



Health and Safety Policy

Policy reviewed: May 2024

Approved by Governors: May 2024

To be read in conjunction with:

Safeguarding Policy
Supporting Children with Medical Needs Policy
Special Educational Needs and Disabilities Policy
Code of Conduct

ABBREVIATIONS

The following are used in the policy:

AfPE – Association for Physical Education

ACoP – Approved Code of Practice

AMPS – Asset Management and Property Services

ASE – Association for Science Education

CLEAPPS - Formerly stood for Consortium of Local Education Authorities for the Provision of Science Services. Since Local Education Authorities became Local Authorities and services expanded to include D&T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym

COSHH – Control of Substances Hazardous to Health

COVID-19 – Coronavirus

D & T – Design and Technology

DfE – Department for Education

DSE – Display Screen Equipment (Computers)

H&S – Health and safety

HSE – Health & Safety Executive (enforcing body for health and safety legislation in schools.)

LA - Local Authority. In the context of this policy, the LA would be Gloucestershire County Council

NAAIDT – National Association of Advisers in Design & Technology

OVC – Offsite Visits Co-ordinator

PAT – Portable Appliance Testing

PPE - **Personal protective equipment – used to give protection when in contact with a hazard e.g. gloves, boots etc**

RIDDOR – Reporting of Injuries Diseases Dangerous Occurrences Regulations

SHE Enterprise - The GCC database for recording workplace accidents

SHE/Pro and SHE /GN - Standards issued by SHE. Pro – procedures; GN – Guidance Notes. There are also Information Sheets for lesser matters but which often arise in schools etc.

VLE – Vocational Learning Environment

CONTENTS

Part A – General Statement (Indicates the Partnership's commitment to Health & Safety.)

Part B – Organisation (Summarises health and safety responsibilities.)

Governors
Head Teachers
H&S Coordinator
Accredited Safety representative(s)
Employees (All)
Site Staff & Cleaners
Volunteer Helpers
Pupils
School Structure & Lines of Communication

Part C – Arrangements (Provides detail on how the Partnership will ensure safety.)

General Arrangements
1 – Accident/Incident recording/reporting
2 – Asbestos
3 – Computers
4 – Contractors on Site
5 – Consultation with Employees
6 – Competency
7 – Covid-19
8 – E Safety
9 – Electrical Safety
10 – Fire
11 – First Aid
12 – Hazardous Substances
13 – Induction
14 – Infectious Diseases
15 – Manual Handling
16 – Medical Needs
17 – Noise
18 – Risk Assessment
19 – Security
20 – Safeguarding
21 – School Trips
22 – Transport
23 – Water Assessment
24 – Wellbeing
25 – Work at height
26 – Sun Safety
27 – Missing Child

Specific Arrangements

1 – Art
2 – Food Activities
3 – Play Equipment
4 – Pottery
5 – Science
6 – Sport/PE
7 – Swimming Arrangements
8 – Technology

Appendix A (Sun Safety Statement)

Appendix B (Procedure for Missing Child)

Appendix C (Emergency Security Protocol)

Appendix D (Procedures for safe covid working practice)

PART A - GENERAL STATEMENT

PREAMBLE

This policy is produced in respect of The Innsworth Schools' Partnership only and is supplemental to the Council Safety Policy Statements.

STATEMENT OF POLICY

The schools recognise their responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the Partnership will ensure, so far as is reasonably practicable, that:

- plant, equipment and systems of work are safe and without risks to health.
- the handling, storage or transport of articles and substances will be safe and without risk to health.
- information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- the site is maintained in a safe condition and without risks to health.
- access to and egress from the site and to all places of work on site are maintained in a condition that is safe and without risks to health.
- a working environment is provided that is safe and without risks to health.
- there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

Signed

Chair of Governors

Date

Headteacher

Signed

Date 23.01.24

Merena Stokes

PART B - ORGANISATION

GOVERNORS

The governors will ensure that:

- a) Competent Health and Safety advice is obtained to support the school management
- b) A Health and Safety policy is in place and that the policy is regularly reviewed;
- c) Risk assessments of work activities are undertaken and a written record of the assessments kept;
- d) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- e) Regular safety inspections, at least three per year, are undertaken and that the findings are recorded and progressed;
- f) A positive Health and Safety culture is established and maintained.

HEAD TEACHER

The Head Teacher will ensure that:

- a) Competent health and safety advice is obtained to properly assist the Partnership's management to comply with its health and safety obligations.
- b) A partnership Health and Safety policy is produced for approval by the Resourcing and Staffing committee of the governing body and that the policy is regularly reviewed and revised as necessary;
- c) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid;
- d) Safe systems of work, identified from risk assessments or to comply with national standards/guidance, are monitored to ensure they are being followed and are effective;
- d) Information and advice on health and safety is acted upon/circulated to employees and governors.
- e) They co-operate with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- f) Regular safety inspections, at least three per year, are undertaken and that issues identified are actioned or programmed as necessary;
- g) Any significant health and safety issues, accidents or incidents that have been identified are included in the Headteacher's report to governors. Resourcing and staffing committee meeting minutes include any health and safety specific policies and risk assessments have been revised.
- h) Employees are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- i) If they delegate Health and Safety duties to an individual, referred to as the Health and Safety Coordinator, they ensure that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

H&S COORDINATOR

The H&S Coordinator will:

- a) Receive all Health and Safety information sent to the school and disseminate the information to staff/governors as necessary;
- b) Advise the Head Teacher and Governors on action required to comply with relevant H&S Legislation;
- c) In consultation with Head Teacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- d) Carry out the regular safety inspections.

ACCREDITED H&S REPRESENTATIVE(S)

Accredited H&S representatives are trade union representatives, appointed by trade union members working for Gloucestershire County Council. Accreditation follows submission of the names of the representatives by the local trade union representatives to the Council and the issue of an accreditation card by the Council. The Accredited H&S Representatives rights are covered by the Safety Representatives and Safety Committees Regulations 1977 and there is a local Safety Representatives Agreement.

The Partnership has a service level agreement with the Safety, Health & Environment (SHE) team. SHE advisers are available to provide health and safety advice and services to the Partnership.

EMPLOYEES (ALL)

All employees must:

- a) Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- b) Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- c) Not misuse anything provided for health and safety purposes;
- d) Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and co-operate with management in investigating such accidents or incidents;
- e) Co-operate with management in respect of complying with H&S requirements.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.

SITE STAFF AND CLEANERS

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

VOLUNTEER HELPERS

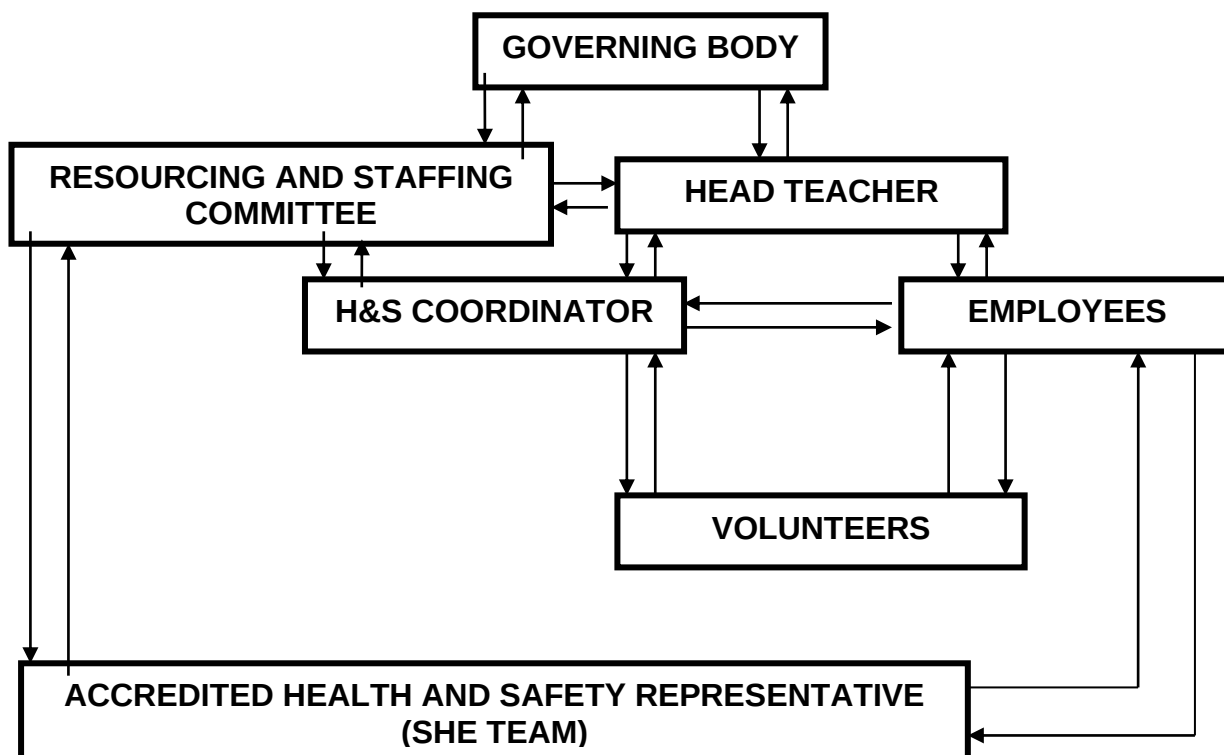
Have the same duties as those indicated for employees

PUPILS

Pupils are expected to:

- a) Comply with school rules relating to general behaviour;
- b) Take note of and comply with information provided for safety with regards activities undertaken;
- c) In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) Not to misuse anything provided for health and safety reasons.

SCHOOL STRUCTURE AND LINES OF COMMUNICATION



PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

GENERAL ARRANGEMENTS

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – PUPILS – All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the school accident files, which are available in every classroom. Master copies are available from the school administrators.

In addition any reportable incident will immediately be input on to the SHE reporting system. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the pupil is taken direct from site to hospital, whether by ambulance, member of staff or relative.

1.2 – STAFF – All significant accidents to staff are to be recorded and this will be done by immediately inputting information on to the SHE incident reporting system. NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information. All minor accidents are recorded in the school accident files.

1.3 – VISITORS – All significant accidents to visitors other than pupils are to be recorded and this will be done by inputting information on to the SHE incident reporting system. NB: An accident/incident form is available to note relevant detail where there is likely to be a delay in inputting information. All minor accidents are recorded in the school accident files.

1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to Gloucestershire SHE. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

1.5 – BEHAVIOUR INCIDENTS – These include violence, bullying and harassment and are to be recorded by immediately inputting information on to CPOMS. The Headteacher will then decide if it needs to be forwarded to the local authority and/or reported using 'SHE Assure'.

2 – ASBESTOS

A survey has been undertaken of both school buildings to identify asbestos. In the Infant School and Junior Schools where asbestos has been identified/strongly presumed/presumed to be present this information has been summarised in two types of list at the front of the Asbestos Management Plan (AMP). The AMP is kept in the school office and held by the caretaker, condition checks as necessary are carried out by the caretaker. The most recent Asbestos Survey Reports were carried out in November 2020 for the Infant School and November 2014 Junior School. Surveys are arranged by the LA on 10 year cycle.

All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

Any building contractors or contractors who might need to access roof voids or drill into ceilings/floors/walls will be notified of where asbestos is identified/strongly presumed/presumed and will sign to confirm they have been made aware. See building contractor sign in sheet.

3 – COMPUTERS

All computers in use within school, whether PCs, iPads or laptops, together with associated equipment such as projectors are purchased from reputable suppliers and installed in line with relevant guidance.

3.1 – COMPUTER WORKSTATION ASSESSMENTS - Any employee who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such employees are also entitled to a free eye test, claim forms are available from school offices. Self-assessment user forms are emailed to staff to assist the audit process and monitor if any additional assistance is required.

3.2 – LAPTOP COMPUTERS - A laptop is not designed to be used for extended periods but may end up being used this way. If staff are likely to spend extended lengths of time working on the laptop then consideration needs to be given to measures that will reduce the possibility of 'repetitive strain' type injuries. Specifically use of a separate keyboard, setting the laptop up on a surface (so the top of the screen is at eye level) and sitting in a supportive seat are recommended.

4 - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

4.1 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon staff, pupils and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

4.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) Slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) Being hit by falling objects dropped by persons working above head height;
- c) Inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) Coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

4.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Head Teacher, Business Manager, Administrative Staff or Caretaker.

b) Before any work is commenced, it is essential that the Headteacher and/or Business Manager is made aware of

- i) What work is to be undertaken,
- ii) Where the work is to be carried out,
- iii) An indication of the likely timescale,
- iv) What equipment is to be used,
- v) What services are required.

c) Before work is to commence, the contractors must be advised by the Headteacher/Business Manager/Caretaker,

- i) Where they can gain access to services,
- ii) What the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous, they must exit the building immediately and, if in the Infant building, report to the far side of the KS1 playground, if in the Junior building report to the playground.
- iii) Of any particular problems with the work, e.g. access may still be required to the area.

d) The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.

e) The contractors must be advised who to contact on site if they have a problem.

4.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre meeting will take place and the Headteacher, Business Manager and Caretaker will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

5 – CONSULTATION WITH EMPLOYEES

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

a) Having H&S as a standard item on the agenda of all staff meetings; and

b) Where appointed, consulting with the Trade Union Accredited Safety Representative/ representative(s) of employee safety in good time on all H&S issues. To this end the accredited safety representative/representative of employee safety, if appointed, will be invited to attend the Finance and Resources Committee school safety committee.

6 – COMPETENCY

All employees appointed are considered to be competent to perform the tasks they are given. Specifically with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of pupils.

For each job/role basic competency requirements are included in the job description but for health and safety there is additionally a competencies list for each role which identifies what H&S Competencies are required. Employees appointed to the roles will be assessed against this list and where competency requirements are not already met, how the person will be made

competent must be identified, e.g. work shadowing, reading up of technical manual, attendance on training course.

7- COVID-19

As the schools reopen after lockdown and staff return to the workplace the Partnership must ensure their safety by making the school premises “COVID” secure. An unsafe workplace raises the risks of virus transmission. Innsworth Schools’ Partnership will comply with its duty to provide staff with safe and healthy working conditions in the workplace during the coronavirus pandemic by:

- Circulating “COVID secure” coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe
- Requiring staff to practice effective social distancing while in and around the workplace and while travelling to and from work

Managers will pass on and reinforce key Government public health messages to all staff:

- Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it —Bin it — Kill it)
- Put used tissues in the bin straight away
- Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces
- Do not touch face, eyes, nose or mouth if hands are not clean.
- Provide hand sanitiser as required
- Provide infection control personal protective equipment (PPE) such as gloves, masks and aprons if required in individual risk assessments and method statements, e.g. cleaning and first aid
- Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and basic PPE
- Remove waste from classrooms more regularly
- Display appropriate public health posters and notices around the workplace and on school website
- Staff are not required to wear face coverings in their bubbles but must whilst walking around the building.

A track and trace strategy will be in place in the building to identify those who may have come into contact with a suspected case. PHE and NHS procedures will be shared with individuals so they can avoid potentially passing the disease on.

A return to work COVID risk assessment is attached at Appendix D alongside copies of documents shared with staff and parent/carers.

8 – E-SAFETY

The school has a separate policy for E-safety and a copy of this policy can be found on the teacher shared drives and on the school website. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the schools’ users.

9 – ELECTRICAL SAFETY

The school has fixed electrical installation checked and certificated once every 5 years in line with the electricity at work regulations.

Portable electrical equipment is to be visually checked by staff before use, i.e. check equipment and make sure the plug is undamaged and the wire is not worn or loose entering the equipment or plug; if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested annually, which is within 14 months.

10 – FIRE – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire. Fire orders based on the outcomes have been produced and these are as displayed.

10.1 - FIRE DRILLS - Fire drills are required in order to familiarise persons with the systems in place. Fire drills are carried out a minimum of four times a year, twice in terms 1&2, once in terms 3&4 and once in terms 5&6. Planned fire drills may however be cancelled in the event of accidental/malicious sounding of the alarm in order to reduce disruption.

10.2 - FIRE ALARM – The schools both have a fire alarm system incorporating detection and break points. The fire alarm is tested weekly by the caretaker to ensure that it is working and can be heard throughout each school and these tests are recorded.

10.3 - FIRE EXTINGUISHERS - Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are visually checked, by the caretaker, to ensure that they are in position and that the pins are in place.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

11 – FIRST AID

The schools will try to exceed the basic recommendation for first aiders but will ensure that:

- a) (For any school with pupils aged 5 or under) a minimum of two paediatric trained staff will be on site.
- b) A person on each site with appropriate first aid training will act as the appointed persons in regard to maintaining the necessary equipment and resources.

A list of staff who hold a first aid in schools or paediatric first aid certificate is available from the office.

11.1 – FOLLOWING AN ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance.** In cases involving pupils, their parent/carer should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/carers will be contacted and advised of the situation and asked if they would like to collect their child or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase however medical attention may need to be obtained but in all cases the parents will be advised of the incident.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.

11.2 – RECORDING - Any accident (where first aid is administered to pupils, employees or visitors) is to be recorded initially in the school accident file and if more serious the school accident/incident form needs to be completed and sent to the School Administrator, the Head Teacher and/or Business Manager should be informed.

11.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all employees/adult visitors on site.

11.4 – INJURIES INVOLVING BLEEDING - Employees dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves are provided for this purpose and kept in the same location as the first aid boxes. Any blood waste is disposed of in the sanitary bins located in the staff toilets.

12 – HAZARDOUS SUBSTANCES

The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The schools' COSHH assessments are kept in the offices and summary information is kept by the caretaker where substances are stored/used. If employees have any questions on hazardous substances they should initially speak to their line managers.

13 – INDUCTION

All staff will, when they first start at school, be provided with information on health and safety, including being told where to access this policy and that it contains specific information to them on health and safety.

14 – INFECTIOUS DISEASES

The Partnership follows the Covid-19 government guidance to assist staff in addressing coronavirus (COVID-19) in educational settings.

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

This guidance is updated frequently and recommendations are adapted where necessary. Further information is covered under section 7 and Appendix D.

The Partnership follows the national guidance produced by the Health Protection Agency, which is summarised by the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in School Offices at both schools.

15 – MANUAL HANDLING

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All employees will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All employees must also ask themselves the question, when considering undertaking any manual handling operation, **can I move the objects where I need to safely and without risks to health?** Where employees feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.**

15.1 – REGULAR OPERATIONS – EQUIPMENT/MATERIALS – Regular operations include, putting out lunch tables and chairs, erecting and dismantling staging, moving the pianos, and moving classroom furniture. These are considered medium or low risk. All employees must make themselves aware the safety advice for carrying out these tasks. Employees who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

15.2 – MANUAL HANDLING – PUPILS – All pupils who may need to be lifted or supported are to be risk assessed by completing the manual handling assessment form.

The need for training will form part of the risk assessment but all employees with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the students use, e.g. standing frames, wheeled chairs and hoists.

16 – MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with its approved medical procedures.

17 – NOISE

The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. We have not identified any areas or activities as likely to exceed the action levels. If employees have any questions on noise levels they should initially speak to their line manager.

18 – RISK ASSESSMENT

There is a generic school risk assessment which covers the main hazards associated with the operation of the school whilst schemes of work contain safe practice relating to teaching activities. There is a covid school risk assessment specific to the Partnership's needs.

Where supplemental risk assessments are required they will be specific to an activity, added to more general assessments, e.g. COSHH, Manual Handling etc. or will be pupil specific.

19 – SECURITY

The school sites have been risk assessed against the following criteria, Security of Boundary, Security of Buildings, Security of Property, Security of personnel and belongings and security issues relating to pupils. If employees have any questions on Security they should initially speak to their line manager.

20 – SAFEGUARDING

The schools have a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All employees need to be aware of the policy, a copy of which is kept in the school offices, teacher shared drives and available on the website.

21 – SCHOOL TRIPS

The school undertakes a mix of school trips in line with its approved school trips procedures which are on the teacher shared drives. All local trips are to be approved by the Headteacher, these are short duration trips, inter school activities or local trips, e.g. to the park. Any trip away from site overnight must be approved by the Resourcing Committee and must be notified to the Council using the EV Residential School trips form. Notification is required a minimum of four weeks in advance of the trip.

22 –TRANSPORT

The options for transporting students etc are

22.1 – Use of Employees vehicles – Employees can transport pupils/equipment in their own cars or drive to other venues during the working day. Employees who use their own cars must complete a form to confirm that their insurance policy covers them for this purpose and need to hold Business Use insurance for the vehicle they use. The employee vehicle must have a current road fund license and be kept in a safe running condition and where required, have a valid MOT certificate.

22.2 – Use of Professional Transport - The transport and driver are hired in from a reputable source. This is the usual practice for school trips.

22.3 – Parents Transport – If needing to use this option the parent(s)/carer(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

23 – WATER ASSESSMENT

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease. The school water assessment is kept by the Caretaker.

24 – WELLBEING

The wellbeing of employees is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the employees' team as a whole.

All employees have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Employees are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the Partnership's absence policy.

The Governing body endorses the principals set out in the HSE's Management Standards as a framework to support employees' wellbeing.

25 - WORK AT HEIGHT

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when standing on the floor and any work where access equipment is needed, e.g. step ladder, ladders and scaffolds. Most employees will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within the schools the following written assessments are in place.

26 – SUN SAFETY

This school believes in Sun Safety to ensure that children and staff are protected from skin damage caused by the harmful ultra-violet rays in sunlight. A statement covering this is included as appendix A.

27 – MISSING CHILD

In order to ensure the safety and security of children whilst at school, the Partnership has procedure which must be followed in the case of either a child discovered 'missing' or a child 'running away' from school. This is included as appendix B.

28 – LOCKDOWN PROCEDURES

We take safeguarding and safety very seriously and it is important that we continue to review all our procedures, taking into account even those events that are very unlikely to occur. As part of this process, we have introduced a 'lockdown' procedure, which is a standard health and safety procedure, similar to a fire drill. Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school than evacuate. The aim is to keep people safe by confining them to a secure place of safety. This is included as appendix C.

SPECIFIC ARRANGEMENTS

1 - ART

The hazards associated with this practice are the creation of dust and damage to clothing. The hazards associated with substances are addressed by only using water-based paints and glues.

NB wallpaper paste containing fungicide is not to be used in school.

1.1 - PRECAUTIONS/PRACTICE - The risks associated with damage to clothing and dust creation are managed by ensuring:

- a) Only small quantities of powder paints are to be mixed at one time;
- b) That tables are covered with newspaper to protect the surfaces and ease cleaning;
- c) That cleanable aprons are worn by pupils when necessary;
- d) That paint pallets and brushes are washed up/out after use.

2 - FOOD ACTIVITIES

The following hazards have been identified with this activity:

- a) Burns, scalds etc. from use of hot water/oven/dishes/food;
- b) Electric shock relating to the use of electric equipment;
- c) Fire associated with burning food or faulty equipment;
- d) Cross contamination of food leading to food poisoning;
- e) Slips trips or falls due to spillages/obstructions on floors/uneven surfaces;
- f) Cuts through use of knives and other equipment, i.e. graters.

These are controlled by the following.

2.1 - LOCATION - The risks associated with slips trips and falls are managed by ensuring that:

- a) The oven is positioned/used where pupils and staff do not have to pass close by it.
- b) The tables on which food is to be prepared are positioned to allow easy access around them;
- c) The floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions;
- d) Any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.

2.2 – EQUIPMENT - The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:

- a) A visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test;
- b) Equipment is used in line with manufacturers' instructions and/or training received;
- c) The prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced;
- d) All equipment provided for food activities is kept in good condition and only used for food activities.

2.3 – HYGIENE - The risks associated with cross contamination are managed by ensuring that:

- a) Everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;
- b) The table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use;
- c) Staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.

2.4 - EMERGENCY PROVISION - The following are on place to deal with emergency situations:

- a) A suitably stocked first aid box is kept in the infant first aid cupboard and the junior office and a list of qualified persons is in the back of the school accident file;
- b) A fire blanket and carbon dioxide (or powder) fire extinguisher is kept in the kitchen in both schools. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment. **NB If a carbon dioxide extinguisher is used the room is to be evacuated.**

3 - PLAY EQUIPMENT - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the SLT will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

4 - POTTERY

The hazards associated with the practice include:

- a) Cross contamination of surfaces;
- b) Inhalation of dust;
- c) Damage to clothing;

These are controlled by the following:

4.1 - CLAY - The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- a) Only premixed clay is used by pupils and that the clay is to be cut into workable sizes;
- b) Desks are protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson;
- c) Spillages of clay are cleared up immediately using wet mopping or sponging techniques.

NB Brushing of dried clay is prohibited;

4.2 - PERSONAL PROTECTIVE EQUIPMENT - The risks associated with damage to clothing are managed by ensuring that:

- a) All staff and pupils working with clay wear the aprons provided.

4.3 – HOUSEKEEPING - The risks associated with the creation of dust will partly be managed by ensuring that:

- a) All staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson. Equipment/hands are to be washed.

5 - SCIENCE

The schools follows the guidance for safe practice in science as given in 'Be Safe' produced by the ASE and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein.

6 - SPORT/PE

The schools follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE and all PE equipment is subject to regular visual inspection, carried out by staff prior to use and an annual inspection by an independent service contractor. In either case where equipment is found to be faulty the equipment is put out of use.

The main risks associated with teaching this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.

The general requirements are as follow:

- a) Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery.
- b) Staff will remove jewellery and change into appropriate footwear;

NB It is acceptable for staff to wear watches where necessary to time lessons.

- c) Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;
- d) Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves ***can the pupils move the objects where they have been asked to safely and without risks to their health?***, before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;
- e) Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;
- f) Staff are only to use equipment they are familiar with.

For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE'.

7 - SWIMMING ARRANGEMENTS

7.1 – Use of Public Pool – Schools will ensure that pupils are supervised in changing areas, that lifeguards are in place and that the capabilities of pupils are communicated to swim teachers.

8 -TECHNOLOGY

The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council. The hazards associated with this activity include:

- a) Exposure to hazardous substances, e.g. glues/dusts;
- b) Damage to clothing;
- c) Personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.

These are controlled by:

8.1 – LOCATION - Risks associated with personal injury are partly managed by ensuring that:

- a) Work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable.

8.2 - PERSONAL PROTECTIVE EQUIPMENT - Risks associated with damage to clothes and partly those associated with personal injury are partly managed by ensuring that:

- a) Where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles;
- b) Personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets.

8.3 – EQUIPMENT - Risks associated with Personal Injury are partly managed by ensuring that:

- a) Equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool.

8.4 - HAZARDOUS SUBSTANCES - Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. (See 11 above)

APPENDIX A SUN SAFETY STATEMENT

Innsworth Schools' Partnership believes in Sun Safety to ensure that children and staff are protected from skin damage caused by the harmful ultra-violet rays in sunlight. We will work together with parents to achieve this through:

A. EDUCATION

As part of the Sun Safety policy, our schools will:-

- Educate children throughout the curriculum about the causes of skin cancer and how to protect their skin.
- Invite relevant professionals (such as dermatologists, school nurses, and health promotion officers) to advise the school on sun safety.
- Regularly remind children, staff and parents about sun safety through newsletters, posters, parents meetings, and activities for pupils.
- Encourage staff and parents to act as good role models by practising sun safety.

B. PROTECTION

Shade

- Hold outdoor activities in areas of shade whenever possible, and encourage children to use shady areas during breaks, lunch-hours, PE and trips. Sunbathing is definitely discouraged.
- Work towards increasing the provision of adequate shade for everybody.

Timetabling

- Schedule outdoor activities outside of 11am – 3pm where possible.

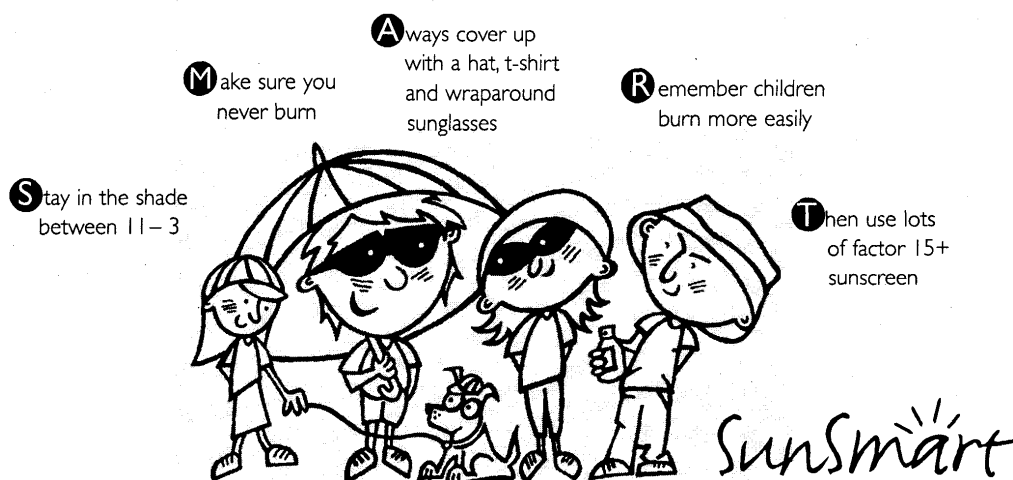
Clothing & Sunscreen

- Encourage children to wear clothes that provide good sun protection, and use sunscreens where appropriate.

We will regularly monitor our curriculum, assess shade provision, and review the sun safety behaviour of children and staff (use of hats, shade etc) to make sure the Sun Safety Policy is working.

April 2017

Follow the SunSmart code...



APPENDIX B

PROCEDURE FOR 'MISSING' CHILD / CHILD 'RUNNING AWAY' FROM SCHOOL SITE

In order to ensure the safety and security of children whilst at school, the following procedure must be followed in the case of either a child discovered 'missing' or a child 'running away' from school.

1 – A Child Goes Missing

In the event a child is noted to be missing:-

- a) The school office should be contacted to ensure that the child has not been collected by parents or is sick etc.
- b) If confirmed that the child should still be in school, staff will be directed to make a check of other classrooms, toilets and ancillary spaces.
(a and b are interchangeable in practice.)
- c) Investigations will be made with friends to see if the child was upset or if they had seen him/her leave the school site.
- d) In the event that the child still remains unaccounted for, the Parents and Police will be notified
- e) Depending on circumstances and the knowledge of the child, if he/she is one who is felt likely to run away, staff may be asked to leave the site to search or the Police may recommend a wider search and should co-ordinate this.

At the conclusion of any incident the events need to be recorded and the procedures reviewed.
As appropriate, discuss with the child the reasons for this incident and reinforce safety issues.

2 – Child Runs Away

In the event a child is noted to run away:-

- a) Staff should stop the child if possible, preferably by putting themselves in their path and trying to talk with them.
- b) If a child runs, however, staff are not to run after the child, **(this will make them run faster and pay less attention to where they are going)**
- c) Staff will, if possible, follow the child trying to keep him/her in sight
NB if child has run away to edge of field and it is safe to leave them there, i.e. there is nowhere else for them to go, give them an opportunity to calm down on their own and return
- d) If an additional adult is present, inform the Headteacher / Deputy Headteacher immediately.
- e) The office will be notified of the circumstances and will call parents etc. and possibly the police, dependent on circumstances.
- f) If child is known to run home either a member of staff or relative should go there.

At the conclusion of any incident the events need to be recorded and the procedures reviewed.
As appropriate, discuss with the child the reasons for this incident and reinforce safety issues.

APPENDIX C

Emergency Security Protocol for Innsworth Schools' Partnership

An emergency security protocol should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Security procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog/animal roaming loose

Emergency Security Protocol

At the Infant school a member of staff to go round the school showing a padlock card to all adults (padlock cards kept on office noticeboard, staffroom noticeboard and behind the screen in the hall).

At the Junior School the bell to be rung intermittently for 10 seconds (to distinguish from the continuous fire bell).

- All children to return to their classroom and a register to be taken.
- Entrance points to be secured, windows and blinds to be closed. Internal doors to be closed.
- Staff to remain calm, carry on as normally as possible and provide children with a whole class activity such as reading a story.
- Children to remain in their classroom until the all clear or an alternative instruction is given.
- Once in 'secure' mode, staff should notify the office immediately of any pupils not accounted for. Children must not be left unsupervised or permitted to leave the classroom.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going any dynamic risk assessment based on advice from the Emergency Services if necessary. This can then be communicated to staff and pupils as appropriate.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

Parent Communication

If the emergency security protocol is used, any incident or development will be communicated to parents as soon as is practicable. Parents will be given enough information about what will happen so that they can support the safe management of the incident and their children's wellbeing.



COVID 19 APPENDIX D for THE INNSWORTH SCHOOLS' PARTNERSHIP

Contents:

- Covid 19 Risk Assessment
- Staff guidance on Health & Safety Daily Schedule during Covid including cleaning
- Communication to Parents and Carers

APPROVED: September 2021

REVIEW

- This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance. The effectiveness of prevention measures will be monitored by school leaders.

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS (FROM STEP 4)

This is an update of the GCC COVID-19 Risk Assessment to support schools and educational settings in Step 4 of the Government Roadmap from 19 July 2021*. The aim of the risk assessment is to implement protective measures in the government's operational guidance to protect your staff, pupils and community.

This update has moved away from the Assess – Plan – Do – Review model previously used (see below) into a more traditional risk assessment format that identifies each hazard, who is at risk, guidance on what you should be doing and any further actions that are required.



Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing, then complete the relevant columns.

Some people at work may have particular characteristics meaning they are at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, pregnancy, etc.) and as employer the school must consider them in their risk assessment.

*Please note that this risk assessment may be updated before September 2021 in light of updates to government guidance.

COVID-19 Risk Assessment for Schools & Educational Settings

Risk Assessment for Innsworth Schools' Partnership							
Hazards	Who is at risk?	What are you already doing?	Enough to manage the risks?	What further action is necessary in the event of a positive case?	Action by whom?	Action by when?	Done
Person showing symptoms or positive test result	Employees Pupils Young People Families Contractors Visitors Members of the public	- Refer to GCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19. - Regular communications that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine). - If anyone in your school develops COVID-19 symptoms they will be sent home. - An unwell child awaiting collection will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). - Staff caring for a child awaiting collection to keep a distance of 2 metres. - PPE to be worn by staff caring for the child, including: - a face mask worn if a distance of 2 metres cannot be maintained. - if contact is necessary, then gloves, an apron and a face mask should be worn - eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. - Staff to wash their hands after caring for a child with symptoms. - All areas where a person with symptoms has been to be cleaned after they have left. - If there is more than two positive tests, the school's outbreak management plan will be initiated. - School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. - Provide updated staff handbook in line with this risk assessment.	Yes	Increase the use of home testing by staff Consider reintroducing face coverings and bubbles temporarily Attendance restriction will only be considered as a last resort.			

		• Provide clear guidance to children, visitors stakeholders on changes in practice and what is expected of them. • If a parent/carer insists on a child attending our school with symptoms, the Headteacher or deputies may refuse the child if, in their reasonable judgement, it is necessary to protect others from possible infection with COVID-19.					
Poor Personal Hygiene	Employees Pupils Young People Families Contractors Visitors Members of the public	• COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice. • Children and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Handwashing facilities are available in the school entrances and in every classroom. • Hand sanitiser is available where staff and visitors sign in. • Staff help is available for children who have trouble cleaning their hands independently. • Use resources such as “e-bug” to teach effective hand hygiene. • People are encouraged not to touch their mouth, eyes and nose. • People encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). • Tissues to be provided. • Bins for tissues provided and are emptied regularly.	Yes	Revisit hygiene guidance in class or assembly. Put in place monitoring and supervision to make sure people are following any controls you have in place.			
Spreading coronavirus from contact with surfaces, equipment and workstations	Employees Pupils Young People Families Contractors Visitors Members of the public	• Reduced clutter and removing difficult to clean items to make cleaning easier. • Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. • Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day. • Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Bins provided in every room. • Toilets and communal areas to be cleaned regularly.	Yes	Monitor the quality of cleaning to make sure people are following controls. Schedule and direct additional cleaning in the location of an outbreak. Provide more detailed instruction and training to people who need			

		- Sanitising spray and paper towels to be provided in classrooms for use by members of staff. - Thorough cleaning of rooms at the end of the day.		to clean.			
Poorly ventilated spaces leading to risks of coronavirus spreading	Employees Pupils Young People Families Contractors Visitors Members of the public	- Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. - Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). - All trickle vents on windows to be kept open at all times. - Use fans for good air circulation. - Air conditioning system that normally run with a recirculation mode set up to run on full outside air. - Occupants encouraged to wear additional, suitable indoor clothing when cold and ensure the heating is kept on. - Ensure staff meetings and INSET are in rooms with suitable and sufficient ventilation.	Yes	Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas.			
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	Employees Pupils Young People Families Contractors Visitors Members of the public	- Identify who in the work force could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable. - Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken.	Yes	Keep under review completed individual risk assessments for pregnant workers.			
Airborne spread of COVID	Employees Pupils Young People Families Contractors Visitors Members of the public	- Where staff are in enclosed and crowded spaces, face masks are recommended (but not required). - Face coverings recommended on school transport.	Yes	In the event of an outbreak face-coverings for staff and visitors will be re-introduced.			
Asymptomatic transmission	Employees Pupils	Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This	Yes	Frequency of lateral flow home			

of COVID	Young People Families Contractors Visitors Members of the public	information will assist in the risk assessment for outbreak management plans. Staff to undertake twice weekly lateral flow home tests whenever they are on site until at least the end of September.		tests may be increased in the event of contact.			
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Completed by:	Marcella Scoles <i>Marcella Scoles</i>	Date	May 2024
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Reviewed by	Date	Next Review Due
Roger Thrower 	20 th May 2024	
(Chair of Governors)		



