appendix 33	-	<u>Work at Height</u>
Appendix 34	-	<u>Work Experience</u>
Appendix 35	-	<u>Young and Inexperienced Workers</u>

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.

Copies of these forms are available from the Head Teacher's office and on the shared drive.

- A local accident book is located in the nursery, infant area and junior area and are used to record all minor incidents to pupils.
- Blue slips are sent home to parents if a child has received a bump or cut and copies of these are kept in the office; any more significant incidents must be recorded on appropriate forms and also be reported to Governors.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.
- Any incidents requiring physical restrictive intervention (reasonable force), seclusion or searches will be recorded according to guidance from the DfE.
- Any event resulting in reasonable force, seclusion or a search will be reported to parents/carers of the pupil no later than the same day, unless staff believe it could result in serious harm to the pupil and then the incident will be reported to the LA where the pupil is normally resident.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately by the Head Teacher to Health and Safety Executive (HSE) on 0345 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

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

[Back to Appendices](#)

Asbestos

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

The School's Asbestos monitoring person/s will be the Site Manager and Head Teacher. Refresher training is required 3 yearly.

The school shall ensure:

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

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

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

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 pupils, 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 Walsall Local Authority who will then 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.

Contractors will be shown the Asbestos Register, if appropriate.

[Back to Appendices](#)

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 in and will be issued with an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements. Contractors will be shown the Asbestos Register, and if appropriate, vehicle movement restrictions.

Contractors must submit risk assessments and method statements for all works they will carry out. The school will carry out its own risk assessment based on the information provided.

Any subcontractor(s) involved will agree the risk assessment and safe systems of work.

A Contractor Job Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.

High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.

Contractors must ensure that they share all relevant information with any subcontractors they use.

Regular site meetings will be held for larger projects.

The Head Teacher and the Site Manager are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School Managed Projects

Where the school undertakes projects direct the Governing Body would be considered the 'client' and therefore has additional statutory obligations. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements on site.

Where work is commissioned via Concept Education Services LTD, they will undertake health and safety checks on the contractors and monitor their performance including site inspections.

These are managed by Concept who will ensure that consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school will use recommended contractors.

We will ensure that any work done on our behalf by contractors is safe and does not put the health and safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health and safety.

[Back to Appendices](#)

¹ CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the project duration is longer than 30 days and will foreseeably have more than 20 workers on site at any one time, or the project duration will exceed 500 person days.

In addition, 2 specific and specialist roles of Principal Designer and Principal Contractor must be appointed.

In such instances it is recommended that an agent be used to work on the school's behalf.

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).

In all other areas the school’s nominated person responsible for substances hazardous to health will be the Site Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use.
- Hazardous substances used by the cleaners will have assessments undertaken by their employer, who will make the assessments available to the school.
- Staff are aware of the procedure for dealing with and disposal of bodily fluids and waste materials.

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.

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

[Back to Appendices](#)

Curriculum

We follow current guidelines for health and safety in curriculum subject areas. It is the responsibility of the subject coordinator to ensure that these guidelines are in practice for their subject.

In addition, the following have higher risk aspects:

- Science reference should be made to the Science Policy
- Art reference should be made to the Art Policy
- Technology reference should be made to the Design and Technology Policy and 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document (NAAIDT) available in the Head Teacher's Office.

[Back to Appendices](#)

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, School Business Manager and Head Teacher etc. shall carry out a DSE self-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.

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 made 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.

[Back to Appendices](#)

Early Years**Play Equipment**

All equipment is suitable for the age of the children in Early Years.

All play equipment both inside and out, is regularly checked and any broken items are removed or taken out of play.

Good supervision is always in place when children are playing with equipment.

First Aid

There will always be a fully trained paediatric member of staff with Early Years children, this includes offsite visits, lunchtimes and before/after school clubs.

All staff who have obtained a Level 2 and/or Level 3 qualification since 30 June 2016 must also hold a valid PFA qualification to be included in the required staff: child ratios.

A list of first aiders is displayed, and certificates are kept on file and made available to parents on request.

Nutrition

The academy will encourage children to eat a balanced diet and introduce them to a wide variety of foods.

Snacks and meals will be planned in advance to include food from the main food groups.

Children will be encouraged to eat together to promote good eating habits.

Foods that contain sugar, salt and saturated fat will be limited and those containing high amounts of these ingredients will be avoided.

Consideration will be taken for children who have allergies, intolerances, religious beliefs and principals, when this information is shared with parents/carers.

Relevant staff will be provided with appropriate training.

Changing Nappies/Toileting

Consideration will be taken to carry out any nappy changing in an area that is suitable with respect of food preparation and serving and children's privacy, protection and safeguarding.

Nappy changes will be recorded, and any issues will be reported to the Headteacher.

Staff will be provided with sufficient PPE and used nappies will be disposed of correctly.

[Back to Appendices](#)

Educational Visits

Introduction

The Head Teacher is responsible for all off-site visits. However, they may delegate the organisation of the visits to a suitably qualified member of staff.

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.

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists):

- English – theatre visits, local high schools
- Science – visits to Life centres, ponds
- Mathematics – local industries, local schools
- History – War memorials and sites
- Geography – local and regional fieldwork
- Art and design – art gallery visits, use of the locality for drawing, etc.
- PE – a range of sporting fixtures, extra-curricular activities
- Music – extra-curricular activities, local schools' orchestra, concerts, forest arts centre
- Design and technology – visits to local factories or design centres, museums
- Modern foreign languages – local languages events
- ICT – its use in local shops/libraries/secondary schools etc.
- RE – visits to local places of worship.

Residential Activities

Pupils in the school will have the opportunity to take part in a residential visit.

How Visits May Be Authorised

The Assistant Head Teacher is the EVC for all off site visits.

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

The school's Educational Visits Coordinator will be involved in the planning and management of off-site visits.

They 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).

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

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Head Teacher will inform the Local Authority before permitting the activity to take place.

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?

Head Teacher/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 usually free and should be built into the overall financial arrangements for the visit itself.

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

- 1 adult to 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**:

- **Staffing** requirements – Trained? Experienced? Competent? Ratios?
- **Activity** characteristics – Specialist? Insurance Issues? Licensable?
- **Group** characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental** conditions – Like Last Time? Impact of Weather? Water Levels?
- **Distance** from support mechanisms in place at the home base – Transport? Residential?

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

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

A copy of the completed risk assessment will be given to the Head Teacher and the educational visits coordinator, and all adults supervising the trip. A first aider will be present on all trips.

Transport

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.

The school makes a charge to parents for the transport of their children to off-site visits. 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.

At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance. Also, at the start of the year, parents are asked to give emergency contact names and phone numbers to be used in an emergency.

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 inability of the parent to make a contribution. Parents will be informed of this principle through the pupil planner and letters and texts 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 pupils 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.

More detailed guidance on procedures and requirements can be obtained from The Staffroom (under health and safety).

Group Leaders' Planning

Group leaders must read thoroughly the appropriate guidance for off-site activities: National Guidance for offsite activities <http://oeapng.info/> They must consult WCSS documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

Visit Plan

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

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

[Back to Appendices](#)

Fire Evacuation & other Emergency Procedures

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

Fire Instructions

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

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

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

Emergency Procedures

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Head Teacher, school office and on the shared drive

The named Fire Safety Coordinator is the Head Teacher or in his/her absence the Deputy Head.

Responsibilities

The fire marshals carry out a sweep of their designated areas.

Fire Drills

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

Fire Fighting

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

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

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

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

- **Gas:** Boiler House
- **Water:** Path just outside school
- **Electricity:** Boiler House

Details of chemicals and flammable substances on site are kept by the Site Manager and the Head Teacher as appropriate, for consultation.

Emergency Procedures

Fire Evacuation

If You Find a Fire or One Is Reported to You:

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

Fire Fighting

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

On Hearing the Fire Alarm:

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing bell.
- The Site Manager or Head Teacher will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Office staff will summon the emergency services (DIAL 999) as necessary.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors, and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point.

Assembly Point –

The key stage 2 playground

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

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must stand in their year groups while staff check their registers. Registers, visitor's book etc. will be taken out to the assembly point by the office staff. The result of this check must be reported to the Head Teacher/Senior Member of Staff as soon as it is completed.
- The Head Teacher/senior member of staff will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade/Head Teacher/Senior Member of Staff.
- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

Bomb Threats

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

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Refer to the school accessibility plan **Mobility Impairment**.

Mobility Impairment

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

Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health.

Visual Disability

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

Hearing Disability

People with a hearing disability should be escorted out of the building by staff.

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

[Back to Appendices](#)

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 six monthly.

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.

[Back to Appendices](#)

First Aid & Medication

First aid equipment and treatment is available in Foundation, Key Stage 1, Key Stage 2 and the staffroom. Portable first aid boxes for use for off site visits are located in the main office. A designated first aider will be responsible for regularly checking the contents of first aid boxes are complete and replenished as necessary. A check should be made on a half-term basis.

Support staff have the responsibility of dealing with minor accidents at lunchtime. If a child receives an injury which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book and accident slips given to pupils. Accident books are located kept in Nursery, Key Stage 1 and Key Stage 2 first aid cupboards. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and an accident form completed, which is kept in the main office.

First Aiders:

The school has sufficient numbers of first aiders (includes 4 Emergency First Aid at Work and 9 Paediatric.).

A list of first aiders is displayed in the main office around the school.

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

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

A first aider will ensure that first aid is available for all trips and visits. Vehicles are properly equipped with first aid boxes before they are used.

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.

Concussion

No-one should return to competition, training or Physical Education (PE) lessons within 24 hours of a suspected concussion. Anyone with a suspected concussion should NOT drive a motor vehicle (e.g. car or motorcycle), ride a bicycle, operate machinery, or drink alcohol within 24 hours of a suspected concussion. Follow Guidance from UK Government "if in doubt sit them out" UK Concussion Guidelines for non-elite (grassroots) sport.

Transport to Hospital:

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

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suporting-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 by in the school office in the first aid box.

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

All medications kept in school are securely stored in the school office or in the school office fridge, if they need to be kept cool, with access strictly controlled.

All medication must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school medical file.

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 there are in the classrooms.

Adrenaline pens etc. will be kept in the specific classrooms and in the school office.

It is the responsibility of the class teachers to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be distributed to staff. Class teachers are issued with lists informing of any medical issues concerning children. Staff have been trained to administer adrenaline via an adrenaline pen when necessary.

Statutory Requirements (Benedict's Law 2026)

In accordance with updated DfE statutory guidance, this school:

- Maintains a dedicated, published Allergy Policy.
- Stocks "**Spare**" Adrenaline Auto-Injectors (AAIs) for emergency use.
- Provides mandatory annual Allergy Awareness Training for all staff.
- Appoints a Named Allergy Lead (Senior Leader) and a named Governor to oversee safety.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately. We follow the Department of Health guidance on advice/reporting of diseases, specifically 'Guidance on Infection Control in Schools and Nurseries' which is available in each class and in the school medical file. If in doubt we contact the School Health Advisor.

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.

Mental Health First Aid

The school recognises that good mental health and wellbeing helps pupils to develop, attend school, engage in learning and fulfil their potential.

We provide wellbeing by ensuring there is a safe, calm and supportive learning environment, and targeting support for pupils who need help.

[Back to Appendices](#)

Health and Safety Information & Training

Consultation

The school's full Governing Body meets regularly 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 in the main office and the Head Teacher is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the 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.

[Back to Appendices](#)

Health and Safety Monitoring and Inspection

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

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

[Back to Appendices](#)

Infection Control

Introduction

This policy has been written following guidance from UK Health Security Agency 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 UK Health Security Agency. 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 UK Health Security 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 UKHSA 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.

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

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

This advice also applies to pregnant pupils.

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

Detailed information about many conditions is available at: [UK Health Security Agency](#)

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 is important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow)

[Back to Appendices](#)

Legionella

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

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

The Head Teacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control logbook.

The contractor (Nant Ltd) is responsible for the following:

This will include:

- Monthly temperature checks
- Sampling & disinfecting of water tanks
- TMV

The Site Manager will:

- Identifying and carry out flushing of rarely used outlets on a regular basis, and during school holiday periods.

[Back to Appendices](#)

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.

The Head Teacher will risk assess any hazards implicit with lone working. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

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

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

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

A staff member must seek permission to work alone.

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 family, friends, or work colleagues. It is advised that lone workers provide a relative or friend

with a telephone contact number e.g. 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.

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

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

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

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

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

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

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

[Back to Appendices](#)

Minibus

The Head Teacher will maintain a list of nominated drivers who have received training (MIDAS) in order to drive a minibus and will conduct an annual check of their driving licence.²

The minibus is obtained through another local school and therefore they will be responsible for ensuring MOT and servicing of the vehicle is carried out along with valid Vehicle Excise Duty.

Drivers of the minibus will be responsible for checking the minibus prior to use.

Driver's licences will be checked online annually via the Gov.UK website.

Risk assessments are in place on the use of the minibus, and all checks are carried out prior to using the vehicle.

All Staff Who Drive on Behalf of School Will:

- Provide the relevant general office personnel with your driving licence (ID card), and MOT certificate as appropriate in accordance with the completion of the Authorised Driver Record (ADR). (If driving your own vehicle on school business, the school insurance policy will cover all drivers).
- Report any endorsements, impending endorsements and disqualifications to Head of Service immediately.
- Carry out the pre-start checklist attached at the start of your journey when driving on school business.
- A second person should accompany the driver at all times.
- Take a 15-minute break away from the wheel when you drive continuously for more than 2 hours.
- Wear seat belts at all times unless they hold a medical exemption.
- Not use mobile phones when the vehicle's engine is running, whether the vehicle is moving or not.
- Not drive under the influence of drugs or alcohol.
- Not eat, drink or use a mobile phone whilst driving.
- Drive in accordance with the Highway Code.

In the event of an R.T.C, obtain the following information:

- Stop and check whether you need the emergency services.
- Are there any witnesses? If so, record their details.
- Exchange details with other drivers.
- Call for further assistance if required and inform SLT.
- Make a sketch drawing/take photograph of the accident site.

[Back to Appendices](#)

² All drivers must hold a full Category B (car) licence and must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

Lifting & Handling

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

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

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

Moving and Handling

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

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

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

[Back to Appendices](#)

Mobiles/Communication Technology

Aim

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

Staff

Except in urgent or exceptional situations, mobile phone use is not permitted on the school site, except for the reception area at the front of school and external areas i.e. school car park. These situations must be agreed in advance by the Head Teacher or Deputy Head Teacher.

Should staff need to take photographs whilst on the school site, they should seek the Head Teacher's approval in advance and must utilise the school's own photographic equipment. Under no circumstances can iPads/iPods be used to take photographs of the pupils or other staff without the consent of the Head Teacher. The tablets and mobile phones must not be used without permission of the Head Teacher, and all photographs and information should be transferred to the Head Teacher for safe storage.

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

Pupils

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

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school will not allow the bringing of mobile phones to school by pupils, unless under exceptional circumstances which must be agreed prior with the Head Teacher or Deputy Head Teacher.

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

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

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

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

Sanctions

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

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

Inappropriate Use

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

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

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

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

Related Technology

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

Exemptions

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

Please refer to the expectable use of ICT policy.

[Back to Appendices](#)

New and Expectant Mothers

New or expectant mothers 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.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by a member of the Senior Leadership Team once this has been confirmed by the member of staff.

A person specific risk assessment will be conducted with the staff members concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference. A generic risk assessment is also in place relating to 'new and expectant mothers'.

Some risks (some chemicals, physical risks, and some biological risks) may have more significance very early on in the pregnancy.

The risk of damage to the fetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations give the school as much notice as possible so that adjustment can be made.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work.

There are facilities within the school for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.

[Back to Appendices](#)

Noise

Introduction

Repeated and long-term exposure to excessive noise levels can lead to premature hearing loss and/or constant hissing or ringing in the ears known as tinnitus, which can be temporary or permanent. Music teachers and key support staff such as technicians, can in fact be exposed to quite high 'noise' levels during the course of a typical working week from individual and classroom teaching, as well as ensemble events and of course their own practice and performance.

Sound levels produced by groups of pupil's instrumentalists are likely to be higher than those produced by a professional group of players because of less developed technical abilities and their natural enthusiasm.

Teaching staff therefore have a responsibility to not only protect their own hearing and the hearing of colleagues from damage but also have a responsibility to make noise awareness part of a complete music education.

The Senior Leadership Team Will:

- Identify any potential employees who may be exposed to noise hazards.
- Ensure noise is included in the risk assessment.
- Contact a relevant qualified contractor to arrange a noise assessment if necessary.
- Take appropriate corrective actions where required.
- Maintain a file of completed assessments and a record of review.

All School Staff Will:

- Follow any instructions given in relation to noise hazard.
- Always wear hearing protection when mandated or advised.

Relevant Teaching Staff Will:

- Ensure pupils understand the need for hearing protection.
- Ensure pupils wear hearing protection when required.
- Ensure hearing protection available for pupil use is cleaned between different pupils using them.

[Back to Appendices](#)

Personal Protective Equipment

Introduction

This document describes the procedure for the management of the risks to staff and pupils who use personal protective equipment (PPE) during work or lesson activities.

Responsibilities

The Head Teacher will authorise payment for required PPE and provide a suitable store for PPE.

The SLT will

- Review the job and activity risk assessments for staff and pupil activities and ensure that PPE is identified as a last resort (i.e. you have considered engineering controls and safe systems of work first).
- Take appropriate corrective actions where required.
- Carry out an assessment of the suitability and compatibility of PPE for the job, the environment and the wearer (use the personal protective equipment assessment form attached to this local arrangement for this process).
- Ensure that PPE is CE marked.
- Ensure that use of PPE does not increase other risk.
- Issue or replace appropriate PPE to staff for their individual use.
- Maintain a list of PPE provided to staff that need it which will identify the required inspection for each item.
- Ensure that PPE is in good condition and replaced/ disposed of as required (PPE replacement frequency is at point 4. below).
- Provide information, instruction and training to staff when issued with PPE about the risk or risks that the PPE will avoid or limit; how to fit and use it; about the maintenance and cleaning (see PPE guidance) and record that this has been done.
- Where appropriate, and at suitable intervals, you must organise demonstrations on how to wear and use PPE correctly.
- Review the risk assessment where any incident involving PPE is reported.
- For PPE provided to pupils, you must consider their health and safety, including disinfecting the equipment before reusing it.

School Staff Who Use PPE Will:

- Read any instructions provided along with the PPE (e.g. the manufacturer's instruction sheet).
- Check PPE and ensure that it is suitable for the prevailing conditions before use and use in line with information and instruction given.
- Contact their Line Manager where risks are seen to be unacceptable.
- Store PPE in the place provided or an agreed alternative.
- Clean and maintain PPE as instructed.
- Report any items of PPE which are damaged to their Line Manager.
- Label damaged items 'Not for Use' and will ensure the item is stored safely until repaired or removed from use.

Teaching Staff Who Issue PPE To Pupils for Use in Lessons Will:

- Issue the correct PPE to pupils as identified in the risk assessment.
- Provide information, instruction and training to pupils when issued with PPE about the risk or risks that the PPE will avoid or limit; and how to fit and use it. Also, where appropriate, and at suitable intervals, you must organise demonstrations on how to wear and use PPE correctly.
- Supervise the wearing of PPE by pupils.
- Ensure that PPE has been disinfected before issue/ use by pupils.

The SLT Will:

- Maintain a file of completed assessments and a record of review.
- Maintain the list of PPE issued to staff.
- Arrange for the repair or replacement of the item as requested by the Head Teacher or Deputy Head Teacher.
- Maintain training records.

In Use Life

Different types of PPE are only usable for a set time. This time is sometimes in the instructions accompanying the PPE and is based on normal use.

Please note: Dependant on the frequency of use, damage, and wear and tear of PPE, you must carry out inspections of the PPE to ensure that it is in a good condition and still provides the required level of protection. Based on this information, you should inspect the PPE you use at a set frequency.

Where no date is given, we will look at all PPE after 1 year.

A decision will be made at that time on the condition of PPE and the need for replacement. For example, PPE with issued expiry:

- Hard Hat - 5 years
- Hi-Visibility clothing - 5 years (based on 10 wash cycles).

[Back to Appendices](#)

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 Site Manager using red job in the main office. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Curriculum Areas

Curriculum coordinators are responsible for reporting maintenance requirements for equipment in their areas to the Site Manager. ICT equipment maintenance requirements are reported to the ICT coordinator.

Gas Safety

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

Electrical Safety

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by a qualified competent person.

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

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

Problems recorded in the red job in the main office.

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.

[Back to Appendices](#)

Reasonable Force

Physical restrictive intervention may be required in circumstances to prevent a pupil from causing an injury to themselves or others, committing a criminal offence, damaging property or causing disorder among pupils at school. No more force than is necessary will be employed, for the shortest time possible, and all school staff have the legal power to use this.

Staff who work closely with identified pupils and are more likely to use reasonable force, will be adequately trained in its safe and lawful use and preventative strategies.

Reasonable force will not be used as punishment.

Additional consideration and alternative strategies will be carried out wherever possible to pupils with SEN.

Seclusion

Seclusion will only be used in a non-disciplinary way and is different to disciplinary measures such as being removed from the classroom.

Seclusion will be used to prevent a pupil from leaving the premises and/or protect themselves or others from harm.

Searches

The Headteacher and authorised staff have power to search a pupil or their possessions, where staff believe the pupil may have prohibited items or they believe there is a risk that serious harm may be caused by something in their possession.

[Back to Appendices](#)

General 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 electronically on Elite Safety H&S Portal and on the school shared drive.

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

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff members 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.

[Back to Appendices](#)

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 fob. This door must not be propped open.

Visitors who are admitted into the school are asked to sign the electronic system and given a visitor's badge. A note is put in a diary and a planner in the office and a planner in the staff room 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 key fob and are asked to keep this safe.

Entry to the Breakfast Club

The school currently runs a breakfast club which begins at 7.30 a.m. Children are collected from reception by breakfast club staff and supervised until 8.40 am.

After School Club

Parents pick the children up from the main entrance, Club finishes at 4.15. There is no other access to the school for parents during the after-school club.

Entry to School for Children and Children Accompanied by Parents

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use two entrance gates. One gate for Foundation and Key Stage 1, one for Key Stage 2. These gates are locked at 8.55 a.m. and after this time late arrivals should enter via the main entrance.

Foundation

Morning Session 8.40 am – 11.40 pm

Afternoon Session 12.20 pm – 3.20 pm

Key Stage One

Morning Session 8.40 a.m. - 12.00 noon

Morning Break 10.30 a.m. – 11.15 a.m.

Afternoon Session 12.45 p.m. - 3.25 p.m.

Key Stage Two

Morning Session 8.40 a.m. – 12.00 p.m.

Morning break 10.30 a.m. – 11.15 a.m.

Afternoon Session 12.45 p.m. - 3.25 p.m.

Lunch-time Supervision

Lunchtime supervision is provided by Dining Experience Assistants.

The Head Teacher, Deputy Head Teacher and members of staff and timetabled staff in the hall provide support at lunchtime, on the playground.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

A teacher or Teaching Assistant must supervise any children working in classrooms or activity areas.

School Building Security of External Doors

Emergency evacuation doors from the hall lead to playground and the fire assembly point but there is an exit that leads to the front of the school if this is required.

Each classroom has a fire door which is kept unlocked at all times some doors have a handle which is not locked with the exception of year one.

Nursery

Entry to nursery and reception classes is through separate entrance. The door is supervised and held open by a member of staff while pupils are coming into the school and out of the school at the start and the end of the school day and is kept secure at all other times.

All other pupils go straight into their classrooms at the start of the school day.

Security of the Nursery

The Nursery is secured when not in use e.g. whilst the children have P.E. or lunchtimes. A telephone is installed in the reception class.

During Nursery session the Nursery doors are secured. 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 at school before 8.40 a.m. or after 9.00 a.m. Members of staff are available to supervise the children from 8.40 a.m. Children who are not collected at home time wait in the class room.

A timed bell indicates all significant school times.

A member of staff needs to be on the playground areas from 8.40 a.m. to supervise children arriving for school. There is a rota for this in the staff room. The bell is rung at 9.00 a.m.

At 3.25 p.m. the class teachers supervise the children leaving school.

At break times members of staff are on duty according to a rota in the staff room. We have a supervisor ratio of one member of staff for two classes for the morning and afternoon breaks.

Staff collect their children from the playground at the end of each break time.

If it is a wet playtime, staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is tidy.

Pupil Supervision

The Head Teacher or in their 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 Governors resources meetings.

Alarm System

The school alarm is always set each day. Only designated members of staff have knowledge of the number.

Care of ICT Equipment

As far as possible equipment is secured with security bolts. Expensive portable equipment is locked secure room. 'Older' computers remain in classrooms.

Security of Data

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.

Curriculum Networked Computers:

- Accessed by personal passwords.
- Password gives pupils and staff different access levels.
- Manager only has access to management files.
- Files are backed up daily by the EDC a service level agreement LAICT.

Office Computers:

- Accessed only via individual passwords.
- Financial files are accessed via further password.
- Access to the school office is prohibited except for emergencies.

Other Data Protection Issues:

- Refer to the school data protection policy.

[Back to Appendices](#)

Stress/Wellbeing

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

The school will use the HSE Stress Indicator tool to identify any issues.

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
- Mentoring of new staff.

[Back to Appendices](#)

Sun Protection

St Josephs 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 St Joseph's Catholic Primary School, we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils, and parents to achieve this through:

Education:

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

Timetabling:

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

Shade:

- Areas of shade in the garden/field

Clothing:

- Parents are informed to dress their children accordingly to the weather conditions and to provide sunhats, sunscreen and water bottles.

Sunscreen:

- Parents will be advised to apply sunscreen on their children prior to attending school.
- Children may bring sunscreen into school to re-apply if necessary, themselves.
- Sunscreen use will be encouraged on school trips.

[Back to Appendices](#)

Trees

The school has in place arrangements for the management of all trees on site. This consists of:

- Appointing a qualified arborist, who has the necessary competencies and insurances in place, to carry out a 2 yearly inspection of all trees on school property.
- Having regard to any trees not on school site but overhang onto school property.
- Keeping a written record of reports for each tree where required.
- Taking account of advice given and acting upon the findings and recommendations of the arborist.
- Incorporating tree management into the school's health and safety management / improvement plans and associated grounds inspection records where required.
- Providing assurance to the LA that appropriate arrangements are in place.

[Back to Appendices](#)

Vehicles on Site

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. With the exception of pedestrian access to the main reception, which is through the vehicle access gates, so care should be taken when using this entrance.

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.

[Back to Appendices](#)

Violence

St Joseph's Catholic Primary School 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.
- There is a statement available situated around the school site informing all parents and visitors of a zero-tolerance procedure.

[Back to Appendices](#)

Volunteers in School

Introduction

At St Joseph's Catholic Primary School, 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.

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

Safeguarding

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at St Joseph's Catholic Primary School 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 School Administration Manager.

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

There are some exceptions:

Law enforcement officers in certain circumstances.

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

LA Authority

Standards and Framework Act 1998).

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

Organisation

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

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

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

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

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

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

School Information and Regulations

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

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

Expenses

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

Induction and Training

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

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

Complaints and Grievances

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

[Back to Appendix](#)

Work at Height

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

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

The establishment's nominated person responsible for work at height is the Site Manager.

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.

Pupils will not be permitted to use ladders/stepladders.

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

[Back to Appendices](#)

Work Experience

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

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

[Back to Appendices](#)

Young and Inexperienced Workers

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

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

This will include young people who are participating in work experience.

All work areas will be assessed before the candidate is offered a place.

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

An Induction will be used for every new member of staff under the age of 18 and also for work experience candidates.

The responsible person will therefore:

- Assess risks to young workers.
- Take into account their inexperience, lack of awareness and immaturity.
- Prohibit certain activities where higher risks are identified.
- Not allow the young person to operate any machinery or equipment without proper supervision and training.
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken.
- Provide suitable supervision at all times.
- Not employ any person under the age of 14 years for any paid or non-paid employment.

[Back to Appendices](#)

June/September 2018 – Revised

Whole policy reviewed by school to reflect current climate

Appendix 2 – Asbestos Updated

Appendix 7 – First Aid and Medication: Added –

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

New link added for DfE guidance

Appendix 12 – Lone Working: Revised.

June 2019 – Revised

Appendix 6 – Booster Seats added

Appendix 5 - DSE additional information

Appendix 10 - Additional information added

June 2020 – Revised

Appendix 9 - First Aid & Medication

Appendix 13 - Infection Control added new

Whole policy reviewed

January 2021 – Revised by St Joseph's Catholic

June 2021 – Revised by Elite Safety in Education

Appendix 13 - Infection Control updated

Whole policy reviewed.

June 2022 – Revised by Elite Safety in Education

Appendix 4 – Control of Substances Hazardous to Health

Appendix 7 – Educational Visits

Appendix 13 – Infection Control

September 2022 – Revised by Elite Safety in Education

Appendix 10 – First Aiders

Appendix 24 – Security

September 2023 – Revised by Elite Safety in Education

Whole policy reviewed; no significant changes made

September 2024 – Revised by Elite Safety in Education

Appendix 10 - First Aid & Medication

Appendix 13 - Infection Control

Appendix 23 - General Risk Assessments

Amendments made by school 19/09/2024

June 2025 – Reviewed by Elite Safety in Education

Appendix 10 – Amended First Aid Replenishment Paragraph

Appendix 10 – Added – Mental Health First Aid

Appendix 13 – Amended – German Measles to 'Rubella'

Appendix 27 – Added – Trees

Amended – Appendix numbers from the addition of 'Trees'

Amended – Risk Assessment Paragraph

June 2026 – Reviewed by Elite Safety in Education

Appendix 1 – Accident Investigation added information re- reasonable force.

Appendix 7 – Added New Early Years

Appendix 11 - Added to First Aid – Benedicts Law 2026
Appendix 24 – Added New Reasonable Force