



The Blue Coat Church of England (aided) Infant and Junior School's Federation

Health & Safety Policy Policy, Organisation and Arrangements

Document Control

Date	Release	Reason for Issue	Issued By
May 2016	1.0	Replaces previous H&S Policy	Executive Head Teacher
May 2017	2.0	Replaces previous H&S Policy	Executive Head Teacher
May 2018	3.0	Replaces previous H&S Policy	Executive Head Teacher
May 2019	4.0	Replaces previous H&S Policy	Executive Head Teacher
May 2020	5.0	Replaces previous H&S Policy	Executive Head Teacher

Document Owner

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Health & Safety Statement of Intent

We recognise the importance of ensuring the health, safety and welfare of our staff and pupils and fully accept our obligations both to employees and others who may be affected by our activities.

To Meet These Obligations, We Will:

- Ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health and safety plan, are in place.
- Ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.
- Consult our employees on matters affecting their health and safety.
- Promote a positive health and safety culture where employees and their representatives are able to raise health and safety issues and are empowered to work safely.
- Provide information, instruction and supervision for employees to enable them to do their work safely.
- Ensure all employees are competent to do their tasks, and are given adequate training.
- Provide and maintain safe plant and equipment and ensure that substances are handled and used safely.
- Effective leadership by governors, the Executive Head Teacher, Deputy Executive Head and senior staff.
- Participation of all employees; and open and responsive communication.
- Provide an environment in which staff can work without fear of violence, intimidation or threats; and regularly review our health and safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by:

- Effective leadership by Governors, Executive Head Teacher, Deputy Executive Head and senior staff.
- Participation of all employees; and open and responsive communication.

The successful implementation of this policy requires total commitment at all levels. Every employee will be made aware of this statement; copies will be available on the intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

Signature

Signature

Chair of Governors

Executive Head Teacher

Date:

Date:

Organisation/Responsibilities

This section of the health and safety policy sets out lines of communication and how duties are delegated, and tasks allocated. It includes an outline of the roles of the Governors, Executive Head Teacher, Deputy Executive Head and senior leadership team, along with more specialist roles such as Educational Visits Co-ordinator and Site Team. It also details the role of our competent advisors - Elite Safety in Education.

In addition, it outlines the health and safety management system we have in place.

Responsibilities:

- Executive Head Teacher - Responsibility for Health and Safety
- Deputy Executive Head, Assistant Heads, Head of Business Strategy - Management of Health and Safety
- Federation Finance Officer – Junior site day to day Health and Safety
- Nominated Health and Safety person – Infant site day to day Health and Safety
- Junior site – Site Manager and Caretaker – Health and Safety inspections
- Infant site - Site Manager and Caretaker - Health and Safety inspections

Governing Body:

The Governing Body will require paid officers within the management structure to comply with the Federation's safety management system and be aware of their responsibilities.

Additionally, the Governing Body will:

- Show a commitment to health & safety within the Federation by signing the Health & Safety Statement of Intent
- Carry out health & safety self audits (including scrutiny of policies, training records, risk assessments, etc) and walkabout inspections of the school sites
- Monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents.

Executive Head Teacher:

The Executive Head Teacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, all Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Additionally, the Executive Head Teacher will:

Manage the Federation budget on a risk priority basis, so that health, safety and welfare are maintained.

Provide an effective risk assessment process which:

- Eliminates accident potential as far as is reasonably practicable.
 - Regularly reviews and updates risk assessments as appropriate, including post-accident risk assessments.
 - Conforms to statutory regulations, codes of practice and guidance and to best practice.
 - Takes account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language.
 - Pays particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks.
 - Ensure that accidents, incidents of aggression, near miss incidents and ill health conditions are investigated and reported.
 - Carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
 - Provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control.
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- Ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities.
- Ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with workplaces and work activities under their control, in accordance with the requirements of the management of health and safety at work regulations 1999 and other relevant legislation.
- Ensure that health and safety responsibilities are identified within job descriptions, as required.
- Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes.
- Consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work may be dealt with.
- Arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties.
- Ensure that governors are informed of any breach of health and safety statutory requirements which cannot be effectively dealt with.
- Ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term.
- Implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk.
- Ensure that all welfare facilities are provided and maintained to an appropriate standard.
- Ensure that this policy is communicated to all employees, governors and others operating at the school sites.

Deputy Executive Head / Assistant Heads/Federation Leadership Team will:

- Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
 - Ensure that health and safety is considered in routine meetings with staff.
 - Identify any employee health and safety training needs and ensure that these are communicated to the Executive Head Teacher.
 - Ensure that any new staff receive specific health and safety induction training and record that this has been done.
 - Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety.
 - Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Executive Head Teacher.
 - Ensure that the Executive Head Teacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them.
 - Ensure that all defective equipment or plant is taken out of use or disabled until repaired or replaced.
 - Ensure that protective clothing or equipment is issued and used when necessary.
 - Ensure that all areas of work are maintained to a high standard of housekeeping.
 - Respond appropriately to all hazards brought to their attention by employees.
 - Undertakes appropriate health and safety training courses.
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Educational Visits Coordinator (EVC)

Our trained Educational Visits Coordinator (EVC) will ensure that we follow National Guidance for off-site activities guidance. Their responsibilities include:

- Supporting the Deputy Executive Head and Governing Body with approval decisions for offsite visits
- Informing the Assistant Heads and Governing Body of all non-routine visits
- Ensuring that staff involved in educational visits are aware of their responsibilities regarding offsite visits and have ready access to the guidance policy
- Ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- Ensuring that emergency arrangements are in place and emergency contacts are known for each visit
- Ensuring that the Emergency Planning Unit at Walsall Council are informed of all residential or high-risk activities

Head of Business Strategy supported by Federation Finance Officer/ Responsible Person/ Site Team (Federation Finance Officer/Responsible Person will be responsible for risk assessments)

The Federation Finance Officer/Responsible Person/Site Team will:

- Ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons
- Ensure that the fire logbook is completed and kept up to date
- Monitor regular water temperature (Nant) checks and other measures to control water safety
- Carry out regular visual checks of any asbestos containing materials
- Liaise with the Executive Head Teacher to ensure funds are available to carry out any actions identified in the school's health & safety action plan
- Carry out daily site inspections
- Deal with contractors on a day to day basis
- Ensure the building is secured at night
- Appropriate risk assessments are carried out
- Relevant meetings take place prior to contractors being on site
- A copy of the public liability insurance is received before contractors work on-site

All Employees

All employees will ensure that they:

- Take reasonable care of themselves - this includes having a tidy and safe working area.
- Do not put their colleagues at risk.
- Co-operate with their manager on health & safety matters – including attending any health & safety training appropriate to their role.
- Follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided.
- Follow all verbal and written instructions they are given regarding safe working.
- Do not interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- Inform their manager about any health & safety problems or loss/damage to safety equipment.

In Addition, They Should:

- Report any accident, incident, or near miss to their manager immediately; and
 - Not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.
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Organisation – Health & Safety Management System

Arrangements for Health and Safety

(See local arrangements section)

Document Control

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

Infant site – T drive, Hard copy - Responsible Person

Junior site – O drive, Hard copy - Federation Finance Officer

Competence

The Federation 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.

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

Planning & Prioritising (Setting Standards)

Setting Health & Safety Objectives

The Governors, Executive Head Teacher, and Deputy Executive Head will specifically review progress of health and safety objectives at the Governing Body meetings each term. This may be included as part of the Executive Head Teachers report to Governors. Where necessary health and safety improvements will be identified and included within the Federation action plan.

Provision of an effective Health and Safety Training Strategy/Plan

The Deputy Executive Head supported by the Head of Business Strategy, will produce a Health and Safety Training Plan on an annual basis. Governors are kept up to date on training undertaken during the year as appropriate.

Provision of and effective Joint Consultative Process

The committees responsible for Health and Safety will meet at least once per term. This committee will report to the Deputy Executive Head and Governors, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

Specialist Advice and Support

Specialist advice and support will be obtained as required.

Establishing Adequate Health and Safety Communication Channels

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

- ◆ Management meetings and staff meetings at each site.
 - ◆ Provision of information relating to safe systems of work and risk assessments.
 - ◆ Communication of health and safety bulletins or information from others.
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- ◆ Communication of advice, guidance and policies.
- ◆ Communication with relevant specialist advisors.

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

Risk Assessments

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

Local Arrangements

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

Measuring H&S Performance

Active Monitoring

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

The Federation will receive monitoring inspections from the following:

- OFSTED
- Health and Safety Organisations
- Elite Safety in Education

Actions arising from third party audit/inspection will be incorporated within the individual school action plan with appropriate target dates for completion.

Reactive Monitoring

The Federation 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 the Executive Head Teacher.

Accidents/Incidents

The Executive Head Teacher/Deputy Executive Head/Assistant Heads will ensure that accidents and incidents are reported and monitored in line with the Guidance and Procedures. Following incidents where a pupil is taken directly to hospital, taken home, is absent from school or when an incident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of other specialist for further advice. Appropriate remedial actions will be taken.

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 individual school's health and safety performance will be reviewed by the Federation management team termly and reported to the Executive Head Teacher.

Third Party Monitoring - Auditing/Inspecting Health and Safety Performance

The schools will be subject to third party inspection and monitoring, as follows:

- ◆ OFSTED
- ◆ Health and Safety Audit (by Elite Safety in Education)

Actions arising from third party audit/inspection will be incorporated within the individual schools' action plans with appropriate target dates for completion.

Local Arrangements

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Accident Reporting Procedures

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

The Deputy Executive Head/Assistant Heads will ensure that accidents and incidents are reported and monitored in line with legislative guidance and procedures.

Accidents and incidents to children must be recorded in the first aid book. If the incident is serious and/or requires a hospital visit the accident/incident form will be completed and if necessary, a RIDDOR report sent.

Federation Finance Officer/Responsible Person will be responsible for RIDDOR reporting.

Accidents and incidents to staff, visitors and contractors must be recorded directly onto the appropriate forms.

Bumps to the head or face, serious bloodletting injuries, suspected breaks, must be reported immediately to the parents.

Blue Coat CE Infant and Junior Schools policy requires that all certain accidents, diseases and dangerous occurrences to staff, the public; which includes pupils, visitors, clients etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, are reported to the Health and Safety Executive. (Please note: accidents arising due to a medical condition, are not reportable) This can be done online at <http://www.hse.gov.uk/riddor/report.htm>

Any further clarification regarding accident reporting can be found here.

These will be brought to the attention of Senior Management Team for further advice.

- School accident reports will be monitored for trends and a report made to the Executive Head Teacher, as necessary.
- The Executive Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

The Executive Head Teacher is responsible for RIDDOR reporting.

Incidents involving a fatality or major injury will be reported immediately 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 Federation will still be required to keep a record of all-over three-day injuries – this will be recorded on the individual school's accident/incident form.
- Copies of HSE reports are maintained in the relevant personal file of the injured.

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Asbestos

An asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.

The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACMs have been removed).

A risk assessment has been carried out and an Asbestos Management Plan has been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded.

Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.

When ACMs are removed, our asbestos register is updated, and evidence of air testing is kept, to show that the area was safe for reoccupation.

The Federation Site Manager and Federation Caretaker have been nominated to manage any ACMs on site and have undertaken asbestos awareness training.

Other staff who deal with ACMs or who may accidentally come into contact with them will also receive training.

Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the Federation Site Manager and Caretaker.

A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.

If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

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

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

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Communication

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

All staff will be aware how they can access risk assessment information and the outcomes of inspections. For the Junior site risk assessment folders are held by the Federation Finance Officer. The risk assessments and policy will be held on the shared drive. For the Infant site risk assessment folders are held by the nominated responsible person in the H & S cupboard, together with a hard copy of the policy. The risk assessments and policy are held on the shared area.

Staff will be reminded of this during induction and during termly health and safety updates completed on INSET days or staff training. Staff will also receive updates about procedures such as manual handling, working at heights etc. and fire procedures during these meetings.

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

The Federation communication system (staff emails, weekly bulletins, etc) will be used to communicate health and safety information in order to keep the Federation's communities updated on the preventive and protective measures taken by the Federation.

A copy of the Health & Safety Policy is available on each site.

The Executive Head Teacher/Deputy Executive Head will ensure that all new employees know where to find copies of the health and safety policy.

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Contractors

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

All contractors must report to the individual school office where they will be asked to use the signing in system.

The person responsible for appointing the contractor is responsible for ensuring that the contractor is competent and will not put any Federation staff, pupils or visitors at risk. They must obtain method statements and risk assessments from the contractor in order to assess their ability to undertake work safely.

Contractors must be provided with information on any matter that may affect their health and safety while working in the school, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g. hot work.

The Executive Head Teacher must also ensure that there are adequate arrangements for monitoring the safety performance of contractors while the work is in progress. There should be arrangements in place for taking action where the contractors fail to perform to agreed standards.

Health and safety information is passed on to contractors when arriving on site which provides information which may affect their health and safety whilst working on the individual school site. This includes the fire arrangements, information on how to respond in the case of a serious incident or imminent danger.

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

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & 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 & safety.
 - Where work is commissioned via Concept, they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
 - Where we commission work ourselves, we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site. For projects that last more than 30 days or involve 500 person days of construction work, we will ensure that a Principal Designer and Principle Contractor must be appointed to advise us on health & safety issues during the design and planning phases of construction work.
 - Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The Federation will carry out its own risk assessment based on the information provided.
 - 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 will be shown the Asbestos Register, if appropriate.
 - Contractors must ensure that they share all relevant information with any sub-contractors they use.
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- Regular site meetings will be held for larger projects.

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

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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).

Each person in charge of an area will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied. Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.

When new substances are purchased, material safety data sheets will be obtained by the office staff to enable a COSHH assessment to be carried out by the Federation Finance Officer/nominated responsible person/Caretakers. The substance will also be added to the individual school’s substance register.

Hazardous substances used by the e.g. cleaners will have assessments carried out by their employer who will make the assessments available to the school.

COSHH

Guidelines:

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

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Curriculum

Health and safety arrangements for science, PE and art are detailed in the individual curriculum policies. Please refer to the specific curriculum files for further details.

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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, Head of Business Strategy, Federation Finance Officer, Executive Head Teacher, Deputy Executive Head and Assistant Heads etc. shall have a DSE self-assessment carried out by the ICT Technician.

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. Federation office staff will be responsible for checking this when ordering.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the Federation 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.

DSE users should take regular breaks from the screen and undertake a different task.

Suitable training is given to enable 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 students near the computers.
- Students 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 Students and Computers:

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

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Educational Visits

Introduction

Educational visits are activities arranged by or on behalf of the Federation, and which take place outside the school grounds. The Senior Leadership Team 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 Years 5 & 6 in longer residential visits.
- The visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

Curriculum Links

We will endeavour to ensure that off-site visits are linked to the Curriculum. For most subjects, there is a corresponding programme of activities. These activities are in line with national guidance.

Residential activities

At Blue Coat Junior, children have the opportunity to take part in residential visits. The residential visits enable children to take part in outdoor and adventure activities. These visits are undertaken with the written agreement of the Executive Head Teacher/Deputy Executive Head and Governing Body. The cost of these visits will be subsidised by the Federation and parents are invited to contribute towards the balance.

The amount of the subsidy will be decided on a trip by trip basis. All residential visits must have the appropriate completed and signed paperwork for the visit.

How visits may be authorised

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

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

The Federation educational visits coordinators will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed.
 - Organise related staff training.
 - Verify that all accompanying adults, including private car drivers, have had satisfactory security checks, and use recommended coach companies.
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- 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 National Guidance. All off-site activities must take place in accordance with the guidance given.

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

When signing an offsite visit proposal form, the teacher is also agreeing to continually assess the risk throughout the event.

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

Risk Assessment

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

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

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

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

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

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

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

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

- **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 Executive Head Teacher, the educational visits coordinator(s), and all adults supervising the trip.

Risk Assessments for residential visits are completed by the group leader and must be approved by the EVC, Executive Head Teacher and Governing Body before the visit can take place.

Transport

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

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

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

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

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

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

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

Communication with Parents

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

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

The timetable for the payment of contributions should allow for the Executive Head Teacher and Chair of Governors 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 site, the office(s) should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

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

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

Visit Plan

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

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

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Emergency Management Plan

The definition of what this plan is for: 'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures, and which is likely to have emotional and organisational consequences'.

The Federation has adopted the Walsall Council's model Emergency and Business Continuity plans.

Key management staff at the Federation will attend "Managing Emergencies" training provided by the Walsall Council's Emergency Planning Unit. Key staff will attend (please refer to folders).

Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up to date.

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First Aid & Medication

Appropriate signs will be prominently displayed around the sites giving details of first aiders and the location of first aid boxes.

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 at least termly.

First Aiders:

The Federation has a sufficient number of First aid at Work, Paediatric and Emergency first aiders.

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

The Finance Manager/Responsible Person will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to Hospital:

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

Button Batteries

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

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

Do not dispose of a battery in the classroom waste bin

What to do if a child ingests a button battery:

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

Administration of Medicines

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

The only medication kept and administered on site are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Head of School.

Records of administration of medicines will be kept in the school(s) office(s).

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

All medications kept on site are securely stored with access strictly controlled.

Where children need to have access to emergency medication, i.e. asthma inhalers, adrenaline pens the following has been put in place:

On the Junior site, all asthma inhalers are kept in the pupils' classrooms clearly marked with their name. At the Infant site, all asthma inhalers are kept in the Year Groups clearly marked with their name.

Adrenaline pens are kept within a safe place in the pupils' classrooms and all relevant staff have been trained.

Designated staff receive the appropriate training for administering medicines.

On occasions parents will be required to come into school to administer medication for their child.

Health Care Plans

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

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

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

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Fire Evacuation and other Emergency Procedures

Executive Head Teacher/Deputy Executive Head/Head of Business Strategy is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment for the Junior site is located in the Federation Finance Office, for the Infant site it is retained by the nominated responsible person. Both are reviewed on a biennial basis by the fire risk assessor and annually by the Executive Head Teacher.

Smoking

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

Fire Instructions

These documents are made available in the staff handbook and included in the Federation's induction process.

An outline of evacuation procedures is made available to all contractors/visitors and is 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 outside agencies.

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 firefighting equipment.

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

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

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

Held in main offices.

Details of chemicals and flammable substances on site are kept by the relevant staff 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.

On Hearing the Fire Alarm:

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous sound.
-

- The Caretaker or the Head of School 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.
- Staff will supervise/effect 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 senior member of staff at the assembly point.

A Calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

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

All fire wardens should report to the Head of School or designated senior leader in their absence that corridors/buildings are cleared.

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

Bomb Threat Evacuation Procedures

In the event of a bomb threat the Executive Head Teacher/Deputy Executive Head/senior member of staff will contact the emergency services and will then act on the advice provided.

To evacuate the buildings – Junior site 3 rings on the electronic bell will be sounded by Executive Head Teacher/Head of School/senior member of staff. Infant site – 3 rings on the hand bell - Executive Head Teacher/Deputy Executive Head/senior member of staff.

The buildings are evacuated in the same manner as for Fire Evacuation.

In the event of Full evacuation (both Federation sites), the meeting point is St Matthews Church. If only one of the Federation sites is involved, the other site operates as a "buddie" school.

On the instruction of the Executive Head Teacher/Deputy Executive Head/senior member of staff, the ICT Supervisors will activate an automated message which will be sent to parents/carers, outlining the collection arrangements.

General Evacuation for People with Special Needs

Mobility Impairment

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

Visual Disability

People with a visual disability will usually require the assistance of one person; they should take the helper's arm and follow them.

Hearing Disability

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

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

Lockdown Procedures

In the event of "Lockdown", the Executive Head Teacher/Deputy Executive Head/Senior Staff will contact the emergency services and will act on the advice provided.

Staff will be alerted to the activation of the lockdown procedures by the long continuous sounding of an air-horn. The all-clear will be 3 short blasts.

It is of vital importance that federation staff are familiar with the federation lockdown procedures, as detailed in the federation lockdown policy.

This Health and safety policy is implemented alongside all other related policies, for example, federation lockdown policy.

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Fire Prevention/Inspection/Maintenance of Emergency Equipment

Testing of the Fire Alarm System

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

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

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

Emergency Lighting

The emergency lighting is checked monthly by the Site Team and annually by a contractor.

Emergency Red Pull Cords

Will be tested regularly by the Site Team

Green Door Release Boxes

Will be checked on a weekly basis in rotation by the Site Team.

Test records are located in the site's record book.

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.

Means of Escape

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

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Forest School

See separate Forest School risk assessments.

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Health and Safety Information & Training

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Heads of School.

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

All employees will be provided with:

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

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

Temporary Workers

A nominated person will be responsible for ensuring all temporary workers receive the relevant health and safety information through the issue of the Staff Handbook/Induction Sheet at the commencement of the work period.

The Deputy Executive Head supported by the Head of Business Strategy will complete the training matrix as necessary and report on training to the Executive Head Teacher at least annually.

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

Details of all health and safety training will be recorded.

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Health and Safety Monitoring and Inspection

The Chair of Finance & Resources Committee will carry out regular safety inspections of each school, in order to identify hazards and unsafe situations and take appropriate remedial action. Inspections will be carried out on a termly basis and be recorded on the site inspection sheet and reported to the Finance Officer/Responsible Person/Deputy Executive Head.

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

The Site Team will inspect the Federation sites daily for such interim hazards and record any findings.

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Infection Control

Introduction

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

Aim and Objectives

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

Principles

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

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

Planning and Preparing

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

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

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

It is likely that the 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 and sneezing.

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

Viruses can also survive longer on hard and soft surfaces.

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

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

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

through Personal and Social Education lessons.

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

Minimise Sources of Contamination

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

To Control the Spread of Infection

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

Personal Protective Equipment (PPE)

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

Cleaning of The Environment

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

Cleaning of Blood and Body Fluid Spillages

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

Vulnerable Children

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

The school will have been made aware of such children.

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

Female Staff – Pregnancy

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

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

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

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

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

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

This advice also applies to pregnant students.

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

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

It is important to note that the school is 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.

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 be well informed about the COVID-19 virus, the disease it causes and how it spreads.

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

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

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Legionella

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

Blue Coat Infant and Junior Schools Federation employs the services of external contractors to provide the Federation with assessments and monthly temperature monitoring and disinfecting of water tanks etc.

The Site Team ensure that the flushing procedures are followed for all little used outlets, and that these are recorded.

Thermo-static mixing valves are tested and inspected on an annual basis.

The Site Team receive all Legionella reports. The Head of Business Strategy and the Federation Finance Officer receive electronic notification of any issues from the appointed contractor. Any actions identified are taken forward by means of the appropriate channels.

The Federation air conditioner units will be inspected and tested on a regular basis where applicable.

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Lettings and Shared Users

All lettings will be provided instruction on accident reporting and fire safety will be made available for which will be signed for by the hirer.

All certification will be obtained from the hirer.

All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring.

Shared users of the site will be provided with all necessary information with regards to their health and safety. Other users of the buildings will in return provide the Federation with relevant documentation.

Each site should ensure that hirers of the buildings have copies of:

- Health & Safety Policy
- Fire evacuation procedures
- Fire Risk Assessment

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Lone Working

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

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

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

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

Definition of Lone Working

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

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

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

Controls

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

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

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

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

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

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

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

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

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Executive 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 Executive Head Teacher to periodically visit and visually monitor people working alone.

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

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

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

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

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

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

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Executive 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 the Executive Head Teacher any aspect of work-related risks.

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

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Minibus

The minibus has been purchased by the Federation and is kept at the Junior School on the Annex car park.

The Finance Officer is responsible for ensuring the minibus has a current MOT certificate and is taxed (vehicle excise duty) and serviced on a regular basis.

All persons who drive the minibus must have undertaken MIDAS training by an approved MIDAS instructor. Hold a British licence, for 2 years, which is checked annually via the Gov.UK website.

Drivers of the minibus must undertake all the pre-checks prior to driving. The forms must be handed into the school office once completed.

It is the driver's responsibility to ensure all persons on the minibus are seated and have their seat belts fitted.

The minibus keys will be in a secure area of the school.

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Moving & Handling

The need for manual handling must be avoided wherever practicable through changes in work processes or the introduction of mechanisation. Where this is not possible, a risk assessment must be carried out.

The Finance Officer/responsible person will arrange for risk assessments to be undertaken for activities that involve significant manual handling. In this context, manual handling includes lifting, carrying, pushing, pulling and holding.

The risk assessment will identify factors that could result in injury, such as heavy or unstable loads, the need to lift from the floor or above shoulder height, the need to twist, stretch or stoop while manual handling.

Action will be taken to eliminate factors that could cause injury. Where possible manual handling activities will be avoided or reduced by providing mechanical aids such as trolleys, and re-designing work operations.

The Heads of School and leaders are responsible for ensuring risk assessments are carried out by a competent person and will implement any significant findings. They will inform all relevant staff of the assessment and its findings, staff undertaking manual handling tasks will also receive training in safe handling techniques.

The risk assessment will be reviewed annually or when there is a change in the work process or equipment.

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 an annual basis by a competent contractor.

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Noise

Blue Coat Junior and Infant Schools Federation will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or who are exposed to significant levels of noise.

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

There are no areas on either site at present which are deemed to have excessive noise levels and no requirement for anyone entering the buildings to wear ear protection.

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

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

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

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Premises & Work Equipment

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available.

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

Curriculum Areas

Curriculum coordinators are responsible for reporting maintenance requirements.

Gas Safety

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

Electrical Safety

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

The Executive Head Teacher will ensure that the statutory 5 yearly check of the electrical system is carried out, by a competent person, and that a record of this test is kept.

Electrical socket outlets must not be overloaded, and where it is necessary to use extension leads, these should be the fused and switched type to prevent overloading.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects.

The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager. Records are retained of testing, maintenance and repair to equipment.

The ICT Technicians are responsible for maintaining an inventory of portable electrical equipment used and for keeping this inventory up to date when new equipment is procured. Any old equipment disposed of.

Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years.

Play and PE Equipment

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

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

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

Smoking

The Federation sites are non-smoking, and this also includes the use of all electronic cigarettes (vaping) we request parents dropping off and picking up their children do not use these within the school premises.

Air Conditioning Units (if applicable)

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

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Risk Assessments

The Federation will seek to ensure that no employee, pupil, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

The Deputy Executive Head/Assistant Heads are responsible for ensuring that risk assessments are carried out for all activities undertaken within their area of control, and for appointing a sufficient number of risk assessors in order to carry out the assessments. Risk assessments must only be carried out by trained, competent staff. The Finance Officer/Nominated Person is responsible for risk assessments concerning the school buildings and leaders are responsible for risk assessments regarding activities undertaken by them.

Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that are considered necessary.

Risk assessments are reviewed annually by the Executive Head Teacher, Deputy Executive Head & Elite Safety in Education, after which all their staff read them and sign to confirm doing so, but any new hazards introduced in between the review should be addressed at once.

How a Risk Assessment Will Be Undertaken

The Deputy Executive Head/Assistant Heads considers risk assessment to be a careful examination of the hazards around the sites and an assessment of whether the particular hazard is likely to harm anyone and what precautions need to be taken.

The definitions of 'hazard' and 'risk' adopted by the Health and Safety Executive are helpful in understanding what is involved:

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

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

The Health and Safety Executive has proposed a "five step approach" to risk assessment. The following sections outline how this five-step approach governs risk assessment in Blue Coat.

Look For Hazards

Hazards come in many forms. They are "anything that can cause harm" and can include substances, processes, the layout or structure or condition of premises, machines etc. In Blue Coat Infant and Junior schools Federation, this can include pupils, parents and visitors to the sites.

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

Decide Who Might be Harmed and How

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

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

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

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

The method of assessing levels of risk used at Blue Coat Infant and Junior schools Federation involves calculation combining the likely frequency of harm or injury and the likely severity of harm or injury.

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

The first priority is to seek to remove the risk altogether by removing the hazard or discontinuing the hazardous process.

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

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

Record the Findings

This is a legal requirement at Blue Coat Infant and Junior Federation because there are 5 or more employees but is considered as a matter of course due to the presence of pupils.

The risk assessments are recorded on a proforma and are accessible to all employees.

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

Review the Assessment from Time to Time

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

At Blue Coat Federation risk assessments are reviewed on an annual basis or earlier if an incident has occurred or change in activities or building.

Training

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

The Heads of Schools, teachers and non-teaching staff at Blue Coat Federation will therefore have access to quality training and guidance from an independent provider on the principles of risk assessment and on how to assess risks in a systematic way.

Risk Assessment Forms

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

Monitoring and Funding

Staff may need reassurance that the way in which they have undertaken risk assessments is adequate. This is achieved through the Deputy Executive Head.

Safety representatives will be entitled to receive copies of risk assessments. They will be

provided with copies of risk assessment forms and will be expected to always examine them carefully.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant staff.

It is the responsibility of staff to inform the Executive Head Teacher/Deputy Executive Head of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

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

New & Expectant Mothers

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Management of Health and Safety at Work Regulations that employers take particular account of the risks to expectant mothers at work.

Blue Coat Federation is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed once the Head of School has been made aware that a member of staff is an expectant mother.

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

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Security

Safety of our pupils, staff and visitors to the school sites is of paramount concern to the whole Federation community. Governors have endeavoured to make the Federation as safe as possible. Security of the building is reviewed by the Governors at relevant meetings.

Entry to School for Visitors/Staff

The reception office area is clearly marked and directs visitors to the front entrance of the buildings. Visitors enter the reception area but are prevented from going further into the building by a secure door system.

Visitors who are admitted into the building are asked to sign in and given an identification badge.

Pupil Supervision

The Assistant Heads or in their absence a nominated senior teacher remains on the premises until the last child is collected.

Alarm System

The sites alarm is always set each day.

CCTV

CCTV in operation where applicable.

Care of ICT Equipment

All laptops/iPads are secured in trolleys and stored in a secure area.

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
- Specific staff only have access to management files
- Files are backed up daily

Office Computers:

- Accessed only via individual passwords for specific staff
- Financial files are accessed via further password
- Access to the general office is prohibited except for staff requiring access for a specific purpose

Other Data Protection Issues:

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

Stress/Wellbeing

The Federation is committed to promoting high levels of health and well-being and recognises the importance of identifying and reducing workplace stress through risk assessment, in line with the HSE management standards.

Each school will follow the management standards for work related stress by the following means:

- The Federation Executive Leadership Team operates an 'open-door' policy and encourages staff to discuss any concerns or issues they may have.
- The school has absence insurance and a number staff can ring for help and advice.
- All staff have 'One to One' meetings with their line manager, at least annually.
- Regular team and phase meetings are held, where staff are encouraged to voice their opinions and raise any concerns they may have.
- Staff absence is monitored by the Executive Head Teacher and 'back to work' interviews are conducted.

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Sun Protection

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

Sunburn in childhood can double the risk of skin cancer.

Blue Coat Federation 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 and hat
- Remember children burn more easily
- Use factor 15+ sunscreen

At Blue Coat Federation we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

Education:

- We will talk about how to be sun smart in assemblies as appropriate.
- Parents and guardians will be sent information explaining what the Federation is doing about sun protection and how they can help as appropriate.

Timetabling:

- Where reasonably practicable children will play outside out of direct sunlight.

Shade:

- The trees provide summer shade.
- Canopies in Early Years and other areas.

Clothing:

- Pupils are asked to bring in appropriate clothing i.e. sun hats.

Sunscreen:

- Children will have to have sunscreen applied by parents before school.
- Children allowed to bring sunscreen in but must apply it themselves.
- Sunscreen use will be encouraged on school trips.

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Vehicles & Driving on School Business

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

Disabled parking available.

The Infant school is permit parking only on the road (staff car park available).

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

The access gate for pedestrians is separate to the main vehicle access point.

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

Deliveries

Where possible deliveries should be made during the school day.

Driving on School Business

The Federation Finance Officer will ensure that those persons who drive their own vehicle as part of Federation business have the appropriate licence, insurance, MOT (if applicable) and tax (vehicle excise duty).

The Federation Finance Officer will require sight of these documents which will be recorded in a log.

The Federation will ask employees for permission to log onto the DVLA web site to obtain up-to-date information on driving licenses.

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Violence

Blue Coat Federation will not tolerate violent behaviour from parents, visitors or others who enter the school.

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

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported through the incident reporting procedure. Each incident must be investigated by the Executive Head Teacher or Deputy Executive Head to prevent a re-occurrence of a similar incident.

The Executive Head Teacher must assess every activity that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

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 Federation.
- 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.
- Where a situation is identified the parent is encouraged to return for a pre-planned appointment.
- Appropriate front-line staff will receive conflict resolution training.

We have a separate Use of Reasonable Force in Care & Control Policy on dealing with situations where intervention is required to prevent a child from hurting themselves, others or damaging property.

In the Infant School it is a Red Star and the Junior School it is a red card to alert staff for support.

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Volunteers in School

Introduction

At Blue Coat Federation, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the schools. 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 resources.

Blue Coat Federation values volunteers and the contribution that they make to our sustained success. We hope that the association will be a mutually beneficial partnership between the Federation 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 experience in the schools.

Safeguarding

Blue Coat Federation 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 Blue Coat Federation will require an Enhanced Disclosure & Barring Check prior to starting their placement. This must be confirmed with the Head of School and recorded on the central record by the Federation Finance officer.

Providers must understand the legal obligations. The Governors and the Executive 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); 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 the Federation.
- 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 Federation'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. It should be noted that volunteers' work is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the Federation.

Federation 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 Federation.

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

Expenses

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

Induction and Training

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

Safeguarding training will be carried out as soon as possible.

If the volunteer is undertaking formal training, (e.g., NVQ or other work-based qualification) the Federation will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role, 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 Deputy Executive Head will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate the involvement of the Executive Head Teacher and then the Chair of Governors.

Temporary Workers

The Federation Finance Officer is responsible for ensuring all temporary workers receive any relevant health and safety information through completion of a Temporary Workers Induction Sheet which is retained in the staff records. All relevant risk assessments will also be brought to the attention of the temporary worker at this time.

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Work at Height

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

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 Federation's nominated person(s) responsible for work at height will be the Site Team.

The nominated person(s) shall ensure:

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

Staff are trained to use the step ladders safely.

Pupils will not be permitted to use ladders/stepladders.

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

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Work Experience

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

- All students are briefed before working at either site regarding Federation 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 student will receive a verbal placement job description highlighting tasks to be undertaken and any necessary health and safety information
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of Federation staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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Health and Safety Policy Reviewed April 2020

- Appendix 5 COSHH added to Control of Substances Hazardous to Health
 - Appendix 7 Pupil Workstations and SEN added to DSE
 - Appendix 8 Information regarding booster seats added to Educational Visits
 - Appendix 10 Added Button Batteries to First Aid
 - Appendix 16 Infection Control Added
-