



IN CONJUNCTION WITH

CITY OF  
WOLVERHAMPTON  
COUNCIL

ASHMORE PARK

AND

PHOENIX NURSERY SCHOOLS  
FEDERATION

HEALTH AND SAFETY  
POLICY

Senior Leadership Team/Compliance Governor(s) Review Date	26.06.2020
Governing Board Approved/Adopted	02.07.2020
Signed on behalf of the Governing Board/Committee	
Policy to be Reviewed Date	22.06.2021

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## INTRODUCTION

This policy will ensure compliance with corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are three parts to this Policy:

1	Statement – <ul style="list-style-type: none"><li>• Declaration of intent by the Chair of Governors/Headteacher</li></ul>
2	Organisation & Responsibilities – <ul style="list-style-type: none"><li>• The management structure and defining roles and responsibilities within the school(s) and Federation</li></ul>
3	Arrangements – <ul style="list-style-type: none"><li>• The systems necessary for implementing the Policy (including monitoring and management systems)</li></ul>

## STATEMENT OF LOCAL HEALTH AND SAFETY INTENT

Good health and safety management will be an integral part of the operation of the Federation, the Governing Board, Headteacher, employees, partners and all other people with whom we do business. We will meet all the requirements set out in the corporate health and safety policy.

Each school will ensure compliance with the legal standards/approved codes of practice, along with, where relevant, health and safety guidance provided by City of Wolverhampton Council (CWC). Wherever possible and where statutory standards and requirements are not in place, each school will meet best practice standards.

It is furthermore the responsibility of the Federation to ensure that:

- We plan for health and safety within our Federation improvement planning processes;
- We develop and maintain local arrangements and procedures that interpret health & safety legislation and guidance that apply to each school;
- We review with the Governing Board all progress against our plans and take appropriate action;
- We provide an environment in which all Federation/School staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress;
- We assess and control risks to all Federation/School staff;
- All plant, equipment and premises meet appropriate safety standards;
- Appropriate health and safety training is in place for all staff;
- We monitor accident trends throughout the Federation to further inform the health and safety practices of the Federation;
- We monitor our performance against plans;
- We communicate this statement to all staff members.

The Federation will expect employees to show a proper personal concern for their own, childrens' and others' safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Signed By:

Headteacher		Chair of Governors	
Date	02.07.2020	Date	02.07.2020

## ORGANISATION AND RESPONSIBILITIES

This section details the organisation and responsibilities required to maintain and continuously improve our Federation's health and safety management system. The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

### The Governing Board

The Governing Board of the Ashmore Park and Phoenix Nursery Schools Federation is responsible for the following:

- a) A Federation safety policy is produced, and the policy is regularly reviewed by ~~in the~~ the Governors on the Finance and General Purposes Committee, ensuring that the requirements of health and safety legislation are met, that corporate health and safety standards are met, where relevant, and to promote best practice;
- b) Appropriate information, instruction, training, and supervision to assist all staff, children ~~pupils~~, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on either schools' premises;
- c) The safety of plant equipment, buildings, and safe systems of work;
- d) Safe arrangements for the use, handling, storage, and transport of articles and substances;
- e) A safe workplace and safe access and egress;
- f) A healthy working environment;
- g) Procedures for fire evacuation, first aid cover and other emergency situations are in place;
- h) The safety policies will be brought to the notice of all employees;
- i) Ensuring that each schools' budget is managed on a risk priority basis, so that health, safety and welfare are maintained;
- j) Ensuring that effective health and safety planning and target setting takes place within each Nursery school and that regular monitoring, auditing and reviewing of health and safety performance is undertaken;
- k) Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet these expectations;
- l) Ensuring effective communication with the Headteacher, the Children and Young People's Service, staff, parents and children in respect of health and safety matters;
- m) Health and Safety is a standard agenda item for staff meetings and Governing Board Meetings;
- n) Ensuring that the Governing Board and Headteacher recognise, and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers etc.) and the means of effectively liaising with them;
- o) Health and safety issues concerning either school(s) are identified and appropriate action taken;
- p) Ensuring effective communication with the Headteacher, staff, parents and children ~~pupils~~ in respect of health and safety matters;
- q) All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, the Governing Board will delegate the functions necessary to discharge these responsibilities to the Headteacher and Senior Leadership Team (SLT) of the Federation; however, they will ensure that they have adequate monitoring of these functions in place.

### The Headteacher

The CWC and Federation Governors have placed responsibility on the Headteacher to achieve the objectives of the health and safety policy. The Headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met, within their area of control. The Headteacher will ensure that:

- a) Policies and procedures with regard to health, safety, and welfare matters within the Federation are established in writing, and approved by the Governing Board, and that the policies and procedures are known, understood, and followed by all members of staff, including temporary/supply staff;
- b) Any health and safety matters raised, and guidance from Wolverhampton Corporate Health and Safety, are brought to the attention of the Governing Board;
- c) Regular reviews of safety practice, across either school are undertaken with appropriate action when necessary and are reported to the Governing Board;
- d) Accidents, incidents of aggression, near miss incidents and ill health conditions and dangerous occurrences are investigated and reported according to the Local Authority as well as legal requirements;
- e) Adequate first aid provision is made for staff and children ~~pupils~~ and other persons, whilst on either schools premises and when working away from either school, in accordance with relevant guidance;
- f) Training needs are identified, and arrangements are made for those needs to be met;
- g) All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order;
- h) Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed;
- i) Any unsafe items which are reported to the Headteacher and any item which constitutes a health and safety hazard are taken out of use;
- j) Staff and volunteer helpers organising and taking part in visits and journeys have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved;
- k) Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, children ~~pupils~~ or other persons working on the premises;
- l) Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged;
- m) Provide an effective risk assessment process which:
  - o Eliminates accident potential as far as is reasonably practicable;
  - o Regularly reviews and updates risk assessment as appropriate, including post-accident risk assessment;
  - o Conforms to statutory regulations, Local Authority codes of practice and guidance, and to best practice;
  - o Would take account of individual personal requirements, such as disabled people, individuals with poor literacy skills and those whom English is a second language as and when required;
  - o Pays particular attention to children, service users, visitors and contractors who may be unaware of dangers and risks.
- n) Carry out investigations of all reportable accidents in order to identify any measures necessary to prevent recurrence;
- o) Provide the instruction, information, training and supervision necessary to secure the health and safety of all persons under their control;
- p) Ensure that health and safety responsibilities are identified within job descriptions, as required;
- q) Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes;
- r) Ensure that the CWC and Federation Governors are informed of any breach of health and safety statutory requirements or Local Authority policy. CWC Policy, which cannot be effectively dealt with;

- s) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
- t) implement Construction and Design Management (CDM) procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by CWC.

### **The Senior Leadership Team (SLT)**

The SLT will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Headteacher or the Deputy Headteacher who will:

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

### **All Staff**

All staff have a responsibility to:

- a) Follow safe working procedures personally;
- b) Ensure the safety of all children and ensure all children are provided with age appropriate health & safety information as required;
- c) Assist in developing risk assessments and ensuring the environment is fit for purpose;
- d) Be aware of and to adopt safety measures within their teaching areas;
- e) Request special safe working procedures, PPE where necessary, ensure they are used and stock is maintained;
- f) To make recommendations to the Headteacher regarding the safety of equipment or tools, in particular any equipment which is potentially dangerous;
- g) To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

## **Site Manager**

Each school's Site Manager will have responsibility for:

- a) Ensuring security of the school site and that the site is clean and tidy;
- b) Ensuring that the school fire alarm and equipment are properly maintained and checked regularly;
- c) Monitoring of work by contractors on site;
- d) That hazardous substances are suitably stored
  - a. The Senior Administrator will ensure the COSHH assessments have been carried out, are up to date, and the assessment sheets available to staff who need them;
- e) Risk assessments have been carried out on all hazardous activities undertaken by the Site Manager i.e. using ladders, entering boiler rooms etc. and that they assist in the development of other school risk assessments;
- f) The fire log book is up to date and all fire alarm related checks and inspections are undertaken;
- g) To undertake all statutory testing as required e.g. testing of call points, flushing of little used outlets etc.

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

Follow guidance provided where full responsibilities are outlined:

- a) Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by either school;
- b) Attend Training courses and ensure visit leaders are competent and approved to support the planning and running of visits;
- c) Undertaking the functions outlined in the DfE publication 'Health and Safety of Pupils on Educational Visits' and 'National Guidance for Educational Visits';
- d) The appropriate school's trip details are entered onto Evolve, the Local Authority's recording system.

## **Employees General Responsibilities**

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk. Every employee has a legal duty to:

- a) Take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- b) Co-operate with their employer in allowing the employer to fulfil their health and safety obligations;
- c) Correctly use work items or anything provided in the interests of health and safety;
- d) Not interfere with or misuse anything provided for their health, safety or welfare;
- e) Provide specialist or professional knowledge required to inform risk assessments in their area.

Employees at both Ashmore Park Nursery and Phoenix Nursery schools must:

- a) Report any hazard or malfunction to the SLT
  - A member of the SLT/Staff member must report any health and safety defect(s) or repair request(s) via email/communication book to the Site Manager;
- b) Employees must use all normal lines of internal communication before contacting the Chair of Governors should this be required;
- c) Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly children and service users who may not have sufficient maturity or understanding to have due regard for their own health and safety;

- d) Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- e) Be sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace as detailed in the 'Employee Code of Conduct and Expected Standards Policy';
- f) Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- g) Maintain tools and equipment in good condition, reporting all defects to a member of the SLT;
- h) Report to a member of the SLT all accidents, incidents of aggression, work-related ill-health and near misses;
- i) Attend appropriate health and safety training courses/briefings and have knowledge of all relevant processes, materials and substances they use;
- j) Understand all fire evacuation procedures and the location, position and function of fire safety equipment. Understand the risk assessments in their areas and comply with the control measures arising from them.

### **Arrangements for Health and Safety (See Local Arrangements Section)**

#### **Document Control**

We will develop and maintain local documentation. Changes including re-issues and deletions to local Federation/School documentation will be authorised by the Headteacher.

#### **Co-operation**

Local systems and documentation will be implemented following consultation through our Federation's health and safety monitoring at Finance and General Purposes Committee meetings.

#### **Communication**

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

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

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

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

## **Financial Resources**

The Governors will review both Nursery school budgets to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety, and will take appropriate action.

## **Competence**

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

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

## **Planning & Prioritising (Setting Standards)**

### **Federation Health & Safety Plans**

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

### **Risk Assessments**

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

### **Local Arrangements**

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

## **Measuring H&S Performance**

### **Active Monitoring**

The SLT will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

The Federation will receive monitoring inspections from the following:

- OFSTED
- Health & Safety (Wolverhampton Corporate Health and Safety).

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

### **Reactive Monitoring**

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

### **Reviewing Health & Safety Performance**

The Federation's health and safety performance will be reviewed by the SLT termly and reported to school Governors.

### **Auditing/Inspecting Health & Safety Performance**

Once the health and safety systems have been set up and introduced into each school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and SLT.

The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff, are aware of them.

## Local Arrangements

- Appendix 1 - Accident & Incident Reporting Procedures
- Appendix 2 - Administration of Medication
- Appendix 3 - Asthma
- Appendix 4 - Asbestos
- Appendix 5 - Auditing of the Safety System
- Appendix 6 - Behaviour
- Appendix 7 - Blood/Bodily Fluids, avoiding contamination
- Appendix 8 - Control of Contractors
- Appendix 9 - COSHH
- Appendix 10 - Communication
- Appendix 11 - Curriculum
- Appendix 12 - Display Screen Equipment
- Appendix 13 - Driving at Work
- Appendix 14 - Educational Off-Site Visits
- Appendix 15 - Electricity
- Appendix 16 - Emergency Management Plan
- Appendix 17 - Fire
- Appendix 18 - First Aid
- Appendix 19 - Flammable Substances
- Appendix 20 - Health & Safety Assistance
- Appendix 21 - Health & Safety Inspections
- Appendix 22 - Health and Safety Information and Training
- Appendix 23 - Legionella
- Appendix 24 - External agencies and shared users
- Appendix 25 - Lone Working
- Appendix 26 - Moving & Handling
- Appendix 27 - Missing Pupils
- Appendix 28 - New & Expectant Mothers
- Appendix 29 - Noise & Vibration
- Appendix 30 - Premises and Work Equipment
- Appendix 31 - Personal Protection Equipment (PPE)
- Appendix 32 - Risk Assessments
- Appendix 33 - Security
- Appendix 34 - Sun Protection
- Appendix 35 - Training
- Appendix 36 - Violence
- Appendix 37 - Waste
- Appendix 38 - Wellbeing & Stress
- Appendix 39 - Work Equipment
- Appendix 40 - Working at Height
- Appendix 41 - Young and Inexperienced Workers (Including Work Experience)

Day to day minor injuries e.g. slips and trips are all recorded in a school accident book and parents are notified at the end of the session.

All other accidents to staff and children are recorded in the appropriate school's accident book. City of Wolverhampton Council policy requires that all accidents to staff and accidents to the public; which includes children, visitors, clients etc. where the cause of the accident is related to the way we work, the level of supervision, or the condition of our premises, etc. are reported to the Health & Safety Team. (Please note: accidents arising due to a medical condition, are not reportable). This can be done by emailing the completed IR1 form to [healthandsafety@wolverhampton.gov.uk](mailto:healthandsafety@wolverhampton.gov.uk).

Notifiable accidents/incidents are reportable to the Health and Safety Executive, such as a specified injuries or where a member of staff being absent from work for over seven days due to a work-related accident. Reporting to the HSE is undertaken by the LA and as CWC has a number of statutory duties in relation to accident/incident reporting all reports will be sent to the H&S Team within 5 days.

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

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

### **Accident Investigation Procedure**

All accidents will be investigated, and reasonable measures put in place to prevent a recurrence. The investigation and prevention of accidents is regularly reviewed by the, Headteacher and Governor's on the Finance and General Purposes Committee.

The extent of the investigation should be proportionate to the risk/outcome of the incident.

### **EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN OUR SCHOOLS.**

Each school's accident reports will be monitored for trends and a report made to the Governors, as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

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

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

The administration of medicine should not normally be required as children attend predominantly on a part time basis.

It is recognised that Educators do not have any obligation under their contract to administer medication to children and that such administration is on a voluntary basis. There is a requirement however, under the DfE to assist children with medical needs.

The Federation accepts the need for some children to receive medication during school hours. To this extent, the following guidelines apply:

- Medicine will be administered by qualified first aiders only.
- Only medication prescribed by a doctor will be accepted for administration.
- The medication will only be accepted with written authorisation from the parent or guardian.
- The written authorisation must contain clear instructions about the dosage and time of the administration.
- A standard form will be issued by the school for this permission to be given. (Refer to the Supporting Children with Medical Needs Policy).
- Medication will be administered in the presence of another member of staff.
- The medication will be stored in a secure place; and kept cool if it is necessary.
- On school trips, the nominated Educator will accept responsibility for the administration of medication with the nominated qualified first aider on the visit.
- The Supporting Children with Medical Needs Policy will be brought to the attention of all parents as and when the need arises-
- Inhalers are normally outside of this procedure and other arrangements are made such to them being stored in the nominated first aid cabinet.

Some children in our schools' are likely to have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff. Details of all of the children in each school who have an asthmatic condition are contained in the school's 'Medical Conditions/Additional Information' register, of which all staff have a copy.

All Educators are aware of the location of each child's inhaler.

All Educators are Paediatric First Aid trained and have completed an online Asthma Awareness course.

An asbestos management survey has been carried out by competent contractors to identify where asbestos/ACM's are present within each school. There is no asbestos at the Ashmore Park Nursery school site.

The significant findings of the survey report have been shared with all staff within the appropriate school.

Contractors are not allowed to start any work (especially that which involves disrupting the fabric of the building) without producing a method statement and having seen the asbestos survey report.

Regular formal visual checks are carried out (and recorded) of all pillars, ceilings etc., where asbestos/ACM's have been identified.

Any areas of the school that are found to have damage to the fabric of the building (where ACM's are identified), are taken out of use immediately and the area is made secure/inaccessible and sealed off to all persons.

Access to the ceiling voids is not permitted.

CWC are contacted immediately when it is suspected that fibres have been liberated and licensed contractors are used to carry out any remedial works.

#### **Release of Asbestos Containing Materials**

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

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

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Headteacher/Site Manager.

Once the health and safety systems have been set up and introduced into each of our schools' it is a requirement that it is regularly checked to ensure that it remains up to date and effective. The most common way of doing this is by an audit. Health & Safety Audits are carried out by a Health & Safety Advisor from the LA. The system should be audited regularly and at least once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are aware of them.

The Federation has a 'Behaviour Policy' in place, which is reviewed and approved bi-annually by the full Governing Board/ Curriculum Committee.

'Physical Intervention and Restraint of Pupils with Challenging Behaviour' is included in the Federation's Behaviour Policy. Risk Assessments will be undertaken should the need arise relating to physical intervention.

All staff should be familiar with the following procedure before having to handle blood/bodily fluids:

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. The main risk is infection following hand to mouth/nose/eye contact, and there is also a risk of infection via broken skin (cuts or scratches). It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages. This document is to be used in conjunction with Public Health England: Guidance on infection control in schools and other childcare settings (September 2014).

The body fluid disposal kits are located in the area where children are changed.

Staff are advised to cordon off and clean the area in accordance with the procedure below.

### **Body Fluid Spillage Clean-Up Procedure**

1. Cordon off the area where the spillage has occurred until clean-up is completed.
2. Ensure cuts and abrasions on any areas of the skin are covered with a waterproof dressing.
3. Put on disposable gloves and apron.
4. If the spill contains broken glass or sharp instruments, safely dispose of them using a disposable scoop (or cardboard), without touching directly with your gloved hands. Discard safely (ideally into a sharps container).
5. Place absorbent paper towels over the affected area and allow the spill to absorb.
6. Wipe up the spill using paper towels and then place in a bin liner (re-usable cloths and mops should not be used). In general, waste contaminated with body fluids can be disposed of in the normal waste stream if, it is produced in small quantities – i.e. less than 7kg (approx. 1 bin bag) in one collection period and it is not infectious (after risk assessment). If items cannot be cleaned and decontaminated, they may need to be discarded safely. Heavily fouled soft furnishings may need bagging for disposal as clinical waste.
7. The area must now be cleaned with disinfectant following the manufacturers instructions. Spillages will require different management depending on the body fluid(s) involved and it is important to use the appropriate procedure. The flow chart produced by the Health Protection Agency (HPA) attached contains details for management of specific body spills.
8. The area should be ventilated and left to dry.
9. Any reusable equipment used as part of the clean-up operation (e.g. scoop) need to be appropriately disinfected according to the manufacturer's instructions.
10. Anyone involved in cleaning up the spillage must wash their hands thoroughly.

Please note that:

- The bin liner that has had the soiled paper towels in it needs to be double bagged and put in an outside bin.
- Any article of clothing that has been contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for the parents to take home.
- Gloves to be taken off inside out so that any contamination is contained within them.

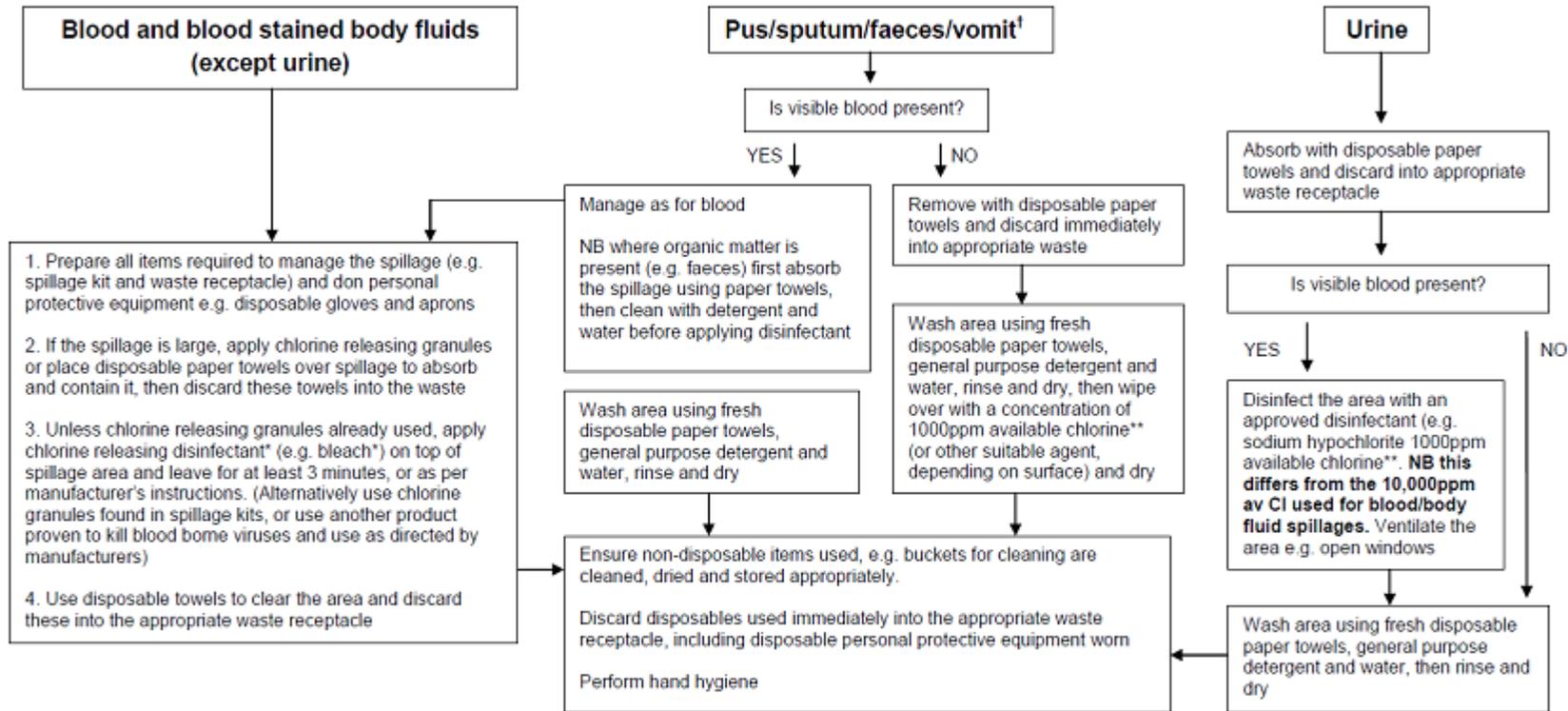
The Federation also has a 'Risk Assessment for the Disposal of Bodily Fluids', which is reviewed annually and shared with all staff in the autumn term.



# Management of blood and other body fluid spillages

Training should be undertaken by those required to manage spillages

Soft furnishings/carpets may be damaged by chlorine releasing agents such as the disinfectant noted below. At these times, water and detergent (or steam cleaning or hot washing where possible) can be used to clean the spillage thoroughly. Every attempt must be made to air the room to allow drying before the furnishing is reused.



\* Use disinfectant concentration of 10,000ppm of available chlorine (av Cl). If using bleach, this is usually a 1 in 10 dilution with water of good quality household bleach, or follow manufacturer's instructions if using different product

\*\*If using bleach, 1000ppm available chlorine is usually a 1 in 100 dilution with water of good quality household bleach. Follow manufacturer's instructions if using different product

†If body fluid is suspected to be of an infectious nature, disinfect area after washing the area (e.g. in the event of a diarrhoea and vomiting outbreak).

**NB** Alcohol solutions should **not** be used to decontaminate spillages. Reusable cloths and mops should **not** be used when dealing with spillages

Contractors are appointed by the LA or directly by the appropriate school. Method statements and risk assessments are obtained from the contractors in order to assess their ability to undertake work safely before any work commences.

Contractors are provided with information on any matter that may affect their health and safety while working in the appropriate school, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc. All contractors are required to report to the school office/reception where they will be asked to sign the visitors' book and wear an identification badge.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the appropriate school e.g. hot work. Permits are issued by the Headteacher with assistance from the Local Authority.

The Headteacher/Site Manager is responsible for monitoring the safety performance of contractors while the work at the school is in progress. Should there be problems with the safety standards this should be reported to the Headteacher/Site Manager. All work is checked at the point of completion.

Prior to new substances being purchased a check will be made (by the person requiring the substance) to see if there is a substance which is less hazardous. When new substances are purchased, material safety data sheets will be obtained from the supplier and the substance inventory updated.

A substance inventory is in place and is maintained by the appropriate school's Senior Administrator.

Hazardous substances should be kept locked away when not in use.

Guidelines:

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

To be read in conjunction with CWC corporate COSHH assessment guidance. The Federation also has a 'Risk Assessment for the Management and Replenishment of Cleaning Supplies', which is reviewed annually and shared with the Site Manager in the autumn term. The Cleaner is an employee of CWC and therefore complies with all Local Authority policies and procedures.

The Headteacher is responsible for disseminating information on health and safety issues. Staff will be made aware of how they can assess information such as outcomes of inspections and risk assessments, and local procedures for health, safety and fire during inductions and at regular update meetings.

Health and safety will also be a regular item on the weekly Staff Meeting agenda/Finance and General Purposes Committee meetings.

The Health and Safety Law poster is displayed in the Senior Administrator's Office at both schools'.

Where appropriate, the Microsoft Teams App will be used to communicate health and safety information in order to keep each school's staff updated on the preventive and protective measures taken by each School.

A copy of the Health & Safety Policy is located in the Senior Administrator's Office at both schools'; a copy is also located on the appropriate school's website.

The Headteacher/Deputy Headteacher/Senior Administrator ensures that all new employees know where to find copies of the health and safety policy.

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

Temporary/agency/volunteer staff are given information about health and safety prior to commencing work or on the day of commencement. Staff are aware of who the competent person is for health and safety advice and how to raise health and safety concerns (verbally if urgent to a member of the SLT or to the appropriate school's Site Manager).

All, staff are consulted on new procedures in staff meetings and reminders are given at the start of each term. Representatives from shared users e.g. cleaning of the site can raise health and safety issues to the Headteacher or Site Manager. Staff; also have access to health and safety documentation in paper format located in the Senior Administrator's Office at both schools'.

The responsibility for Health and Safety is delegated to the Finance and General Purposes Committee and will be a standing item on each committee agenda. The Headteacher will provide a verbal report on each schools' buildings and premises each term to the Full Governing Board.

Health and safety arrangements for the implementation of the curriculum are detailed in individual risk assessments, which are in place for each indoor/outdoor learning environment. Each risk assessment outlines the risks associated within each learning environment/area, of each individual school.

All staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within each environment. Work needs to be well planned in order to prevent accidents.

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. administration staff shall carry out a self-DSE assessment.

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

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

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

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

The Senior Administrator is responsible for co-ordinating display screen equipment assessments.

Any member of staff who uses their own car for purposes of work is obliged to have business insurance.

Purposes of work are defined as any work related travel other than commuting to and from your place of work and includes the following, however is not specific to this list:

- Travel to courses
- Travel to public transport
- Travel to other schools for work purposes
- Travel to offsite meetings

This requirement is for staffs' own protection; your insurance company may not validate a claim if you are involved in an accident when you are using your vehicle for a work purpose and you do not have the appropriate business insurance.

The basic level business insurance is often no additional charge or a small additional premium. It is worth speaking to your insurance company to explain that you work in a school and therefore the 'business use' is very limited.

The School is obliged to hold details of your business insurance, therefore please provide the following:

- A copy of your driving licence
- Insurance documents
- MOT certificate

Please note we will not process any vehicle related travel claims if we do not hold a copy of your business insurance on our records.

Documentation should be presented to the Senior Administrator at the School for verification and recording purposes.

The Headteacher/School's Senior Administrator will ensure that those persons who drive their own vehicle as part of school business have the appropriate licence, insurance, MOT (if applicable) and tax.

The Headteacher, or designated representative, will conduct annual checks on all staff driving licenses, MOT, Car Tax and Business Insurance (where appropriate) and all details will be recorded on the staff's SIMS file.

Any staff member who does not meet the necessary requirements will not be permitted to drive on school business.

The EVC for the Federation is the Deputy Headteacher and she has attended the Local Authority training.

The Federation also has an EVC Policy.

The Educational Visits Coordinator (EVC) for the school is responsible for:

- Ensuring all category visits (A, B and C visits) are sent to the Local Authority.
- Liaising with the LA to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits.
- Undertaking the functions outlined in the DfE publication 'Health and Safety of Pupils on Educational Visits' and the LA 'Off Sites Visits Manual'.
- Ensuring all procedures identified in the Management of 'Off Site Visits' guidance are followed including submitting visit forms to the LA.

The Federation follows LA guidelines for educational visits.

Risk assessments will be completed and documented for all off-site visits. Where the visits are regular visits, such as to the Kingswood/Woodlander Outdoor Centre, the risk assessment will be completed then reviewed each term or year as necessary.

Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training. The Headteacher/School Senior Administrator will ensure that the statutory 5 yearly check of the electrical system is carried out by a competent person, and that a record of this test is kept. Electrical socket outlets must not be overloaded. The use of extension leads will be minimised.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects. Look for signs of burning, damaged cables, loose covers etc. The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

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

The Headteacher/School Senior Administrator is responsible for maintaining an inventory of portable electrical equipment used at each school and for keeping this inventory up to date and when new equipment is procured. Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways. Four way extension blocks should be secured to the wall or computer trolley or placed off the floor where possible to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

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

The plan covers:

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

Within the Federation's plan there is a flow chart which details whom should be contacted in an emergency. This plan will be reviewed annually by the Headteacher.

Fire safety and evacuation procedures are set out in each School's Fire Emergency Evacuation Plan.

This plan also details the responsibilities of staff within each school.

In summary:

- Fire drills will be carried out at least once per term. The time taken to evacuate the school will be recorded. If it takes longer than the recognised time investigate and consider carrying out the drill again. The time should normally be less than two minutes.
- Any faults on the systems to be reported to the contractor immediately.
- All checks as defined in the Fire Log Book will be undertaken.

Regular reporting that these measures are in place is a requirement of the LA, whose role is to monitor and assess levels of risk attached to fire safety in its schools. Schools are required to provide a twice termly return to the Local authority to confirm that appropriate measures are in place. The return should consist of the single page 'Fire Safety Checks' form and a copy of 'Findings and Action Plans' section of the fire risk assessment and should be sent to [AMP.Support@wolverhampton.gov.uk](mailto:AMP.Support@wolverhampton.gov.uk).

Registers must be taken to the assembly point to carry out a roll call.

The following are appointed fire marshals at each school:

- The Senior Administrator.

At the beginning of each school year, Educators make their class aware of the fire procedures.

All electrical equipment that need not be left on, such as, photocopiers, printers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended. Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

The Headteacher is responsible for ensuring the Fire Risk Assessment is up to date and communicated to staff and shared users of the school site. The fire risk assessment will be regularly updated to reflect changes within each school.

The Federation has a duty as an employer to assess its requirements for first aid and ensure that there is adequate provision to meet those requirements.

All Educators are Level 3 Paediatric First Aid trained.

Current Level 3 - First Aid at Work qualified first aiders are:

- Nicola Round – Senior Administrator at Ashmore Park Nursery School
- Sandra Ross – Senior Administrator at Phoenix Nursery School.

In the event of an injury or ill health, the first-aider in the building should be summoned.

The Senior Administrator is responsible for ensuring first aid boxes are sufficiently stocked and items are in date.

The Senior Administrator is responsible for ensuring first aid training is up to date and refresher training is undertaken in a timely manner.

A list of the qualified first aiders is available in strategic places throughout the school. All staff, including supply staff are made aware of the first aiders and their location.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;
- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance. If the first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult (a first aider) will be designated in situations where the parents cannot be contacted. Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually, and written precautions/procedures made available to all staff. Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as and when required.

## **Flammable Substances**

## **APPENDIX 19**

Each school does have some flammables, particularly flammable liquids. Some cleaning items, paints and associated solvents are flammable. Where these items are used, no large quantities are stored.

Deliveries and orders will be kept to a minimum.

Where such items are required in the school, they will be stored in a suitable, locked room/metal cabinet in the Cleaner's Store/room.

To satisfy its legislative requirements of having access to a competent person, the Federation seeks the assistance of the Local Authority health and safety department. This department will provide advice and guidance on health and safety law and what each school needs to do to comply with that law. Other relevant agencies such as police, fire service etc. will be asked to provide guidance, advice or inspection as appropriate.

The Federation are working towards developing proactive management systems for recorded site inspection checks to be undertaken.

Periodic site inspections are also undertaken by the LA.

Statutory inspections such as those for the boiler, ventilation system etc. are arranged through the Local Authority/Preferred Supplier. Certificates of the conformity are retained by the Local Authority/ the individual School.

A health and safety induction will be provided and documented for all new employees, temporary workers and contractors. A signed and dated copy of the induction for staff will be held on their individual personnel file.

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

All employees will be provided with:

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

Staff are required to sign to say that they have read the policy and that they agree to follow the procedures.

Training records are held in personal folders, and in a lockable cupboard and the Headteacher/School's Senior Administrator will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Headteacher will be responsible for assessing the effectiveness of training received.

The Headteacher will complete the training matrix as necessary and report on training to the full Governing Board at least annually.

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

Details of all health and safety training will be recorded in each School's Health and Safety folder/SIMS database by the Headteacher/School's Senior Administrator.

The Federation employs the services of external contractors who provide each school with assessments and monthly monitoring. The Headteacher/Site Manager/Senior Administrator will ensure that the system is flushed at the appropriate intervals where necessary and this will be recorded in the legionella log book.

All external agencies and shared users will be advised of the Federation's Health and Safety Policy, fire procedures and accident reporting procedures. They should carry out risk assessments for their use of the buildings and provide copies to the school.

All staff have a duty to monitor the safe use of the buildings by external agencies and should report problems to the Headteacher/Site Manager.

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 hours activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances, it cannot reasonably be avoided. Staff are encouraged not to work alone in our schools.

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

Office Procedure - Where staff are lone working in offices, particularly out of normal working hours they should ensure all external doors are secured to prevent access by any unauthorised persons. If a lone worker discovers an intruder, they must NOT put themselves at personal risk. Where appropriate, ensure their own security and contact the Police or raise the alarm.

Working Off Site - notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits will do so in pairs, to obtain as much background information as possible about the child/family being visited. To check the potentially violent persons register (PVPR) held by the Local Authority, call the Health and Safety team on 01902 551212.

Avoid lone working, go in pairs. Managers must ensure they are aware of where their staff are working and the procedures to take should a staff member not return to school.

The Federation also has a Lone Worker Policy.

Manual handling is considered to be all operations requiring lifting carrying, pushing, pulling.

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 Headteacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be retained in the Health and Safety folder to be accessed by all.

If a child goes missing and cannot be located, the Headteacher or other senior staff member should be informed immediately. The signing-out book and the Senior Administrator should be consulted and if necessary a search of the school and local environments should be made urgently. If it appears that the child may have left the school site or have been abducted, parents and police should be informed immediately.

On educational visits it is the responsibility of the Parent/Guardian/Educator to maintain a check on children numbers and to be aware of the location of children at all times. If a child goes missing, staff at the venue should be informed immediately, the applicable school and Local Authority should also be contacted.

New or expectant mothers are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The Federation is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by the Headteacher.

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

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work. There are facilities within each school for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.

The Federation will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or exposed to significant amounts of noise. Hearing protection will be provided as and when applicable. The Federation will also take precautions to protect employees from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable. When new equipment is purchased, it is the intention of the Federation to ensure that the noise and vibration levels are as low as possible. Noise and vibration will be considered as part of site maintenance risk assessments.

**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 appropriate school's Health and Safety folder.

All staff are required to report any problems found with plant/equipment to the Site Manager on a verbal basis, via email or by leaving a message in his Communication Book, in the Cleaner's Storeroom. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

**Curriculum Areas**

All Educators are responsible for reporting maintenance requirements for equipment in their areas to the Headteacher.

**Gas Safety**

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

**Electrical Safety**

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

PAT testing is undertaken on a two yearly basis. The contractor is responsible for maintaining the PAT inventory and a copy will be given to school.

The Headteacher/Site Manager/Senior Administrator will ensure that the statutory five-year check of the electrical installation is carried out by a competent person. A record of this test will be kept, and the necessary action plan drawn up in response.

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

Before using any piece of electrical equipment staff will conduct a visual inspection to ensure that the plug tops, leads, and outer casings are free from defects. Where defects are detected the equipment will be immediately labelled and isolated. The equipment will be securely locked away and not used again until the defect has been rectified or disposed of.

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

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

**Welfare**

The workplace is clean and tidy; lighting in the workplace is reasonable and suitable toilets and washing facilities are available. Drinking water is available and there is an adequate supply of both hot and cold running water. Suitable facilities are available for rest and for pregnant women. Floors and traffic routes are kept clean, dry and are non-slippery. Windows can be opened and lower level windows can be safely cleaned. Pedestrians and vehicles are separated at the main entrance with a pathway leading to the main reception. Doors and gates are suitably constructed and incorporate appropriate safety device.

**Play Equipment**

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

An annual inspection by an Annual Inspector of Play (RPII) will be conducted.

**Smoking**

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

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the applicable school free of charge following a risk assessment.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance. Any damaged PPE should be reported to the Headteacher.

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

The Headteacher is responsible for ensuring that risk assessments are carried out for activities with significant risk and for appointing a sufficient number of risk assessors in order to assist in carrying out the assessments. Risk assessments should be carried out by trained, competent staff, the Headteacher has undertaken IOSH – Managing Safely training. Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that is considered necessary.

Risk assessments are reviewed at least annually by the Headteacher and relevant staff. When an accident/incident has occurred, the risk assessment will also be reviewed.

Risk assessments are shared with staff as part of the consultation process and are available to view from the School's Senior Administrator.

Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, staff may use them as a template for a more detailed assessment.

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

The Federation has a subscription to CLEAPSS (through the Local Authority).

Each school is secured throughout the day. Doors should not be left open where this would allow access to intruders.

**Visitors:**

- Visitors to a school are directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc, should sign the visitor's book at reception.
- The school issues badges for all visitors.
- If unknown visitors are encountered in either school, or not wearing a valid badge, they should be challenged politely as referred to in the intruder section below.
- Visitors should sign out at the end of the visit.

**Valuable Equipment:**

- All valuable equipment should be security marked and an inventory compiled and maintained by the school's Senior Administrator.

**Personal Property:**

- Staff are responsible for the security of their own personal items. These must be secured in their locker in the staff room during the day. Staff are provided with lockers and are directed to store valuables securely in these.
- Children are discouraged from bringing valuables into school.
- Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

**Cash Handling:**

- Each school has a safe in which cash should be stored. The largest amounts of cash are likely to be the regular collections of school fund/lunch club provision etc.
- Cash should not be stored on the premises for longer than necessary.

**Intruders:**

- In the event of a potential intruder, common sense and a due regard for personal safety and the safety of others should be exercised.
- All legitimate visitors should be identifiable from intruders by their visitors' badge.
- Parents should not enter the building without reporting to the office.
- If appropriate a potential intruder may be challenged, i.e. "Can I help you? Are you looking for reception?"
- If the intruder appears threatening or dangerous, the Headteacher or another senior member of staff should be sought. If necessary evacuation procedures may be called upon if this situation is likely to make the situation safer. Police should be called as soon as possible. The safety of all children is paramount, and they should be moved from the presence of the intruder immediately.

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.

This Federation has used the guidance promoted through Cancer Research to draw up this policy.

At both Ashmore Park and Phoenix Nursery School we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

**Education:**

- We will talk about how to be sun smart in our key worker groups at the start of the summer term
- Parents and guardians will be sent a 'sun safety letter' explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

**Timetabling:**

- Access to the outdoor environment may be restricted during periods of hot weather.

**Shade:**

- At Phoenix Nursery School the trees provide summer shade
- At Ashmore Park Nursery canopies can provide shade and the school also has a gazebo, which can be erected.

**Clothing:**

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

**Sunscreen:**

- Children are encouraged to, have sun-cream applied by parents before school.
- Children are allowed to, bring sun-cream in but where possible apply it themselves. Staff will assist where required.
- Sunscreen use will be encouraged on school trips.

Federation staff will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner.

The Headteacher/School's Senior Administrator will ensure that details of health and safety training are retained and will arrange refresher training as necessary and will be assess the effectiveness of training received.

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

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, child or contractor while they are at work. Such incidents must be reported to the LA using an IR1 form. Each incident is investigated by the SLT in order to prevent a recurrence of a similar incident.

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

The arrangements for removing waste from each school site is reviewed annually to ensure they remain satisfactory.

External refuse bins are stored at a suitable distance from the building and are in an enclosed structure.

Consideration is given to the need for removing clinical waste in yellow bags. Sanitary bins will be emptied regularly by the contractor employed to do this.

Internal waste bins are emptied daily.

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

The Federation is committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. In addition, the Headteacher operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with her.

All staff have 'One to One' meetings with the SLT, at least annually.

Regular team meetings are held, where staff are encouraged to voice their opinions and raise any concerns they may have.

Staff absence is monitored and the Headteacher holds 'back to work' interviews following staff absence.

By its nature employment will bring times of stress and pressure to employees. Governors and the Headteacher have a duty to minimise levels of stress caused by work and assist staff in maintaining work/life balance. Life events can also contribute to levels of stress and anxiety.

All staff are encouraged to discuss situations when they feel that the level of stress they are feeling is detrimental to their health and wellbeing. All staff should be aware that stress is not a sign of weakness and that it should be discussed openly. Appropriate support will be given to staff that need it.

Work related stress and wellbeing will be considered as part of the risk assessment process.

The Headteacher/Site Manager is responsible for ensuring that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order with records of maintenance being kept.

Manufacturer's or supplier's instructions are retained and where necessary staff are provided with sufficient instruction and training in the safe use of equipment.

Staff are responsible for:

- Working in accordance with safety procedures.
- Not tampering with any safety equipment provided.
- Reporting any faulty equipment to the Headteacher/Site Manager and clearly identifying the equipment as being out of service. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

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

All work at height will be risk assessed, planned and carried out by competent persons using the most appropriate work equipment which is properly inspected and maintained. Work at height will wherever possible be avoided.

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

Staff will be provided with information and instruction in the use of step ladders to ensure that they are aware of the correct use.

All equipment for work at height will be logged and an inspection programme implemented by the Site Manager and documented.

Work at height will not be undertaken whilst lone working.

The following staff members have attended training in Work at Height:

- The Site Manager.

The following staff members have attended training in 'The Safe Use of Steps and Ladders':

- The Site Manager.

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

The Federation will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. Risk assessments for work activities will be carried out for every young/inexperienced person before they start work.

Young people are likely to need more supervision than adults. Good supervision will help us as a Federation to get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training. Induction and training will be tailored to the tasks the person will be undertaking.

**Work Experience:**

Our schools' do have students on work experience and understand we have the Secondary responsibility for the health and safety of the student and should be managing any significant risks. Risk assessments, induction and training will be provided, and a member of staff assigned to the work placement student as a Mentor.

**Temporary Workers:**

All agency or temporary staff will be inducted by the SLT/School's Senior Administrator. A brief induction will be given covering fire procedures, first aid, accident reporting and welfare arrangements. In addition to this, risk assessments that relate to the staff members area of work will also be covered.