

ELLESMERE PRIMARY SCHOOL



Health and Safety Policy 2018-19

Next Review Date: November 2019

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

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

The Aim of the Policy Is To:

- Ensure that all reasonably practical 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 visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

To meet these responsibilities the Governors will:

- Be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment of the school Statement of Health and Safety Policy and School Statement of Health and Safety Responsibilities and Organisation
- Ensure the Health and Safety Policy to be translated into effective action at all levels within the school
- The Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- Ensure that Health and Safety is put on the agenda of every meeting of the full Governing Body
- In liaison with the Headteacher will ensure that professional safety advice is available and that a Safety Officer for the premises is appointed
- Make adequate financial provision for carrying policy into effect

November 2018

- The effectiveness of the policy and safety performance of the school to be monitored
- The Health and Safety Policy to be amended whenever necessary
- Promote an interest in, and awareness of Health and Safety matters throughout the school

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

Headteacher

The headteacher will ensure that:

- Policies and procedures with regard to health, safety and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from the LA, are brought to the attention of the Governing Body.
- Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body.
- Accidents, incidents and dangerous occurrences are reported, investigated and where appropriate, preventive measures are taken. Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- Training needs are identified and arrangements are made for those needs to be met.
- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are reported to the caretaker and any item which constitutes a health and safety hazard is taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

The Deputy Headteacher

- Will represent the Headteacher on all safety duties and arrangements in times of absence
- Assist the Headteacher in the promotion of and enthusiasm for Health and Safety matters throughout the school
- Initiate and maintain positive measures to raise the level of safety performance
- Ensure that all are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others
- Advise the Headteacher of all matters requiring attention

- Liaise with Union Safety Representatives

Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, such as the Business Manager, Caretakers, and union representatives, are responsible to the headteacher for the implementation of the Health & Safety Policy within their area of work. To fulfil their responsibilities they will assist the headteacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.
- Will create a positive approach to accident prevention and the Health and Safety of staff, pupils and others on the school premises
- Will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of Health, Safety and Welfare, which is reasonably practicable to attain, are being achieved
- Will initiate and maintain positive measures to raise the level of safety performance
- Will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others
- Will liaise with outside Safety Advisers (Central Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers, etc), and the Fire Safety Officer
- Liaise with the Deputy Headteacher and Union Safety Representatives
- Co-ordinate the activities of other persons with Health and Safety responsibilities

The caretaker will assist the headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

Learning Outside the Classroom Coordinator (LOtC)

Follow the National Guidance for all off site visits and activities:-

- Ensure that staff involved in educational visits are aware of their responsibilities regarding the LOtC policy and have ready access to it.
- Inform the head of all non-routine visits.
- Ensure that all high-risk visits and activities are fully risk assessed and that these are checked by the headteacher and the trust Health and Safety representative, when necessary.

Class Teachers and Support Staff

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

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

Employees General Responsibilities

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

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

School Governance - Health & Safety & Premises Committee:

The terms of reference of the committee are:

- To monitor the implementation of Health and Safety Policies and safety procedures throughout the school.
- To review safety measures and to advise the headteacher and Governing Body of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the headteacher and Governors to any necessary preventative/remedial action.
- To receive reports from the LA, safety representatives and external health and safety agencies.
- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary.
- To receive auditing and monitoring reports and advise the Governors and headteacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the School Safety Policy.

Arrangements for Health and Safety

(See local arrangements section)

The attention of staff is drawn to the Guidance and Codes of Practice, the COSHH Register, and various circulars/memoranda issued by the Local Authority. These should be read in conjunction with the instructions and information contained in this Safety Policy.

Document Control

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

Co-operation

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

Communication

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

Competence

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

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

Planning & Prioritising (Setting Standards)

School Health & Safety Plans

School health and safety planning will be part of our school improvement planning process.

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

Risk assessments

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

Local Arrangements

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

Measuring H&S Performance

Active Monitoring

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

Reactive Monitoring

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

Reviewing Health & Safety Performance

November 2018

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 & safety performance will be reviewed by the school management team quarterly and reported to school Governors.

Auditing/Inspecting Health & Safety Performance

Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management.

Local Arrangements

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Accident Reporting Procedures

In accordance with the schools accident/incident reporting procedure employees must report major accidents, violent incidents, dangerous occurrences, on the relevant forms.

Copies of these forms are available from the school office.

- The local accident books are located in the designated first aid points and in the school office and are used to record all minor incidents to pupils.
- Where pupils have received an injury to their head a bumped head form will be completed and a copy given to parents
- In the Nursery minor injuries are recorded, and parents are informed of the incident when collecting their children at the end of the session.
- In all other parts of the school, minor injuries and incidents at lunchtime are recorded by the Senior Supervisors and a letter sent to parents if appropriate, informing them of the injury and action that has been taken. Parents are contacted by telephone if the injury is more serious.
- School accident reports will be monitored for trends and a report made to the Governors annually by the Governors Premises Security, Health & Safety and Safeguarding Committee 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.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

- Employee absence as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.
- The school will still be required to keep a record of all over 3 day injuries – this will be recorded on the school's accident/incident form.

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Asbestos

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

The schools asbestos monitoring person/s will be the caretaker/business manager and headteacher. Refresher training is required 3 yearly.

The school shall ensure:

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the headteacher 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 headteacher.

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Confidential Counselling Service

The school notes that North West Academies Trust works with Medicash to provide a confidential Employee Assistance Programme, including telephone and face to face counselling. Details are available from the Headteacher
Governors commend the use of this service to staff.

Contractors

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

All contractors must report to school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by DfE, NWAT and also current health and safety legislation.

The headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

It is important to carefully assess the safety credentials of a contractor before awarding work. The vetting of contractors before placing an order will assist in ensuring that competent persons are engaged. For this reason, this safety policy sets out the safety standards expected of the contractor.

Safety issues include:

- Details of current relevant issues, supported by documentation where necessary;
- Sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of HASAWA), method statements, permits to work etc., as applicable;
- Clarification of the responsibility for provisions of first aid and fire extinguishing equipment;
- Details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- Details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- Clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- Arrangements for suitable working times and segregation of school activities from the contractors work areas;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant);

It is not necessary to go to such elaborate lengths where the contract is very short and will not cause hazards of any significance. The complexity of the arrangements must be directly proportional to the risks and consequences of failure.

The occupier of the premises has a parallel duty to the contractor and must ensure that the contractor is not put at risk by the employer's own activities for the duration of the contract. Details of fire and evacuation procedures are notified to every visitor to the site.

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Display Screen Equipment (DSE)

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

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Fire Evacuation & other Emergency Procedures

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

Fire Instructions

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

An outline of evacuation procedures 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.

Emergency contact and key holder details are maintained by an approved contractor.

Fire Drills

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

Fire Fighting

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

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

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

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

- **Gas:**
- **Water:**
- **Electricity:**

Details of chemicals and flammable substances on site are kept by the caretaker as appropriate, for consultation.

EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

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

FIRE FIGHTING

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

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of the building must respond to alarm activations.

- The Headteacher or in their absence a designated person will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- The school office will alert the emergency services.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point.

Assembly point –

Key Stage 1 – Front Playing Fields

Key Stage 2 – School Playground adjacent to the field

Nursery – Nursery Playground

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

A calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers. Visitors' book etc. will be taken out to the assembly point by the office staff. The result of this check must be reported to the headteacher/senior member of staff as soon as it is completed.
- Fire wardens are responsible for ensuring corridors/buildings are cleared. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties:
- There are a sufficient number of fire wardens within the school who are designated areas to check in the event of the fire alarm being activated.

All Fire Wardens should report to the headteacher and deputy headteacher that corridors/buildings are cleared.

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

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.

If staff or pupils with significant mobility impairments access the upper floors then additional measures such as Evac-chairs may need to be provided for the site. (These are specially designed chairs for bringing a person down a stair.)

Visual disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the person's hand on their shoulder, on 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.

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Inspection/maintenance of Emergency Equipment

Testing of the fire alarm system

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the fire log book.

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

A fire alarm maintenance contract is in place and the system will be tested 6 monthly.

Inspection of firefighting equipment

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the approved contractor.

Emergency Lighting

These systems will be checked for operation monthly in house by the office manager/caretaker and six monthly by an approved competent contractor.

Test records are located in the school's fire 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.

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First Aid & Medication

First aid boxes are located:

Various Points

First Aid Room (KS2 Corridor)

School Office

Nominated First Aiders are responsible for regularly checking the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aiders:

The school has sufficient numbers of first aiders (includes Initial First Aid at Work, Paediatric and Emergency First Aid)

A list of first aiders is displayed in the staff room.

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

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [*"Managing Medicines in Schools and Early Years Settings"*](#)

At present the school allows parents to bring in prescribed and unprescribed medication. Medication will only be administered with the consent of the headteacher.

Parents/guardians must complete a consent form prior to the school administering medicines

Records of administration of medicines will be kept by the office staff.

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

All medications kept in school are securely stored in the school office (or fridge) with access strictly controlled.

Where children need to have access to emergency medication, i.e. asthma inhalers, they will be kept in their classrooms with their name clearly displayed.

Health Care Plans

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

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

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

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Flammable & 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’s nominated person responsible for substances hazardous to health will be the headteacher.

They shall ensure:

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

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

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Health & Safety Information & Training

Consultation

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

The Health and Safety Law poster is displayed in the corridor

Elite Safety in Education provides competent health and safety advice for our school.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the headteacher/deputy headteacher or nominated person.

The headteacher/deputy headteacher/nominated person will be responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

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

Training records are held by the school office and will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan along with the headteacher. 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.

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.

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Health & Safety Monitoring and Inspection

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

A named governor will be involved/undertake an inspection on an annual basis and report back to the headteacher who will inform the full Governing Body of the outcomes from the audit. This governor monitoring will also cover management systems in addition to inspecting the premises.

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

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Legionella

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

A legionella water risk assessment of the school has been completed by an approved contractor.

The headteacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

The contractor is responsible for the following:

This will include:

- Monthly temperature checks
- Sampling & disinfecting of water tanks
- Testing & Inspection of Thermo-Static Mixing Valves (annually)

The nominated member of staff will:

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

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Lettings/Use of Premises Outside School Hours

Lettings will be managed by the headteacher following guidance laid down by NWAT.

Prior to any agreement for letting out of the school premises/equipment a written contract detailing the terms and conditions including insurance arrangements must be signed by the hirer.

Information will be given to the hirers regarding the emergency procedures.

The hirer is responsible for ensuring they have sufficient first aid arrangements in place.

A control on numbers of persons attending functions at the school will be exercised and the advice of the Fire Prevention Officer sought.

Events and entertainment programmes will be scrutinised beforehand by the Governing Body with regard to licensing and the above mentioned procedures.

Close liaison with school facility users will be established before commencement and during the time the premises will be used.

The swimming pool has its own Normal Operating Procedures and Emergency Operating Procedures.

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Lone Working

Staff are encouraged not to work alone in school. 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) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

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Mobile Phones

Aim

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

Staff

During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on 'silent' and stored securely.

Except in urgent or exceptional situations, mobile phone use is not permitted during the school day, while on playground duty and during meetings. These situations must be agreed in advance by the headteacher or a member of the SLT, should the headteacher be unavailable.

Should staff need to take photographs whilst on the school site, they should seek the headteacher's approval in advance and must utilise the school's own photographic equipment. Under no circumstances can Ipads be used to take photographs of the pupils or other staff without the consent of the headteacher.

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

Pupils

The headteacher and governors of Ellesmere Primary School recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to school for before and after school safety/security reasons.

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

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

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

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

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

Sanctions

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

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

Inappropriate Use

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

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

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

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

Related Technology

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

Exemptions

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

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Lifting & Handling

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

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

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the 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.

Moving and Handling

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

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

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

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Educational Visits

Introduction

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

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

Aims

The aim of our off-site visits is to:

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

Residential activities

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

How visits may be authorised

The headteacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's Learning Outside the Classroom Coordinator will be involved in the planning and management of off-site visits.

S/he will:

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

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

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

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the headteacher will seek the approval of the governing body and consider informing the Local Authority before permitting the activity to take place. It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk assessment

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

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

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

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

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;
- 1 adult to 3 pupils in Early Years.

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

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

A copy of the completed risk assessment will be given to the headteacher, the governing body, and the educational visits co-ordinator, and all adults supervising the trip.

Transport

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

- Transport

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

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

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

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

Communication with parents

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

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

No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the headteacher making a decision about the financial viability of the activity in reasonable time.

Further health and safety considerations

All adults accompanying a group must be made aware, by the group leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a group leaves school the school office should be provided with a list of everyone, children and adults, travelling with the group, together with a programme and timetable for the activity.

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

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the headteacher the possibility of excluding that pupil from the activity.

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

Group Leaders' planning

Group leaders must read thoroughly the appropriate guidance for off-site activities:

National Guidance for offsite activities <http://oeapng.info/>

Visit plan

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

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

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Premises & Work Equipment

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the headteacher

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

Curriculum areas

Curriculum co-ordinators are responsible for reporting maintenance requirements for equipment in their areas to the headteacher.

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) on an annual basis, and carried out by a qualified competent person.

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

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

Good Housekeeping

The school adopts policies and practices which lead to a safe working environment. Some samples including:-

- All spillages are immediately cleaned up with safe disposal of the waste.
- All rubbish and waste paper is disposed of every day.
- All storage areas are kept orderly, safe and provided with easy access.
- The school premise is cleaned to an acceptable standard on a daily basis.
- Hygiene standards are of the highest attainable by all kitchen staff.

Play Equipment

PE equipment is checked annually by a contractor

Fixed outdoor play equipment is inspected on an annual basis by an approved contractor and weekly by the caretaker.

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General Risk Assessments

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

The risk assessments are held electronically and in a hard copy format which will be kept in the school office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff 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/pupil are held on that person's file and will be undertaken by the relevant staff.

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

Curriculum Activities

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

The school has a subscription to CLEAPSS (through the LA) in science and DT their publications¹ can be used as sources of model risk assessment.

In addition the following publications are used as sources of model risk assessments:

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'

<http://www.afpe.org.uk/>

Primary schools

Make it safe (5th edition) NAAIDT

Be Safe! Health and Safety in Primary Science and Technology, 3rd Edition ASE, 2001.

National Society for Education in Art & Design (NSEAD)

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¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk
November 2018

Security

Safety of our pupils, staff and visitors to the school is of paramount concern to our whole school community. The Governors and headteacher have endeavoured to make the school as safe as possible.

Entry to School for Visitors/Staff

The main reception office area is clearly marked and directs the visitors to the front entrance of the school.

Visitors who are admitted into the school are asked to sign in using the electronic VisitED system and issued with a visitor's badge.

All external doors are fitted with a secure automatic door system which is only accessible using a fob. Fobs are issued to all staff on site.

Children are reminded in assembly to tell their teacher if they see an unknown person without a badge wandering around the school premises.

Entry to the Breakfast Club

The main doors are opened for the Breakfast Club which is held in the dining room (the doors will be locked at 8:30am)

Entry to School for Children and Children Accompanied by Parents

Entry to the school playgrounds are through the appropriate gates which are unlocked by the caretaker. Pupils will be collected from the playgrounds by teachers

Security of the Nursery

A telephone is installed in the Nursery for emergency use.

During Nursery session the Nursery doors are locked. Nursery children are supervised at all times including outside activities.

Pupil Supervision

The headteacher or in her absence a nominated senior teacher remains on the premises until the last child is collected.

Security of the school building is reviewed by the Premises, Security, Health and Safety and Safeguarding Committee and matters may be referred to the Governors for consideration as necessary.

Alarm System

The school alarm is always set each day.

Care of ICT Equipment

As far as possible equipment is secured.

Security of Data

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.

"Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data."

Curriculum Networked Computers:

- Accessed by personal passwords
- Password gives pupils and staff different access levels
- Manager only has access to management files

Office Computers:

- Accessed only via individual passwords

- Financial files are accessed via further password
- Access to the school 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
- Disaster recovery plan in place
- School anti-virus software is updated regularly

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Stress/Wellbeing

The school 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 Indicator tool to identify any issues.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Headteacher
- Mentoring of new staff.

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Sun Protection

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

Sunburn in childhood can double the risk of skin cancer.

Ellesmere has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?

Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:

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

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

Education:

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

Shade:

- There are various areas outside which offer shade

Clothing:

- We inform parents to bring sun hats for their children

Sunscreen:

- Sunscreen use will be encouraged on school trips
- Parents are informed of the importance of sunscreen
- Staff where necessary (and with permission from parents will apply sunscreen to younger/less able pupils)

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Swimming Pool

The headteacher will ensure that the pool is managed in accordance with Local Authority Guidance.

A risk assessment has been carried out and Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available from the swimming pool office and. These are available to any groups using the facility.

Lettings agreements are managed by the school who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the organisation/persons using the pool and returned to the school and that the organisation/persons knows and understands the NOP and EAP.

Pool plant operations and water testing is carried out by the school's nominated person who has obtained a qualification in pool management and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). The person will ensure that correct chlorine levels are maintained and acidity testing is carried out and, maintained to the correct level.

All staff must ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and the swimming pool is secured to prevent unauthorised access when not supervised.

At primary level the headteacher will ensure that staff expected to undertake swimming teaching activities will have completed swimming teaching as part of their Initial Teacher Education (ITE) and have experience and confidence which is appropriate for the level of swimming instruction.

The headteacher will ensure provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming session

Vehicles on Site

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

The school has an automatic barrier system in place

The maximum speed limit entering the school is 5 miles per hour.

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

The access gates for pupils attending school and leaving school is separate to the main vehicle access point.

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

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Violence

Ellesmere Primary School will not tolerate violent behaviour from parents, visitors or others who enter the school.

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

Prevention:

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

- Consider the working environment e.g. exits, space available
- Do not meet parents when colleagues are not in the near vicinity
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with SMT 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.

Procedure to follow:

- Staff remain calm and non- confrontational.
- Staff to call on a colleague to try to help calm the situation.
- If the situation worsens staff must ask the parent/carer to leave the building to calm down.
- If they refuse to leave staff remind that it is a school and as such they cannot allow the children or other staff to witness any aggressive behaviour.
- If they do not leave, & you feel the situation warrants it, ask another member of staff who is away from the situation to call the police, 999.
- The incident will be recorded; as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.

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Volunteers

Introduction

At Ellesmere Primary, 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.

Ellesmere Primary 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

Ellesmere Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Ellesmere Primary will require an Enhanced Disclosure & Barring Check prior to starting their placement in school. This must be confirmed with The Head teacher recorded on the central record by the Business Manager.

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

There are some exceptions:

Law enforcement officers in certain circumstances;

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

LA Authority

Standards and Framework Act 1998).

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

Organisation

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

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

The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

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

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

School Information and Regulations

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

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

Expenses

Although there is no obligation to make financial re-imburements to volunteers, the school will, under normal circumstances re-imbursed 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for school etc). Travel expenses will be re-imbursed at the current agreed rate; any other expenses (e.g., resources or equipment purchased for school use) will be re-imbursed 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 (eg, 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.

Work at Height

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

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

The school's nominated person responsible for work at height is the headteacher.

The nominated person shall ensure:

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

Pupils will not be permitted to use ladders/stepladders.

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

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Work Experience

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

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- 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.

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