

Academy

Health & Safety Policy

&

Procedures

Statement of Local Health and Safety Intent Academy

As an Academy School within the services directorate of Education Central Multi Academy Trust, we will adopt a planned and systematic approach to the local implementation of their corporate health and safety management standards through this statement of intent and we will:

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

Signed
(Headteacher)

Signed
(Chair of Local Advisory Board)

Date

Summary Statement of Health and Safety

A. Tame Valley Academy are committed to protecting the health, safety and welfare of all in its community: including students; staff; contractors; partners and visitors.

1.1 To be assured that its health, safety and welfare systems, processes and arrangements are compliant, as a minimum with its duties at law, the Midlands Academies Trust and Tame Valley Academy Senior Management Team need to have confidence in the adequacy of such systems, the competence of its community and that any review will be thorough and effective.

1.2 Such assurance will reduce the likelihood of an undesirable impact on health, safety or welfare of individuals or groups; the environment; finances or the reputation of Tame Valley Academy, as well as ensuring that the Academy is sufficiently resilient to respond and react to changing circumstances.

1.3 Tame Valley Academy is determined also to ensure, where appropriate, the full involvement of its staff through their representative Trade Unions when considering what actions are appropriate to meet the health, safety and welfare policy aims.

1.4 The effective delivery of the Policy will also require both the acceptance by all members of the Academy community of their personal responsibility and the provision of appropriate professional and competent support and advice to all members of its community. The Academy will ensure that levels of support and advice proportionate to the risk are available.

B. Organisation and responsibilities for Health and Safety.

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

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

The aim of the policy is to:

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

2. Education Central Multi Academy Trust (ECMAT) (Governing Body)

2.1 As the Academies governing body, The Education Central Academy Trust (ECMAT) carries ultimate responsibility for the health and safety of employees, students and other individuals whilst on Academy premises and in other places where they might be affected by its operations.

2.2 The MAT is required to:

- satisfy itself that the Academy has an appropriate written statement of policy on health and safety, and that there are effective arrangements for the implementation of that policy
- provide an effective mechanism by which employees are consulted on health and safety

- provide facilities for recognised trade unions to appoint safety representatives and to enable them to discharge their responsibilities; and be pro-active in its awareness of Academy safety management processes and procedures.

2.3 In discharging these responsibilities, The MAT is advised in particular by the Head Teacher/Principal. In any event the MAT will:

- receive regular reports where appropriate, but at least an annual assurance report on health and safety from The Head Teacher/Principal: and be made aware by of any incidents carrying a major risk to health and safety, or any enforcement action taken against the Academy by the Health and Safety Executive, the Environment Agency, the Fire Authority, Local Authority Environmental Health officers and of the Academy's response in respect of such incidents or enforcement action.

3. Responsibilities of the Head Teacher/Principal:

3.1 The Head Teacher/Principal or their delegated representative(s) have responsibility for:

- The day-to-day development and implementation of safe working practices and conditions for all students; staff; contractors; partners and visitors.
- Taking all reasonably practicable steps to ensure that the Health and Safety policy is implemented.
- Ensuring risk assessments are undertaken, appropriate control measures are put in place and accurate measures are maintained.
- Ensuring, so far as is reasonably practicable, that the premises and the equipment is maintained in a safe condition.
- Making adequate resources available where health and safety training for individuals or groups has been identified.
- Reporting all major injuries and accidents, to the MAT and other relevant bodies.
- Ensuring that an annual Health and Safety Report is prepared for the MAT.

3.2 Teaching and Non-Teaching Staff holding Posts of Responsibility

Staff holding posts of special responsibility, such as **SLT, office staff, caretaker/site manager, lunchtime staff and union representatives**, will be responsible to the headteacher for the implementation of the Health & Safety Policy within their area of work. To fulfil their responsibilities they will assist the headteacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- By ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

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

3.4 Educational Visits Coordinator (EVC)

Follow the National Guidance for Off-Site Visits where full responsibilities are outlined: Ensure that staff involved in educational visits are aware of their responsibilities regarding the off-site visits policy and have access to it.

- Inform the **Headteacher/Principle** of all non-routine visits.
- Education Central Multi Academy Trust are informed of all residential or high risk activities. **(guidance notes to be developed)**

3.5 Class Teachers

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

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

3.6 Employees General Responsibilities

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

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

3.7 Health & Safety Committee

The Health & Safety Committee comprises:

Title:	Title:	Title:
Title:	Title:	Title:

The terms of reference of the health & safety committee are:

- To monitor the implementation of Health and Safety Policies and safety procedures throughout the school.
- To review safety measures and to advise the headteacher and Local Advisory Board (LAB) of any necessary changes to those measures.
- To advise on arrangements for the dissemination of information on health and safety matters to all staff and pupils.
- To receive reports of accidents and dangerous occurrences and to draw the attention of the head teacher and LAB to any necessary preventative/remedial action.
- To receive reports from Education Central Multi Academy Trust, safety representatives and external health and safety agencies.

- To advise on arrangements to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary.
- To receive auditing and monitoring reports and advise the LAB and headteacher of any necessary preventative and/or remedial action arising from those reports.
- To assist in the regular reviews of the School Safety Policy.

4. Arrangements for Health and Safety (See local arrangements section)

5. Document Control

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

5.1 Co-operation

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

5.2 Communication

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

5.3 Competence

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

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

C Planning & Prioritising (Setting Standards)

6.1 School Health & Safety Plans

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

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

6.2 Risk assessments

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

6.3 Local Arrangements

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

7. Measuring H&S Performance

7.1 Active Monitoring

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

7.2 Reactive Monitoring

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

7.3 Reviewing Health & Safety Performance

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health & safety performance will be reviewed by the school management team termly and reported to school LAB.7.4 **Auditing/Inspecting Health & Safety Performance**

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

Local Arrangements

- Appendix 1 - [Accident Reporting Procedures](#)
- Appendix 2 - [Asbestos](#)
- Appendix 3 - [Contractors](#)
- Appendix 4 - [Display Screen Equipment](#)
- Appendix 5 - [Educational Visits](#)
- Appendix 6 - [First Aid and Medication](#)
- Appendix 7 - [Fire Evacuation and other Emergency Arrangements](#)
- Appendix 8 - [Fire Prevention, Testing of Equipment](#)
- Appendix 9 - [Flammable and Hazardous Substances](#)
- Appendix 10 - [Health and Safety Information and Training](#)
- Appendix 11 - [Health and Safety Monitoring and Inspections](#)
- Appendix 12 - [Legionella](#)
- Appendix 13 - [Lone Working](#)
- Appendix 14 - [Mobile Phones/Communication Technology](#)
- Appendix 15 - [Moving and Handling](#)
- Appendix 16 - [Premises Work Equipment](#)
- Appendix 17 - [Risk Assessments](#)
- Appendix 18 - [Security](#)
- Appendix 19 - [Stress](#)
- Appendix 20 - [Sun Protection](#)
- Appendix 21 - [Vehicles](#)
- Appendix 22 - [Violence](#)
- Appendix 23 - [Work at Height](#)
- Appendix 24 - [Work Experience](#)

Any others which you require

Accident Reporting Procedures

In accordance with Education Central Multi Academy Trust's procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses in the relevant books.

Copies of these forms are available from each classroom and the Lunchtime Supervisors.

- A local accident book is located **in each classroom and with the Lunchtime Supervisors** and is used to record all minor incidents to pupils
- A separate accident book/form for employees, visitors and contractors injured whilst at work will be located in **??????**
- School accident reports will be recorded in the appropriate **books** and monitored for trends and a report made to the LAB, as necessary.
- Any pupil who receives a bump to the head **a letter** will be sent home with the child.
- Parents will be informed of injuries to the face, prior to the parents collecting their child.
- The **headteacher, or their nominee**, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

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

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR
- Incidents resulting in a child or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring
- The school will still be required to keep a record of all over three day injuries – this will be recorded on the school's accident/incident form.
- The **headteacher will be responsible for notifying any RIDDOR** reportable injuries.
- **Education Central Multi Academy Trust to be informed of all major injuries (a copy of the RIDDOR report to be sent along with any accident investigation reports)**
- **Fatalities to be reported immediately by telephone**

Asbestos

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

The Academy's Asbestos monitoring person/s will be the **site manager and headteacher**. **Tame Valley Academy will be responsible for ensuring Asbestos Awareness Training has been undertaken and Refresher training required 3 yearly.**

The school shall ensure:

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the headteacher who will contact **Education Central Multi Academy Trust**

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the headteacher.

Contractors

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

All contractors must report to **school office/reception** where they will be asked to sign **the visitors' book and issued with a visitor's badge/sticker**.

Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The **headteacher/caretaker/site manager** will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct, the **LAB** would be considered the 'client' and therefore have additional statutory obligations.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. The school will ensure all contractors complete the contractor job registration form prior to work commencing.

To ensure contractor competency the school will use recommended contractors.

For major/notifiable works the LAB will seek direction from **Education Central Multi Academy Trust who will provide an architect/project manager to oversee the works carried out**.

Display Screen Equipment (DSE)

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

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

The school will be responsible for covering the cost of the eye test.

Educational Visits

Introduction

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

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

Aims

The aim of our off-site visits is to:

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

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists):

- English – theatre visits, local high schools
- Science –visits to Life Centres, ponds, The Space Centre
- Mathematics – local industries, local schools
- History –Black Country Museum, Ironbridge Museum
- Geography – local and regional fieldwork
- Art and Design – art gallery visits, use of the locality for drawing,etc
- PE – a range of sporting fixtures, extra-curricular activities
- Music –extra-curricular activities, local schools' orchestra, concerts, Forest Arts Centre
- Design and Technology – visits to local factories or design centres, museums
- Modern Foreign Languages – local languages events
- ICT– its use in local shops/libraries/secondary schools etc.
- RE – visits to local places of worship

Residential activities

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

How visits may be authorised

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

The school's 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 headteacher and LAB in their decisions on approval

- organise related staff training
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and use approved coach companies.
- make sure that all necessary permissions and medical forms are obtained
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility)

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by O.E.A.P. Outdoor Education Advisors Panel National Guidance <http://oeapng.info/>

All off-site activities must take place in accordance with the guidance given.

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

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the headteacher will seek the approval of the LAB.

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 pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The headteacher/LAB will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce

or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

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

- 1 adult to between 10 and 15 pupils in Years 4 to 6;
- 1 adult to 6 pupils in Years 1 to 3;
- 1 adult to 3 pupils in Early Years.

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

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

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

Transport

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

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for

Transport arrangements will allow a seat for each member of the 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.

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

Booster seats must be used if a private car is being used on a regular basis and the pupil is below 135cm in height.

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

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit.

For local visits parents will sign an annual permission form to cover all short visits within the local community throughout the academic year.

Visits which are outside the local community (including residential) parents will be required to provide specific consent for these activities.

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

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

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

Further health and safety considerations

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

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

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times. Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that pupil from the activity.

More detailed guidance on procedures and requirements can be obtained from [Education Central Multi Academy Trust](#)

Group Leaders' planning

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

<http://oeapng.info/>

They should consult National Guidance documentation detailing procedures and requirements, including guidance on Emergency Planning and must have a visit plan.

Visit plan

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

- risk assessment
- report on preliminary visit
- applications for approval of visit
- general information
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- travel schedule
- accommodation plan (if applicable)
- full plan of activities
- fire precautions and evacuation procedures
- intended arrangements for supervision
- insurance arrangements for all members of the group
- emergency contacts and procedures
- general communications information
- guidance for party leaders
- guidance for the emergency contact and headteacher
- medical questionnaire returns
- first-aid boxes

First Aid & Medication

First aid boxes are located:

Miss Geogham will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aiders:

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

A list of first aiders is displayed in the ??????

The ?????? will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital:

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

Administration of medicines

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

At **Tame Valley Academy** we believe that it is in the child's best interests to be in school for as much time as possible and that the need to take medication (including asthma medication), should not be a barrier to accessing education in school. We have therefore updated our policies in line with current national and local guidelines.

There is no legal obligation for staff in school to administer medications. You will however find that **designated staff** are more than happy to administer medication, provided that parents have complied with this guidance.

Taking Medicines in School Time (short term needs)

If your child needs to take any medication in school time e.g. antibiotics; Paracetamol and throat lozenges etc. parents will be required to complete a parental consent form. The child will not be allowed to take his/her medication without this.

A suitably qualified adult will administer the medication and complete a 'record of medication given' form.

If the parent wishes their child to self-manage their own medicine then a parental consent form must be completed, children will not be allowed to take their medicine without this.

We will administer prescribed and non-prescribed medication. Medicines will be kept in the school office.

Pupils will not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Pupils with Complex Health/Long Term Needs

The school will formulate a written healthcare plan in consultation with parents and the school nurse. It is anticipated the school and parents will work in partnership to promote the management of the child's condition.

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

The school will assess the suitability of all off-site provision for these children.

Asthma Medication

Immediate access to reliever medicines is essential; this medication will be kept in the ??????. The inhalers will also be taken to the site of lessons held away from the classroom.

Parents are asked to provide an inhaler which is clearly labelled with the child's name and class.

The school would ask that parents keep us informed of any changes to asthma medication.

Fire Evacuation & other Emergency Procedures

The headteacher is responsible for ensuring a fire risk assessment is carried out on a bi-annual basis and re-assessed annually by the headteacher. The fire risk assessment is located in the **headteachers office** and reviewed on an annual basis.

Fire Risk assessments will be arranged through Elite Safety in Education

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the **school office**

Fire Drills

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

Fire Fighting

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

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

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

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

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

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

EMERGENCY PROCEDURES

FIRE EVACUATION

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

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

FIRE FIGHTING

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

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a **continuous ringing bell**.
- The **site manager or headteacher** will check the fire panel and determine which zone area the alarm has been activated from.
- **Office staff** will summon the emergency services (DIAL 9- 999) as necessary.
- Staff will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the assembly point.

Assembly point – ????????

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

A calm orderly exit is essential

Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area, pupils must stand in their year groups while staff check their registers (**registers brought out by office staff**)
- Registers, visitors' book etc. will be taken out to the assembly point by the **office staff**. The result of this check must be reported to the headteacher/senior member of staff as soon as it is completed.
- The headteacher/senior member of staff will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/headteacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

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

A PEEP will be implemented as and when required for staff and pupils within the school.

Visual disability

People with a visual disability will usually require the assistance of one person.

Hearing disability

People with a hearing disability should be escorted out of the building by staff.

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

Inspection/Maintenance of Emergency Equipment

Testing of the fire alarm system

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

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

A fire alarm maintenance contract is in place and the system will be tested **annually**.

Inspection of fire fighting equipment

An approved competent contractor undertakes an annual maintenance service of all fire fighting equipment.

Weekly checks are carried out to ensure that all fire fighting equipment is available for use and operational and for any evidence of tampering.

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

Emergency Lighting

These systems will be checked for operation monthly in house by the **site manager** and annually by an approved competent contractor.

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

Means of escape

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

Flammable & Hazardous Substances

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

The nominated person responsible for substances hazardous to health will be the **site manager**.

They shall ensure:

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

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

Health & Safety Information & Training

Consultation

The school's **health & safety committee** of the LAB **meet termly** to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the **staff room**

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

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the **deputy headteacher**.

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

All employees will be provided with:

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

Training records are held on SIMS, the **deputy headteacher** will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The deputy headteacher will be responsible for assessing the effectiveness of training received.

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

Health & Safety Monitoring and Inspection

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

A named LAB member will be involved/undertake an inspection on an annual basis and report back to both the **health & safety committee** and **full LAB meetings**. This monitoring will also cover management systems in addition to inspecting the premises.

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

A Health & Safety report will be sent to Education Central Multi Academy Trust on an annual basis (or earlier if deemed necessary) detailing the outcomes of the health & safety inspections and auditing of the schools procedures.

Legionella

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

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

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

The contractor will be responsible where necessary/required for sampling and disinfecting of water tanks.

The site manager will be responsible for carrying out and recording the following:

Monthly temperature checks

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

A contractor will inspect and test the Thermostatic Mixing Valves on an annual basis.

Lone Working

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

Where lone working cannot be avoided, staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Know the location of the first aid resources
- Report any incidents or situations where they may have felt "uncomfortable".
- Inform the headteacher if you have any known medical conditions which could affect your health & safety when working alone.
- Communication systems in place for site manager when locking up the school building

Home Visits

- **Home visits must always be carried out in pairs**
- The **Headteacher/Deputy Headteacher** must be informed of all visits undertaken and the times of expected arrival and departure.
- In the exceptional circumstances when a visit is undertaken alone the staff member must inform the Headteacher for approval. The school must be familiar with the family

Mobile Phones & Communication Technology

Aim

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

Staff

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

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

Should staff need to take photographs whilst on the school site, they should seek the Headteacher's approval in advance and must utilise the school's own photographic equipment..

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

Pupils

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

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

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

Pupils remain responsible for all their personal effects whilst at school. Pupils should not bring mobile phones into school unless by prior arrangement.

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

Related Technology

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

Exemptions

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

Moving & 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 headteacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Moving and Handling

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

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

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

Premises & Work Equipment

Statutory inspections

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

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

Curriculum areas

Curriculum co-ordinators are responsible for reporting maintenance requirements for equipment in their areas in the safety concern book. **The site manager** will ensure the **book is signed and dated** once he has completed the request/repair etc.

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) as required, and carried out by a qualified competent person.

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

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

General Risk Assessments

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

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the **headteachers office**.

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/pupil are held on that person's file and will be undertaken by the **headteacher**.

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

Pregnant and Nursing Mothers Assessments

Any risk assessment under-taken for pregnant and nursing mothers (staff) should be completed by following the guidance by the HSE.

Risk assessments must be reviewed on a regular basis and conducted with the expectant mother or nursing mother.

Any hazards identified will be discussed with the expectant/nursing mothers and controls will be put in place to either eliminate or reduce the risk.

Curriculum Activities

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

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

National Society for Education in Art & Design (NSEAD)

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

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

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

Primary schools

Make it safe (5th edition) NAAIDT

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

National Society for Education in Art & Design (NSEAD)

Security

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

Entry to School for Visitors/Staff

The Reception area is clearly marked and directs the visitors to the front entrance of the school. **Visitors are able to wait in the foyer** but prevented from going further into the school by a keypad on the door. This door must not be propped open.

Visitors who are admitted into the school are asked to sign the visitors' book.

Children are reminded in assembly to tell their teacher if they see an unknown person wandering around the school premises.

Staff are given the door **keypad number** and are asked to keep this number confidential. The keypad number is changed **periodically**.

Entry to the Before and After School Club

A before and after school club is run by school staff in the **??????**. Pupils arriving at the club will use the pedestrian gate and walk up to the main reception where they will **ring the out of school club bell**. Staff in the art centre will use the intercom system to identify visitors, and will go to the reception area to collect the child.

Afterschool parents will arrive at the reception to collect their child. They will use the **intercom** to contact a member of staff. The member of staff will come to collect them and escort them to their child and escort them back out of school.

All **children will be signed in and out** by out of school staff.

Entry to School for Children and Children Accompanied by Parents

Nursery

Entry to nursery is through the main school gates and via the nursery entrance. The door is supervised and held open by a member of staff while pupils are coming into the school for the start of the school day. **(if applicable)**

Reception

Reception parents escort their children onto the main playground and through the side gate adjacent to the field to the reception classroom doors where they are greeted by the teacher. Parents will then leave the school site via the main school gate. **(amend as required)**

Key Stage 1 children are accompanied onto key stage 1 playground via the main gates, parents wait with their children until the school bell rings to indicate the start of the school day. Teachers will collect the children and parents will leave the premises. **(amend as required)**

Key stage 2 children enter the school via the main gate and proceed unaccompanied to the key stage 2 playground at the back of the school via the gate adjacent to the school field. **(amend as required)**

All gates will be locked at 9:10am **(amend as required)**

Security of the Nursery & Reception

The nursery & reception classes have a door handle situated at the top of the door to prevent unauthorised egress from the classroom. **(amend as required)**

Supervision of Children

Children should not arrive unaccompanied before 8.40 am at which point the children will come into school. Children not collected at home time wait by the office and not outside. (amend as required)

Pupil Supervision

The headteacher or in her absence a nominated senior teacher remains on the premises until the last child is collected. (Not including after school club or extra -curricular clubs)

Security of the school building is reviewed by the LAB at the buildings health & safety committee meeting

Alarm System

The school alarm is always set each day. The alarm provision has been improved throughout the school.

Care of ICT Equipment

As far as reasonably practicable the ICT equipment is secured within the classroom.

Security of Data

The LAB 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.”

School Networked Computers:

- Accessed by personal passwords
- Password gives pupils and staff different access levels
- **Network Manager** only has access to management files
- **??????** manage the back-up system

Other data protection issues:

- Printed material is disposed of by shredding
- Parents are informed of data kept in school and its use through the Fair Processing Notice
- Personal data is not disclosed over the telephone
- Disaster recovery plan in place
- School anti-virus software is updated regularly

Stress/Wellbeing

The school are committed to promoting high levels of health and well-being, and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school takes part in the HSE Stress Questionnaire

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. **(amend as required)**

- Regular Performance Management Reviews
- Mentoring for all staff
- Open door policy of Headteacher
- Whole school coaching system in place.
- A staff member has been nominated as the well-being coordinator.
- Philosophy of valuing the well-being of all staff including support for family commitments (in accordance with management policies)

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.

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

What is the Sun-Smart Campaign

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

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

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

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

Education:

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

Timetabling:

- Children will spend more time playing outside before 11am and after 2.30pm
- Children in Early Years, Foundation Stage and KS1 will be limited to 20 minutes at any one time playing outside on very hot sunny days

Shade:

- The early years children have a canopy in the EYFS outdoor area
- Gazebos and trees offer shade to children playing outside.

Clothing:

- Parents are informed to dress their children accordingly to the weather conditions and provide sunhats.

Sunscreen:

- Parents will be informed to apply sunscreen on their children prior to attending school
- Children may bring sunscreen in to school to re-apply if necessary
- Sunscreen use will be encouraged on school trips

Vehicles on Site

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

The carpark is barrier controlled and admittance for visitors is via the intercom system and controlled by the office staff.

Safety signs have been erected informing visitors not to walk under the barrier and to use the pedestrian footpath.

Parents bringing children to the breakfast club 7:30 – 8:15am and parents collecting children from after school club 5pm – 6pm will be permitted to use the school carpark.

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

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

The access gate for pedestrians is separate to the main vehicle access point.

External lighting is in place.

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

Deliveries

Where possible deliveries should be made between 9am – 2pm or before children start the school day.

Violence

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

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

Prevention:

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

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

Procedure to follow:

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

Work at Height

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

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

The school's nominated person responsible for work at height is the **headteacher/site manager**.

The nominated persons shall ensure:

- All work at height is properly planned and organised.
- The weather is accounted for when working at height outside
- 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 tested.
- Any risks from fragile surfaces are properly controlled.

Pupils will not be permitted to use ladders/stepladders.

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

Work Experience

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

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract.
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.