



**St John Fisher Catholic
Voluntary Academy
Health and Safety Policy
&
Procedures
2016**

Statement of Local Health and Safety Intent & Mission Statement St John Fisher Catholic Voluntary Academy

For I know the plans I have for you; plans to give you hope and a future.
Jeremiah 29:11.

Everyone who works at Saint John Fisher will work together and always try their best to help me make the most of my God-given talents.

St John Fisher Catholic Voluntary Academy will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

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

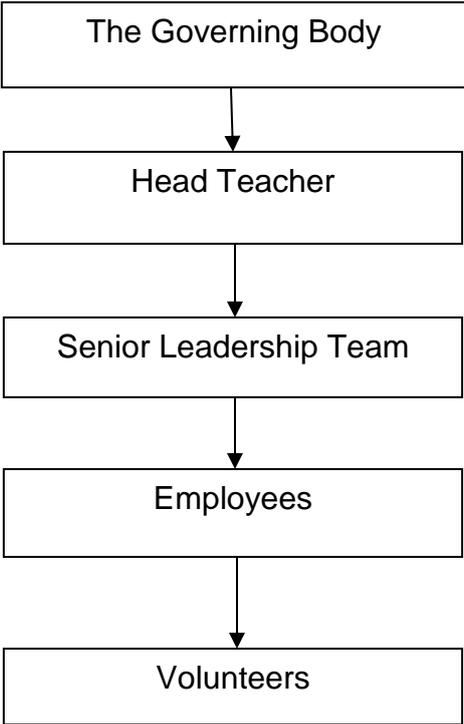
Head Teacher:

Chair of Directors

Date:

Date:

Organisation Flow Chart



St John Fisher Catholic Voluntary Academy Health and Safety Policy

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

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

As the employer, The Directors who form part of the Governing Body have overall responsibility for Health and Safety at St John Fisher Catholic Voluntary Academy. At school level duties and responsibilities have been assigned to Staff and Directors as laid out below.

The Aim of the Policy is to:

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

The aim of the Governing Body is "To provide a safe and healthy working and learning environment for staff, pupils, and visitors

To meet these responsibilities the Directors will pay particular attention to and are responsible for:

- Making itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- Ensure that there is an effective and enforceable policy for provision of health and safety throughout school
- Reviewing the schools Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Provide a safe place for staff and pupils to work including safe means of entry to and exit from
- Ensuring Plant, equipment and systems of work are safe.
- Provide necessary safety and protective equipment and clothing together with any necessary guidance, instruction, and supervision.
- Provided adequate welfare facilities
- So far as is reasonably practicable the Governing Body, through the Head, make arrangements to communicate this policy and all other relevant health and safety matters to all relevant parties.

- Receiving from the Head Teacher/Business Manager, reports on health and safety matters and any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

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

Head Teacher

The Head Teacher is responsible for the development and maintenance of safe working practices and conditions for all staff and pupils, and visitors to St John Fisher Catholic Voluntary Academy. This extends to engaging in activities sponsored by the school. To achieve this, the Head Teacher, will be responsible for the implementation of the Health and Safety Policy.

The Head Teacher/School Business Manager will advise the Directors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has overall responsibility for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- Carry out periodic reviews and safety audits on the findings of the risk assessment.
- Ensuring all staff, so far as is reasonably practicable, are provided with sufficient information, instruction, training and supervision to avoid hazards and contribute positively to their own health and safety;
- Ensuring that the establishment has emergency procedures in place.
- Ensuring there is no misuse of equipment etc.;
- Ensuring that the premises and equipment are maintained in a serviceable condition;
- Encourage staff, pupils, and others to promote health and safety.
- Ensure that any defects in the premises its plant equipment of facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- Collate accident and incident information and when necessary carry out accident and incident investigations.
- Monitor the standard of health and safety throughout the school including all school based activities.
- Monitor first aid welfare provision.
- Monitor the management structure along with the Directors.
- The provision of appropriate health and safety information to the Directors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

Staff holding posts of Responsibility

As part of their day to day responsibilities they will ensure that:

- Safe methods of work exist and are implemented throughout their department
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively
- Staff, pupils and others under their jurisdiction are instructed on safe working practices
- New employees working within their department are given instruction in safe working practice
- Regular safety inspections are made of their area of responsibility as required by the Head or as necessary
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
- All plant, machinery and equipment in the department in which they work is adequately guarded
- All plant, machinery and equipment in the department in which they work is in good and safe working order
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant machinery and equipment in the department in which they work
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own wellbeing or the health and safety of
- All signs used meet the statutory requirements
- All health and safety information is communicated to the relevant persons
- They report, as appropriate, any health and safety concerns to the appropriate individual.

Responsibilities of All Staff

Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;

- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.;

Responsibilities of Employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to The Leadership Team (LT) any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices

- The Leadership Team (LT)/Premises Officer or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section
- When the premises are hired to persons outside the employment of the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:
 - a) Introduce equipment for use on the school premises
 - b) Alter fixed installations
 - c) Remove fire and safety notices or equipment
 - d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the health and safety at Work Act etc 1974 and must pay due regard to the safety of all persons.

Access to School by Persons Other than Members of Staff or Children

All visitors to school must report to reception on arrival and sign in using the signing in system.

A badge will be issued to be worn by visitors for the duration of their stay in school.

This does not apply to evening events or performances where an individual risk assessment should be completed.

In order to prevent unauthorised access to the premises, outside gates are locked at the start of the school day until the end of the school day. The kitchen, front office and hall/foyer doors should be kept locked during the school day.

Staff Consultative Arrangements through Admin meetings

The Governing Body, through the Head Teacher, will make arrangements through the Admin Meetings by incorporating agenda items on health and safety matters.

Codes of Practice and Safety Rules

In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school

Document Control

We will develop and maintain local documentation. Changes including re issues and deletions to school documentation will be authorised by The Leadership Team.

Co-operation

- Local systems and documentation will be implemented following consultation through our school's weekly Admin meetings.

Communication

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

Competence

- A nominated member of staff will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning and Prioritising (Setting Standards)

Primary School Health and Safety Plans

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

Risk Assessments

Risk assessments will be undertaken and regularly reviewed by the Head Teacher or a delegated member of staff. They are authorised by the Head Teacher and then placed in an accessible place so that staff can read them. They will be expected to sign the front sheet to confirm that they have been read and understood.

Controlling Risk in Curriculum Areas

It is the responsibility of the Teacher/Teaching Assistants/Sport Coaches to ensure that pupils in their care conduct themselves in a safe manner and are not exposed to any unnecessary hazards. If there is a potential hazard then pupils should be made aware of it and the teacher should ensure that all reasonable precautions are taken. Children should be instructed in the safe use of scissors, craft knives and hand tools and will always be supervised at an appropriate level for their age, ability and competence.

Local Arrangements

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

Measuring Health and Safety Performance

Active Monitoring

Inspections of the premises will be carried out on a termly basis by Elite Safety in Education. Any problems identified by these inspections, including any concerning lifting, carrying, tripping and falling, will be categorised High, Medium or Low risk and dealt with on a priority basis.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses, and hazard reports in accordance with our local arrangement and these will be reported in the termly Leadership Report to the Governing Body.

Reviewing Health and Safety Performance

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.
- The school health and safety performance will be reviewed by the school management team quarterly and reported to school Directors.

Auditing/Inspecting Health and Safety Performance

- Health and safety auditing/inspecting will be carried out on a regular basis by Elite Safety in Education.

Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Asbestos](#)
- Appendix 3 - [Contractors](#)
- Appendix 4 - [Display Screen Equipment](#)
- Appendix 5 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 6 - [Fire Prevention, Testing of Equipment](#)
- Appendix 7 - [First Aid and Medication](#)
- Appendix 8 - [Flammable and Hazardous Substances](#)
- Appendix 9 - [Health and Safety Information and Training](#)
- Appendix 10 - [Health and Safety Monitoring and Inspections](#)
- Appendix 11 - [Interactive Whiteboards and Projectors](#)
- Appendix 12 - [Legionella](#)
- Appendix 13 - [Lessons](#)
- Appendix 14 - [Lone Working](#)
- Appendix 15 - [Minibus](#)
- Appendix 16 - [Mobile Phones](#)
- Appendix 17 - [Moving and Handling](#)
- Appendix 18 - [Offsite Visits](#)
- Appendix 19 - [Physical Intervention](#)
- Appendix 20 - [Premises Work Equipment](#)
- Appendix 21 - [Risk Assessments](#)
- Appendix 22 - [Security of Children](#)
- Appendix 23 - [Stress](#)
- Appendix 24 - [Sun Protection](#)
- Appendix 25 - [Vehicles](#)
- Appendix 26 - [Violence](#)
- Appendix 27 - [Volunteers in School](#)
- Appendix 28 - [Work Experience](#)
- Appendix 29 - [Work at Height](#)

Accident Reporting Procedures

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

A local accident book (located in main office of the school) is used to record all minor incidents to pupils any more significant incidents must also reported to The Governing Body using the forms described above.

- School accident reports will be monitored for trends and a report made to the Governing Body, as necessary.
- The LT will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

Employee Accidents

(This applies to all education employees and self-employed persons on school premises.) Any accident to an employee resulting in a fatal or major injury should be reported to Directors/HSE immediately by telephone.

Pupil Accidents

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

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

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

Reporting to the Health and Safety Executive (HSE)

The Head Teacher/Business Manager/ will report all RIDDOR incidents immediately to the Health and Safety Executive (HSE) on the schools behalf.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR www.hse.gov.uk/riddor
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring (via DCC)

In every case where an incident is reported to the HSE a copy of the relevant form will be kept with a copy of the RIDDOR form

The school will still be required to keep a record of all over three day injuries – if the school keeps an accident book/form, then this record will be enough.

[Back to Appendix](#)

Asbestos

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

The academy employs the services of competent contractor to monitor and carry out visual recorded inspections the ACM's identified on site

The Head Teacher/School Business manager shall ensure:

- The asbestos log is maintained and that any changes are notified to the relevant department.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the Head Teacher/School Business Manager who will contact the relevant agencies.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head Teacher, who will contact the relevant agencies.

[Back to Appendix](#)

Contractors

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

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

The asbestos register must also be read and signed by all contractors working on the fabric of the building regardless of the nature of the work being undertaken. No work will be allowed to proceed without the appropriate signature in the asbestos register.

Contractors must report to a member of staff in the first instance.

Contractors will ensure:

- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- Repairs or maintenance will normally be carried out when children or adults are not occupying those areas. On occasions when it is deemed essential to carry out work in areas occupied by adults or children, this can only be done by prior agreement with the Head Teacher/School Business Manager, who will assess the risk
- Permission will never be granted for work to be carried in the toilet areas when children or adults are occupying these areas.
- No work should be in progress in the playground/dining hall during break times and lunchtime.

If any contractor creates a hazardous condition and refuses to eliminate it or to take action to make it safe, then the Head Teacher or Business Manager will take such actions as are necessary to prevent risk or injury to other persons. If a member of staff is aware of any hazardous situation being created by a contractor they have a duty to report this to the Head Teacher or Business Manager immediately.

A meeting will take place with all contractors, prior to the commencement of work or awarding of an ongoing contract, in order to ensure that health and safety considerations are adequately provided for and any information held by the school can be made available as deemed necessary, e.g. the asbestos register.

[Back to Appendix](#)

Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, etc. shall have a DSE assessment carried out by the Business Manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

Advice on the use of DSE is available via Elite Safety in Education.

[Back to Appendix](#)

Fire Evacuation and other Emergency Procedures

The Head Teacher is responsible for ensuring the fire risk assessment actions are addressed in the timescales specified.

The fire risk assessment is located in the Business Managers Office in the Fire folder and reviewed every 2 years by a competent fire officer and reviewed annually by the Head Teacher.

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the BM/Premises Officer inspection folder.

- Fire drills will take place every term (preferably every half term) and the time should not be notified to staff. It will be necessary that a morning, afternoon and lunchtime drill be undertaken.
- There will be some drills where certain exits are blocked off. These scenarios are designed to test how a real fire might occur and block exits normally used. If your exit is blocked, please go straight to the next one and leave from there. Fire drills will be timed and their success evaluated. These procedures will be reviewed at least annually.
- Emergency contact and key holder details are maintained by the School Business Manager.

Fire Fighting

It is recommended that staff do not attempt to put out fires. Our priority is to ensure all pupils, staff and visitors evacuate as quickly and safely as possible.

Details of service isolation points

Are kept in the red box and in the main office and other areas of the site.

Details of chemicals and flammable substances on site.

An inventory of chemicals used by the school will be kept by the Premises Officer, 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 call point. They will make their way to the nearest evacuation point.

On Hearing a continuous sounding of the Fire Alarm:

- A Senior Leader or office staff in absence of the Leadership Team, to ring 9-999 and pick up all registers, late book, visitor's book and office diary and leave by the nearest exit and take them to the fire assembly point.
- Premises Officer (or the LT in Premises Officers absence) to meet the Emergency Services and direct them to the required location.
- Leave classrooms or work area immediately, as quickly and safely as possible by the nearest designated fire door. Designated evacuation routes are clearly signed with illuminated or reflective signs. These are to be used if the school building is in use outside of normal school hours.
- Children should leave the classrooms before the teacher (if there are any other adults in class, they should lead children out). The teacher should ensure the fire door is closed behind them.
- Encourage the children to move quietly and without panic and to line up at the fire assembly point
- Registers will be distributed by office staff at the fire assembly point.
- Teachers are to take responsibility for their own class. Each class will line up at the fire assembly point and the register taken. Any children unaccounted for must immediately be reported to a senior member of staff or fire officer. Under no circumstances must anyone return into the building until declared safe to do so.
- A full evacuation plan which also includes locations of firefighting equipment, break glass points, and sounders is kept in the Fire Log Book, retained with the SBM, situated in the SBM office.
- All other adults, including visitors to take nearest exit and assemble on school playground.
- If there is a fire during Assembly, the teacher leading the assembly should direct classes out, led by the teacher responsible for that class (if they are present in assembly); this may not be the teacher that is the usual class teacher.
- If there is a fire at lunchtime –teachers to exit the school via nearest fire exit and go straight to the junior playground to help midday supervisors and Teaching Assistants to organise children into class groups at the fire assembly point.
- If the fire is in the vicinity of the junior playground – refer to Emergency Continuity Plan.

Fire and Bomb Alerts

In the event of a fire or bomb, alert a member of the Leadership Team and sound the fire alarm to evacuate the premises. A designated person will call the emergency services, if a bomb alert, a call to the police is required.

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

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

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

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

Visual Disability

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

Hearing Disability

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

Emergency Plans

The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the action to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

[Back to Appendix](#)

Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly by the Premises Officer and a record kept in the log book. This test will occur once a week prior to staff coming into school.

Any defects on the system will be reported immediately to the Head Teacher/ Premises Officer and School Business Manager.

A fire alarm maintenance service is provided through a contractor.

A contractor will undertake an annual maintenance service of all firefighting equipment.

The Premises Officer visually checks on a weekly basis that all firefighting equipment is available for use and operational and for any evidence of tampering. This is recorded in the fire log book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported to the School Business Manager.

Emergency Lighting

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

Emergency Red Pull Cords

These will be tested regularly by the Premises Officer.

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

Means of Escape

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

[Back to Appendix](#)

First Aid and Medication

First aid boxes are located at the following points:

Main supplies of First Aid supplies will be held at the front office.

Lunch time supervisors have small green bags for minor injuries pupils are sent to the front office if they require further treatment

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

First Aiders:

First Aiders are made known to all staff. Their basic duties are:-

- To take charge of an injured person and summon the appropriate assistance if necessary.
- To take charge of the first aid box, maintain stocks and make available for treatment.
- To ensure a record is kept of each incident and that appropriate forms are filled.
- To ensure medicines are administered correctly.
- A list of first aiders is available in the main school office

Bumped heads must be reported by note to parents and a sticker.

Staff who are trained in first aid will be made known and a list placed in the Staff Room.

The School Business Manager/Administration Assistant 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 Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

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

If parents/carers request that prescribed drugs be administered to their child during school hours then they must first request to complete a parental consent form. All medicines brought into school must be kept in a locked cupboard or fridge in the front office, with the exception of inhalers, which will be kept in the child's classroom. Medicines are only to be self-administered under supervision by members of staff. Only medicines prescribed by a child's doctor will be given in school.

For casual ailments (coughs, colds etc) it is often possible for doses of medication to be given outside school hours. St John Fisher Catholic Voluntary Academy does not administer medicines for casual ailments.

Please note that the term medicine may refer to prescribed medicines, inhalers, lotions or epi-pens.

There is no legal duty that requires school staff to administer medicines. Many children will need to take prescribed medicines during the day at some time during their time in school either because they are:

- Suffering from chronic illness or allergy; or recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines.

This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this minimises the time that they need to be absent from school. However, such medicines should only be brought to school where it would be detrimental to a child's health if it were not administered during the school day.

Headteachers are advised not to allow children to bring medication into school except as covered by the guidelines in this document and the relevant codes of practice.

Prescribed Medicines

Medicines should only be brought to school when essential. St John Fisher Catholic Voluntary Academy will only accept medicine that has been prescribed by a doctor, dentist, nurse practitioner, or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration with the exception of some medication that will be self-administered under supervision.

To help avoid unnecessary taking of medicines at school, parents/guardians should:

- Be aware that a three-times-daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime; and ask the family doctor if it is possible to adjust the medication to avoid school-time doses.

Where occasionally this cannot be arranged, parents/guardians are encouraged to note that if the pupil needs a dose of medicine at lunchtime, the parent/guardian should come to school to administer the medicine. If this is not possible, children will self-administer the prescribed medicine, under the supervision of an adult (see administration of medicines).

Parents may provide the school with the prescribed amount of medicine in the original bottle/packaging.

St John Fisher Catholic Voluntary Academy will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parental instructions.

Written Instructions

All medicines that are to be administered in school must be accompanied by written instructions from the parent and/or the GP, and parents will fill in the relevant form

Each time there is a variation in the pattern of dosage, a new form should be completed.

Labelling of Medicines

All medication should be stored in original containers and must always indicate the child's name, dosage, expiry date.

It is the parents/guardian's responsibility to ensure that the medication is correctly labelled and in date.

Non-Prescribed Medicines

Except in exceptional circumstances staff will NEVER give a non-prescribed medicine to a child.

Essential and Emergency Medication

For children who suffer from ailments which result in medication being administered in school long term then the child's needs must be discussed with the Head Teacher/SENDCO and an Individual Healthcare Plan (IHP) will be drawn up. In cases where a child is suffering from a long term condition, emergency medication may need to be kept in school. In these cases, children will have an IHP. Appropriate amounts only of this medicine must be kept in secure storage but accessible, e.g. in the event of a seizure.

Access to the prescribed emergency medication must only be available to the adults named on the IHP, who will have been appropriately trained. Arrangements must be agreed with the parents/guardians to cater for trips off school premises.

Emergency medicines such as asthma inhalers, epi-pens, and insulin should be readily available to children. The children will self-administer inhalers under the supervision of an adult, who will write down the time and dosage in the class inhaler log book. It is the responsibility of the parent to ensure that the child is aware of how to correctly administer the drugs. For other emergency medications, administration details will be agreed with the parents when the IHP is written.

All medication with the exception of inhalers must be handed in to our school office for safe keeping. Inhalers will be kept in the class inhaler bag. Medicine which needs refrigerating will be stored in the office fridge. Every effort will be made by staff to ensure medicine is administered at the time requested, however, should a dose be missed there is no liability on the part of school staff. It is the parents' duty to ensure that medication is collected at the end of the school day. School will dispose of any medication left in school at the end of each school term, with the exception of inhalers and epi-pens.

It is the responsibility of the parent / carer to inform school staff of any changes to medication and to ensure that the medication held in school is within its use by date.

If a child is found to be carrying any medication or lotion for which there is no paperwork completed or which does not have their name on it then school staff will confiscate it immediately. The medicine will only be returned to a parent/carer in person.

For conditions such as epilepsy, diabetes or other long term illnesses that may require use of drugs long term in school or for administering controlled drugs then arrangements will differ from those set out above and will be discussed on an individual basis with the parent / carer.

Administration of Medicines

Self-administration

Many pupils at school will have the capability to keep and administer their own medicine themselves.

In all instances, the medicine will be taken in the school office.

The child goes to the office and takes the medicine, informing a member of staff, who will note the time on the log sheet, noting that session was supervised but clearly indicating that medication was self-administered by pupil.

In exceptional cases, administration may differ from the above; however this will be clearly stated on a child's Individual Health Plan and Individual Treatment Plan.

Individual Treatment Plan

For all pupils who may require individual specialised treatment, a clear treatment plan will be available. Treatment plans should be prepared by the doctor responsible

for the management and prescription of treatment and should be shared with parents/guardians and child's GP. The School Health Service will provide a support role in ensuring an individual treatment plan is understood and carried out in school.

Disposal of Medicines

Any medication which has reached its expiry date should not be administered

Medicines which have passed the expiry date should be returned to parents/guardians for disposal. Parents should be advised that the medicines are out of date and should be asked to collect them. Parents should also be advised that out-of-date medicines can be returned to the pharmacy for safe disposal. Out of date medicines should not be sent home with pupils.

[Back to Appendix](#)

Flammable and Hazardous Substances

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

The School will ensure:

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

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

All substances with harmful properties used in school by the Premises Officer, Cleaning staff and other staff will be COSHH (Control of Substances Hazardous to Health) assessed. Copies of the safety data sheets will be kept in the Premises Officer’s room. COSHH assessments will be updated as necessary by the Premises Officer . If a member of staff brings into school a substance marked as hazardous (i.e. with a hazardous warning symbol) a COSHH assessment must be carried out by the Premises Officer and the data sheets kept in the Health & Safety Portfolio.

Gas System

An Environmental Services’ contractor will test the school gas system every 12 months. This will include gas soundness testing and boilers and heat producing appliances. Isolation points for gas are clearly marked and their location made aware to staff. A plan containing all isolation points is kept in the Red Box and in the front office and staffroom.

[Back to Appendix](#)

Health and Safety Information and Training

Communication of Information

The latest information is passed on during the Admin meetings.

The Health and Safety Law posters are displayed in the, front office and kitchen.

Elite Safety in Education provides competent health and safety advice for St John Fisher Catholic Voluntary Academy.

Health and Safety Training

Health and safety induction training will be provided and documented for all relevant employees by School Business Manager/Administration Assistant.

The School Business Manager/Administration Assistant are responsible for ensuring that all staff have been provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

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. Moving and handling, work at height etc.)
- Refresher training where required

Training records are held by the School Business Manager and is responsible for co-ordinating health and safety training needs and for including details in the training and development plan with help from the Administration Assistant.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The School Business Manager/Administration Assistant will be responsible for assessing the effectiveness of training received.

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

[Back to Appendix](#)

Health and Safety Monitoring and Inspection

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

Monitoring inspections of play equipment play areas etc. will be carried out by nominated staff. Elite Safety in Education will carry out termly inspections of fixed outdoor play equipment.

Advice and pro forma inspection checklists can be found on the DCC School Information Portal or contacting Elite Safety in Education.

- Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.
- The person(s) undertaking the inspection will complete an action plan and submit this to the Head Teacher.
- Responsibility for following up items detailed in the safety inspection report will rest with the Head Teacher

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

[Back to Appendix](#)

Interactive Whiteboards and Projectors

Interactive whiteboards are a tool which can assist teachers in delivering exciting and engaging lessons to learners of all ages and abilities.

They enable teachers to deliver lessons interactively using a variety of methods, including video clips, use of the internet, interactive presentations, colour visuals and traditional blackboard skills.

Additionally, they allow for manipulation of text, objects, and calculations by pupils/pupils as well as teachers.

Safety issues relating to the use of interactive whiteboards are clearly highlighted on both the Becta and DfES websites, based upon HSE guidance. The sites outline simple measures to take to ensure that the equipment is being used appropriately. In addition, guidance material has been distributed to all LAs.

The following guidance on how to use Interactive Whiteboards is available on Becta's website:

Safety Note on Using Interactive Whiteboards in the Classroom

All suppliers of interactive whiteboards are required to provide health and safety advice regarding the safe use of projectors which complies with requirements under section 6 of the Health and Safety at Work Act.

It is important to be aware of the health and safety implications of using projection equipment, such as interactive whiteboards, in the classroom, particularly if children and teachers might be standing in front of the beam to present to the rest of the class. All projectors, if misused, have the potential to cause eye injury, and hence some simple guidelines should be followed:

- It must be made clear to all users that no one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Users should be encouraged to keep their backs to the projector beam when stood in the beam.
- Children should be supervised at all times during the operation of the projector.

It is generally accepted that a maximum of 1500 ANSI lumens is adequate for projection equipment in most classroom environments, except in the most extreme ambient lighting conditions, where it is advised that window blinds are used rather than increasing the brightness of the projector.

When purchasing or using projectors for purposes where there is likely to be a person standing in front of the beam, consideration should be given to the use of a method of brightness reduction, such as a neutral density filter or brightness adjustment facility. These modifications can be removed or adjusted for other purposes such as cinema projections, where there is not an intention that someone will be stood in front of the beam, so allowing the projector to be used to its full image quality potential.

It is recommended that health and safety notices are posted adjacent to interactive whiteboards. Although the content or posting of such notices is not a requirement under law, it should be considered as best practice.

Computer Projectors — Advice from the HSE

Along with the Health and Safety Commission (HSC), the Health and Safety Executive (HSE) is responsible for regulating the risks to people's health and safety in the workplace. This information is also available on the DfES website.

The HSE offers the following guidelines for the safe use of computer projectors in the classroom:

"Computer projectors, which are used to show presentations or to illuminate interactive whiteboards, can expose the eye to levels above one of the exposure limits by which the HSE takes its guidance. Therefore, although such exposure limits are not statutory, the HSE considers the following advice to be good practice in respect of the use of these projectors by employers in the education sector.

Guidelines

Employers should establish work procedures for teachers/lecturers and pupils/pupils and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and pupils, should try to keep their backs to the beam as much as possible. In this regard, the use of a stick to avoid the need for the user to enter the beam is recommended.
- Pupils and pupils are adequately supervised when they are asked to point out something on the screen.
- Employers should also try to ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling mounting rather than floor— or table-mounting the projector.
- In order to minimise the lamp power needed to project a visible presentation, employers should use room blinds to reduce ambient light levels."

Who is responsible for ICT health and safety responsibility in schools?

Governing bodies retain overall responsibility for health and safety management, which also includes ICT health and safety in our school.

Governing bodies may delegate certain tasks to schools including risk assessment, however, it is often the Head Teacher, or classroom teacher who holds the day-to-day responsibility to ensure that ICT equipment is used correctly and safely.

Information relating to the safe operation and use of projection equipment must be provided by the suppliers with all installations, especially in relation to beam viewing by teachers and pupils/pupils etc.

[Back to Appendix](#)

Legionella

St John Fisher Catholic Voluntary Academy complies with advice on the potential risks from legionella as identified in guidance from the HSE.

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

A water system hygiene test will be carried out on a weekly and monthly basis by the schools Premises Officer.

The results of this test are to be kept in the water hygiene logbook which is located in the Premises Officer 's office in the filing cabinet.

Quarterly, six monthly and annual tests are carried out by contractors.

[Back to Appendix](#)

Lessons

St John Fisher Catholic Voluntary Academy will ensure where some school lessons pose a greater risk, they will be managed in accordance with Legislation and current guidelines and the risk managed.

Food Hygiene

St John Fisher Catholic Voluntary Academy will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

Storage

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

Preparation

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

Cooking/Preparing Food

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

Cleaning Up

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

Eating the Food or transporting it elsewhere

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

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

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

Science

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

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

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

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

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

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

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

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

Naked flames (e.g. lighted candles), can only be used under adult supervision. Children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders.

A tray of sand will be kept nearby when lighted candles are in use, and a fire blanket.

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

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

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

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

Musical Equipment

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, tape recorders and any electrical equipment should be kept in the resources room.

Protective Clothing

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

Physical Education

General points to be considered when teaching PE

- If a child constantly forgets their PE kit, a standard letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for lesson. The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into T-shirt, shorts and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- Children who have forgotten their PE kit should be required to wear spare kit available in the school if possible; if not should sit and watch the rest of the class.

Games Safety

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

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

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate personal insurance cover should be arranged, as the school does not insure teachers when carrying children.

Dance Safety

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

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

Swimming Rules

Staff should accompany the children (where possible) when visiting the baths, the senior teacher (group leader) to have a list of all the children in his/her care and the numbers involved.

The children must be counted, on entering and leaving the pool and when leaving the swimming baths.

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the baths should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. Staff must be in the vicinity of the changing rooms when the children are changing.

[Back to Appendix](#)

Lone Working

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

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

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

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

Definition of Lone Working

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

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

Hazards identified will be evaluated by the Headteacher 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 Headteacher 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 a member of the Senior Leadership Team by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Headteacher 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 family, friends, or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher'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 Headteacher to periodically visit and visually monitor people working alone.

Only staff judged by the Senior Leadership Team to be competent to understand the risks associated with lone working and to minimise these risks will be granted permission to work alone. 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.

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 Headteacher. 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 Headteacher any aspect of work related risks.

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

[Back to Appendix](#)

Minibus

On rare occasions a mini-bus is loaned by the school form Saint Benedict Catholic Voluntary Academy and therefore they will be responsible for supplying the driver and carrying out the checks on the drivers licence, ensuring MOT, valid Vehicle Excise Duty and servicing of the vehicle is carried out.

Keys to the minibus are held with the Driver and Saint Benedict Catholic Voluntary Academy.

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

Saint Benedict Catholic Voluntary Academy will be responsible ensuring risk assessments are in place on the use of the mini-bus, and all checks are carried out prior to using the vehicle.

[Back to Appendix](#)

Mobile Phones

Introduction and Aims

At St John Fisher Catholic Voluntary Academy the welfare and well-being of our pupils is paramount.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors, and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Safeguarding Children Policy
- Anti-Bullying Policy

Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all practitioners:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting, which is agreed to by all users:

Personal Mobiles – Staff/Volunteers

- Staff, are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in staff lockers or bag) during class time.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of phones (including receiving/checking and sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff protect access to functions of their phone using security settings.
- In exceptional circumstances a staff member may make a request to Senior Leadership Team for permission for to have their phone on in class for a specific occasion. If granted the permission is linked solely to that circumstance. If it is an on-going situation permission would need to be re-sought on a weekly basis.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as school cameras and school tablets.
- Staff should report any usage of mobile devices that causes them concern to the Head Teacher or a member of the Senior Leadership Team who would ensure the Headteacher was made aware of it.

Mobile Phones for Work Related Purposes

- We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:
- On offsite visits where possible school mobile phones are used to make contact with the school office (and in exceptional cases parents). In normal circumstances mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents/volunteers are accompanying trips they are informed not to make contact with other parents (via calls, text, email, or social networking) during the trip or use their phone to take photographs of children.

Personal Mobiles - Pupils

- We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However we also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Therefore:
- If a pupil brings a mobile phone into school, the parent/guardian needs to sign a form to confirm that they check their child's phone at least once a week. It should be handed in, switched off, to the school office first thing in the morning and collected by the child at home time (the phone is left at the owner's own risk).
- Where mobile phones are used in or out of school to bully or intimidate others, the then the Head Teacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to Anti-Bullying Policy.

Volunteers, Visitors, Directors and Contractors

- All volunteers, visitors, Directors, and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises.
- On arrival, such visitors will be informed of our expectations around the use of mobile phones. We accept that there will be occasions when contractors will need to use their mobile phones on the premises. They will be asked to make their calls in an area where no children are present.

Parents

- While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times.
- We therefore ask that parents' usage of mobile phones, whilst on the school site, is courteous and appropriate to the school environment.

Dissemination

- The mobile phone policy will be shared with staff and volunteers as part of their induction. It will be available to parents via the school office and website.

[Back to Appendix](#)

Moving and Handling

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

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

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

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

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

Paediatric Moving and Handling

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

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

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

[Back to Appendix](#)

Off-Site Visits

Introduction

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

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

Aims

The aims of our off-site visits are to:

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

Offsite visits will be organised following guidance from the OEAP National Guidance. <http://oeapng.info/>

The school's Educational Visits Co-ordinator is the School Business Manager.

All Offsite Visit activities must be risk assessed using Evolve; these assessments are monitored and reviewed by the Head Teacher/School Business Manager.

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

- 1 adult to between 10 and 15 pupils in Years 4 to 6;
- 1 adult to 6 pupils in Years 1 to 3;
- In EYFS at least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present, and must accompany children on outings.

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

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

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

- 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.

An adult will be a member of staff or a parent, or close relative over 18, of a child involved on the visit. There must be a nominated member of staff who is the leader of the visit.

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

Risk Assessment

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

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

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

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

If a visit involves coach travel, a reputable coach company will always be used, preferably one which is familiar to the school. Staff must ensure that all passengers wear seat belts which are operating correctly. Defects with seat belts must be reported to the coach driver and the Head Teacher/School Business Manager., who is responsible for organising coaches and who will take this into account when rebooking.

Any members of staff using their own vehicles for work purposes must be covered by insurance for business use. A correct child restraint/booster seat must be used for children under 135cm and be compliant with BS UN ECE 44.03 (or subsequent versions). Seat belts must be worn by children over 135cm.

Any member of staff driving a hire minibus must satisfy themselves of the roadworthiness of the vehicle and its ability to safely transport children as far as is practicable. They must have undertaken MIDAS Training for vehicles up to and including 16 persons.

Teachers will carry out a pre-visit risk assessment where possible or be familiar with site risk assessments sent to school when booking is confirmed.

Parents or carers will always be informed of off site visits, however small, and written consent obtained. No child will be allowed to go off the school premises without the consent of the parents or carer. Up to date medical information must be available for each child taking part on a visit and staff must have immediate access to this. This may be collected at the beginning of the year rather than prior to the visit.

All staff involved in swimming activities should be in accordance with Derby City Council guidelines for swimming.

For further information regarding school visits see Derby City Council's Policy and Guidance for the Health and Safety of Pupils and Young People on Educational Visits document.

[Back to Appendix](#)

Physical Intervention

At St John Fisher Catholic Voluntary Academy there may be a number of children with severe behavioural difficulties who despite structured behavioural programmes display behaviours that may necessitate the use of physical intervention.

Physical intervention should not be used to gain compliance from the child, however where the lack of compliance poses a danger or potential danger to the child themselves or others physical intervention may be considered.

Please refer to the Physical intervention policy for more information on the school guidance and procedures.

[Back to Appendix](#)

Premises and Work Equipment

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept in the Premises Officer's filing cabinet.

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

Electrical Safety

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

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

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

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

Gas Safety

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

Play Equipment

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

Termly inspections of fixed outdoor play equipment will be carried out by Operational Inspectors of Play (Elite Safety in Education) and an Annual inspection by an Annual Inspector of Play.

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

Smoking

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes. Staff must not smoke in the vicinity of the external school building.

Air Conditioning Units (if applicable)

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

Housekeeping

The premises must at all times be kept clean and tidy. Cleaning should be carried out in accordance with the requirements of the Head Teacher. Any cleaning substances must be kept away from pupils in a locked cabinet or cupboard. Any spills are to be mopped up immediately to prevent slipping and wet areas should be marked with warning signs.

All waste must be disposed of in a correct manner and in accordance with Regulations. This is the responsibility of all staff and will be monitored frequently by the Premises Officer.

All staff are responsible for ensuring that all escape routes are kept free of obstruction at all times. It is also the responsibility of all members of staff to ensure that classrooms, storerooms etc are kept tidy and do not pose a fire risk. All boiler houses must be kept free of flammable materials and must not be used as storage areas.

[Back to Appendix](#)

General Risk Assessments

St John Fisher Catholic Voluntary Academy risk assessments (for all activities, premises, and one off activities) will be co-ordinated by staff and Elite Safety in Education and approved by the Head Teacher/School Business Manager.

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

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

Individual Risk Assessments

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

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

Such risk assessments will be reviewed on a regular basis, following guidance.

Curriculum Activities

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

[Back to Appendix](#)

Security/Safety of Children

Security

Safety of our children, staff and visitors to the school is of paramount concern to our whole school community. The Directors and Head Teacher have endeavoured to make St John Fisher Catholic Voluntary Academy School as safe as possible.

The Head Teacher/Premises Manager is responsible for the security of the premises during the day. The main entrance door must be closed at all times. The office staff are particularly vigilant at these time times to ensure that only children and staff enter the building.

Entry to School for Visitors/Staff

The main reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors are identified by office staff and allowed entry into the school through the air lock system.

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

Children enter and leave school by different doors, according to their Year Group.

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

Child Supervision

A member of staff remains on the premises until the last child is collected.

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

Alarm System

The alarm is always set each day.

Care of ICT Equipment

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

Premises Officer

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

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

Dogs

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

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

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

Security of Data

The Governing Body 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
- Files are backed up securely.

Office Computers:

- Accessed only via individual passwords for office staff
- Accounts/Budget files are accessed by a password
- Access to the School Business Managers 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
- Up-dated anti-virus software regularly.

[Back to Appendix](#)

Stress/Wellbeing

St John Fisher Catholic Voluntary Academy and the Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

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

- The Senior Leadership Team operate an open door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people
- Staff will be supported through Occupational Health as and when required
- Staff well-being is included in the schools staff absence policy
- Return to work interviews.

[Back to Appendix](#)

Sun Protection

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

Sunburn in childhood can double the risk of skin cancer.

St John Fisher Catholic Voluntary Academy has used the guidance promoted through Cancer Research in order to draw up this policy.

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

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

At St John Fisher Catholic Voluntary Academy we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

Education:

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

Shade:

- Outdoor Classroom
- Natural cover i.e. trees
- Children have access to water at all times
- Sundial in courtyard which will advise when sunscreen should be applied.

Sunscreen:

- Parents are asked to apply sunscreen before school
- School have sunscreen available for pupils
- Sunscreen use will be encouraged on school trips.

[Back to Appendix](#)

Vehicles on Site

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

St John Fisher Catholic Voluntary Academy in liaison with the Private Nursery next door has an agreement to cone off the top of the driveway to vehicles 08:40am – 08:55am and 3:00pm – 3:30pm.

The children's and parent's access shall be kept clear of vehicles.

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

The vehicle access gate will not be used for children's pedestrian access.

[Back to Appendix](#)

Violence

St John Fisher Catholic Voluntary Academy will not tolerate violent behaviour from parents, visitors or others who enter the school and the Head Teacher reserves the right to ban from the premises, anyone who displays this type of behaviour until such time that they can be certain there will be no repetition.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for St John Fisher Catholic Voluntary Academy.

Prevention:

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

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

[Back to Appendix](#)

Volunteers in School

Introduction

At St John Fisher Catholic Voluntary Academy, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

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

Safeguarding

St John Fisher Catholic Voluntary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer regularly and help out on school trips at St John Fisher Catholic Voluntary Academy will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the single central record by the School Business Manager.

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

There are some exceptions:

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

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

Organisation

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

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

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

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

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

School Information and Regulations

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

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

Expenses

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

Induction and Training

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

Complaints and Grievances

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

[Back to Appendix](#)

Work Experience/Work Placement

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

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities.
- 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 an induction 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 school staff can contact students' parents/guardians should an incident occur.

All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

[Back to Appendix](#)

Work at Height

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

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

The schools nominated person responsible for work at height will be the School Premises Officer/Business Manager

The nominated person(s) shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.
- Staff will be trained to use the step ladders safely.
- Contractors will not be permitted to use any of the school's work equipment.

[Back to Appendix](#)