

Legionella

Deanery Primary complies with advice on the potential risks from legionella as identified in guidance from the HSE.

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

The contractor will be responsible for ensuring that operational controls are being conducted and recorded in the water risk assessment file.

This will include:

- Conducting necessary monthly water temperature checks
- Disinfecting water tanks or other areas where water droplets are formed
- Servicing of Thermostatic Mixing Valves (TMV's)

The Site Manager is responsible for ensuring all little used water outlets are flushed on a weekly basis.

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Lessons

Deanery Primary will ensure where some school lessons pose a greater risk, they will be managed in accordance with Legislation and current guidelines and the risk managed.

Food Hygiene

Deanery Primary will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

Storage

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

Preparation

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

Cooking/Preparing Food

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

Cleaning Up

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

Eating the Food or transporting it elsewhere

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

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

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

Science

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is

always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

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

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

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

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

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

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

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

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential but using them is a way of encouraging good habits.

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

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

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

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

Musical Equipment

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, and any electrical equipment should be returned to the Music room after use.

Protective Clothing

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

Physical Education

General points to be considered when teaching PE:

- If a child constantly forgets their PE kit, a standard letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for lesson. The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into T-shirt, shorts/skirt and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- Children must not wear jewellery whilst taking part in PE or Games lessons (however jewellery worn for religious reasons may be permitted but it must be covered at all times). Staff must not take earrings out for children.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- Children who have forgotten their PE kit should sit and watch the rest of the class/be supervised by another adult.

Games Safety

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

Playing Fields

Playing fields must be inspected prior to use for broken glass, uneven areas (where animals may have burrowed). Games should not be played on the grass if the grass is wet and could cause persons to slip.

Dance Safety

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

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

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Lone Working

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

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

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

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

Definition of Lone Working

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

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

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

Controls

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

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

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

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

Staff must sign in and out at the main school office.

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

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

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

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

All lone working staff should establish their own checking in and out system with family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

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

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

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

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

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

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

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The school respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher any aspect of work-related risks.

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

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Moving and Handling

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

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

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

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

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

Paediatric Moving and Handling

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

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

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

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Off-Site Visits

Introduction

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

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

Aims

The aims of our off-site visits are to:

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

How Visits may be authorised

The Head Teacher will appoint a group leader(s) to be responsible for running the activity.

The school's **Educational Visits Co-ordinator** will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed.
- Support the Head Teacher and Governing Board in their decisions on approval.
- Assign competent staff to lead and help with trips.
- Organise related staff training if required.
- Verify all accompanying adults, including private car drivers, have had satisfactory Disclosure and Barring checks, and that the letter from your coach company assures us their drivers too, have had Disclosure and Barring checks; and all fitted with safety belts.
- 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. 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 Head Teacher 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.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our

programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

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

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

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Head Teacher/Governing Board 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: Guidelines only.

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

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

The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.

In some cases, there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

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

- **Staffing requirements** – Trained? Experienced? Competent? Ratios?
- **Activity characteristics** – Specialist? Insurance Issues? Licensable?
- **Group characteristics** – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **Environmental conditions** – Like Last Time? Impact of Weather? Water Levels?
- **Distance from support mechanisms in place at the home base** – Transport? Residential?

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

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

A copy of the completed risk assessment will be given to the Head Teacher 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 party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

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

Communication with Parents

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

No child 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 letters sent home about intended visits.

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.

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

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply.

In an emergency situation the designated person will call the office and inform them of the major incident.

The safety of the party, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to

ensure the safety of everyone. 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 child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Head Teacher the possibility of excluding that child from the activity.

Group Leaders' Planning

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

www.oeapeg.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.
- 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 Head Teacher.
- Medical questionnaire returns and first aid boxes.

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Premises and Work Equipment

Statutory Inspections

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

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

Electrical Safety

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

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

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

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

Gas Safety

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

Play Equipment

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

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

A visual inspection of fixed outdoor play equipment will be carried out by staff; a termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (RPII).

Smoking

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

Air Conditioning Units (if applicable)

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

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General Risk Assessments

Deanery Primary risk assessments (for all activities, premises and one-off activities) will be co-ordinated by staff and Elite Safety in Education and approved by the Head Teacher/Senior Leadership Team

These risk assessments are available for all staff to view and are held electronically.

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

Individual Risk Assessments

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

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

Such risk assessments will be reviewed on a regular basis.

New and Expectant Mothers

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

Curriculum Activities

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

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Security/Safety of Children

Security

Safety of our children, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Head Teacher have endeavoured to make Deanery Primary as safe as possible.

The Head Teacher is responsible for the security of the premises during the day.

The Site Manager is responsible for the security of the school site in and out of school hours.

The main door into the school from the reception area must be closed at all times.

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

Children enter and leave school by different doors, according to their Year Group. Accompanying adults should walk round the outside of the building(s) at the beginning and end of the school day.

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

Child Supervision

The Head Teacher/SLT with the class teacher remains on the premises until the last child is collected.

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

Alarm System

The alarm is always set each day.

Care of ICT Equipment

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

Site Manager

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

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

Dogs

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

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

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

Security of Data

The 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
- Senior staff only have access to management files
- Files are backed up regularly.

Office Computers:

- Accessed only via individual passwords
- Accounts/Budget files are accessed by a 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
- Up- to-date anti-virus software.

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Stress/Wellbeing

Deanery Primary and the Governing Board 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 Governing Body will ensure that Governors and the management of the school:

- Receive training and information to keep abreast of developments in legislation and case law relating to work related stress.
- Take steps to ensure that they understand what stress is and how the school can handle it.
- Recognise that the way a school is managed can contribute to stress problems; and recognise that managers themselves can be placed under stress.

In order to mitigate stress within the school the Governing Body will promote a culture which:

- Recognises that stress related problems do not indicate weakness, incompetence or laziness
- The Head Teacher/ SLT operate an open-door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people
- Staff will be supported through Occupational Health as and when required
- All staff are aware of the employee assistance programme
- Staff well-being is included in the schools staff absence policy
- Return to work interviews.
- Well-being days for all staff
- Encourages staff to be open about the causes of work-related stress so that reasonable steps can be taken to alleviate it
- Recognises that the pressure of excess workloads can trigger illness and ensures that steps are taken to mitigate this.

The Governing Body will ensure that on a regular basis a risk assessment is undertaken within the school to assist in identifying the potential and actual causes of work related stress.

The results of the risk assessment will be used to develop a School Action Plan to tackle the areas identified. The Action Plan will:

- Respond to the needs of all staff in school, including the Head Teacher
- Be drawn up in consultation with recognised teacher associations and trade union representatives
- Recognise that work related stress is an organisational problem and look for organisational answers
- Emphasise the prevention of stressful situations.
- Be practical and realistic in terms of the actions proposed.
- Be shared with all staff in school, recognising that everyone has a part to play in solving the identified problems.
- Identify who is responsible for taking action.
- Include review dates to evaluate progress and to develop further actions as necessary.

The Action plan will be monitored by the Mental Health Lead and the wellbeing committee in order that areas for improvement can be actively identified.

The Governing Body recognises that there will be times when an individual suffers from stress and will develop a procedure to respond to this situation. This will include

- Ensuring that management and other staff are aware of the effects and possible symptoms of stress in order that the problems can be identified as soon as possible.
- Offering a range of support mechanisms for the individual, recognising that everyone differs in the way they cope with stress
- Providing support for staff returning to work after sickness absence, including consideration of phased return to work where appropriate
- Ensuring that any preliminary examination by the Head Teacher of poor performance includes consideration of health factors such as stress as an attributable factor.
- Providing access to the Occupational Health Service to provide help and support.

The Governing Body will ensure that agreed procedures are followed (as outlined in Managing Staff Sickness, Notes for Guidance – Teaching Staff, Notes for Guidance – Support Staff)

The Governing Body will refer to Personnel Services for guidance and support where concerns arise.

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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.

Deanery Primary has used the guidance promoted through Cancer Research in order to draw up this policy.

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

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

At Deanery Primary we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

Education:

- 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:

- Trees provide shade in areas of the school.
- Children have access to water at all times.

Sunscreen:

- Parents are asked to apply sunscreen before school.
- Sunscreen use will be encouraged on school trips.

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Vehicles on Site

Car Parking

Car parking is a concern at Deanery Primary School, as it can be hazard for those who use the school and for those who live or work within the vicinity of the school.

Parents are not permitted to park on the school car park when dropping off or collecting children.

Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community. (Do not park over driveways)

The road markings near the school crossing should be observed at all times.

Deanery Primary School admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

Staff & Visitors Car Park

The school has a car park which is barrier controlled. There are only limited spaces available and once designated parking spaces have been occupied, staff and any visitors must find alternative parking arrangements.

Care must be taken when entering the car park (limit 5mph or less).

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Violence

Deanery Primary will not tolerate violent behaviour from parents, visitors or others who enter the school. There is a dedicated policy to minimise aggressive or intimidating behaviour onsite: 'Standards of behaviour and conduct on the school premises.

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

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 Governors 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.

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Volunteers in School

Introduction

At Deanery Primary School, there is a dedicated 'Volunteers Policy'. Essentially, 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.

Deanery Primary School 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

Deanery Primary School 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 in regulated activities at Deanery Primary School will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the central record by the School 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 safeguarding policy is adhered to at all times.

Organisation

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

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

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

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

School Information and Regulations

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

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

Expenses

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

Induction and Training

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

Complaints and Grievances

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

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Work Experience

The school retains a duty of care for all pupils undertaking work experience in the school.

- All pupils are briefed before working in the school regarding 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.
- Arrangements will be in place for the organisers to visit/monitor pupils 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 pupils' parents/guardians should an incident occur.
- All incidents involving pupils on work placement activities will be reported to the placement organiser/pupils' parents at the earliest possible opportunity.

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Work at Height

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

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

The schools nominated person responsible for work at height will be the Site Manager.

The nominated person(s) shall ensure:

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

Staff will be trained to use the step ladders safely.

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

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Amendments 2021

Appendix 1 — Accident Reporting Procedures

Appendix 11 — Infection Control updated.

Whole policy reviewed.

Health & Safety Policy Review September 2021 (CE)

Assistant Caretaker roles & responsibilities removed

Appendix 6: On Hearing the Fire Alarm - Amended

Amendments April 2022

Appendix 2 – Asbestos – Added Refurbishment and Demolition Surveys

Appendix 16 – Offsite Visits – Updated Early Years ratios

Changes made to Policy by Anita Morris include adding Lockdown Procedures.