



Featherstone Primary Academy

Health & Safety Policy & Procedures 2015 - 2016

Statement of Local Health and Safety Intent Featherstone Primary Academy

As an Academy 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 academy 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 academy staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all academy staff
- ❖ Monitor accident trends throughout the academy to further inform the health and safety aspects of the academy 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. Featherstone 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 Featherstone Academy Senior leadership 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 Featherstone Academy, as well as ensuring that the Academy is sufficiently resilient to respond and react to changing circumstances.

1.3 Featherstone 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 academy health and safety management system.

The contents include a list of our local procedures for this academy 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 Headteacher. In any event the MAT will:

- receive regular reports where appropriate, but at least an annual assurance report on health and safety from the Headteacher: 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 Headteacher:

3.1 The Headteacher 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, administration staff, Bursar and SENCO 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 Phase Leaders

The nature of the academy's activities can be diverse from an operational point of view and essential activities and priorities may vary between subjects/key stages. The Phase Leaders will be responsible for assisting in the risk assessment process in areas and for tasks relating to members of staff, pupils and others in their sphere of operation.

Phase Leaders will inspect their designated areas regularly to identify hazards and raise any concerns with the Headteacher. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate the hazards or adequately control the risk. Relevant staff will be informed of any findings that must also be recorded and filed in the academy office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the academy, steps will be taken immediately, to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Headteacher. Phase Leaders will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time by the Finance & Resources Committee and approved by the Local Advisory Board.

Some curriculum managers also need to consider areas of health and safety in their curriculum area, including responsibility for equipment used and how and where it is stored.

3.4 The Bursar

Has a key role to ensure that the academy premises are kept clean, secure and maintained in a safe condition.

This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Headteacher.

It is expected that particular work undertaken by the Bursar will identify quickly areas that threaten the safety of him/her, pupils or other members of staff.

The Bursar will be responsible for assisting in the risk assessment process in matters relating to his/her work and that of members of staff and others in their sphere of operation. The Building Services Manager will visually observe the safety practices relating to cleaning staff, their work-tasks, materials, equipment and any storeroom they may use. Any concerns about safety will be brought to the immediate attention of the Headteacher.

Responsibility is as first point of call and active liaison with contractors - ensuring they are aware of, and comply with the Academy Health and Safety Policy, rules and specific safety arrangements for contractors while on the premises.

The Bursar will inspect their designated areas regularly to identify hazards and will raise any concerns with their line manager and the Headteacher. Where necessary, a formal risk assessment process will be undertaken to determine the risk factor and

what measures, if any, are needed to either eliminate the hazard or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed for audit inspection.

In the event of a hazard presenting a significant risk to anyone in the academy, steps will be taken immediately, to ensure health & safety is not compromised. This may require immediate intervention actions - such as, restricting access to the hazard before reporting the matter to the Headteacher. The Bursar will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time by the Finance & Resources Committee and approved by the Local Advisory Board/Headteacher.

The Janitor will inspect specified designated areas regularly to identify hazards and will raise any concerns with the Headteacher/Line Manager. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate or adequately control the hazard. Relevant staff will be informed of any findings that will also be recorded and filed in the academy office for audit inspection.

3. 5 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 of all non-routine visits.
- Education Central Multi Academy Trust are informed of all residential or high risk activities

3. 6 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 academy 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. 7 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. 8 Facilities Committee

The terms of reference of the committee are:

- To monitor the implementation of health and safety policies and safety procedures throughout the academy.
- 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 Headteacher 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 academy, 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 Academy 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 documentation will be authorised by the Headteacher.

5.1 Co-operation

Local systems and documentation will be implemented following consultation through our 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 academy 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.

Academy 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 Academy Health & Safety Plans

Academy health and safety planning will be part of our 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 academy 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 academy. (See local arrangements section)

7. Measuring H&S Performance

7.1 Active Monitoring

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

7.2 Reactive Monitoring

The academy 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 health & safety performance will be reviewed by the management team termly and reported to the Local Advisory Board.

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

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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/forms.

All minor incidents to pupils will be recorded in the accident book which is located in the first aid area.

- A separate accident form will be used for more serious incidents to pupils, employees, visitors and contractors injured whilst at work will be located in the academy office.
- Academy accident reports will be 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.

NOTIFICATION OF ACCIDENTS WHILST IN THE ACADEMY

If a child has a fall or becomes ill whilst in the academy then they are dealt with by the first aider.

A note of the accident and treatment is made in the accident book, and a note sent home to the parent. In the case of a head bump the parent will be notified by telephone as well as sending a note.

If the accident is of a serious nature then the parent will be notified and if necessary asked to collect the child.

Should the accident require immediate hospital treatment then an ambulance will be called.

If a child comes home with a head bump note it is advised that the parent:

- Monitors the child over the course of the next 24 hours.
- Calls the GP if they are concerned or if the child vomits.
- Visits the local casualty department if the child is lethargic and listless.

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 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
- The academy will still be required to keep a record of all over three day injuries

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Asbestos

The asbestos register is held in the main 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 Bursar and Headteacher. Featherstone Primary 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.

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Contractors

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

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

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

The Headteacher/bursar 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.

Academy Managed Projects

Where the academy undertakes projects direct, the LAB will 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 academy, 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 academy will ensure all contractors complete the contractor job registration form prior to work commencing.

To ensure contractor competency the academy 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.

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Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, business manager 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 academy will be responsible for covering the cost of the eye test.

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Educational Visits

Introduction

Educational visits are activities arranged by or on behalf of the academy, and which take place outside the academy grounds. The LAB and teaching staff believe that off-site activities can supplement and enrich the curriculum of the academy 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 academy 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 academy 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.

Residential activities

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

How visits may be authorised

All educational visits require approval by the Educational Visits Coordinator (EVC) following a notification process. In working through notification to approval, the following process should be followed:

- Identification of Learning Outcomes and how the visit aims to meet these
- Identification of key parameters, including location to be visited, distance, staffing levels and roles, transport, complexity and potential risks
- Clear identification and delegation of roles for the visit, including identification of emergency contacts, available and willing to respond throughout every hour of the visit (This person must be provided with the relevant emergency contact details by the Visit Leader and will be available via emergency mobile one hour after the visit ends should it be necessary)
- Completion of EVOLVE process, including:
 - Identification of key parameters (as above)
 - Pre-visit to site if required
 - Risk assessment and risk management completed, recorded and submitted via EVOLVE
 - Notification of LA if required
- Notification of parents at earliest and most pertinent point in process

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.

Featherstone Academy uses an online system (EVOLVE) for notification and approval. Visits and activities may be viewed, sampled or monitored using the database and diary facilities of the system.

The EVC and Headteacher have the responsibility to undertake all relevant checks to ensure the effective and safe conduct of the visit. If the steps required to achieve this are not met, then the EVC and Headteacher have the responsibility to deny or postpone approval of the visit until these are met.

The school utilises a general parental consent format, meaning that most visits are pre-approved by parents at the start of an Academic Year. This means that an individual consent form for each activity is not required, except in the following situations:

- all visits (including residential trips) which take place during the holidays or over a weekend
- adventurous activities at any time
- any other visit which is felt to require individual consent

Within the consent form, parents will be required to sign to say they are aware of the school's medication policy which they will have received at the beginning of the year.

The requirement for additional consent will be made by the EVC prior to approval.

All elements of the trip should be submitted via EVOLVE to the satisfaction of both EVC and Headteacher. Only once this is complete and the visit approved may it proceed.

For EVC approval, sufficient time should be left to allow the process to be completed thoroughly and for the Visit Leader and EVC to ensure effective risk management and the best possible outcomes for learners, as well as establishing leader competence.

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 academy, 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 academy 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 academy makes a charge to parents if their children are transported by means of transport provided by the academy. 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 academy 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 academy number, but where an activity extends beyond the normal academy day the home telephone number of a designated emergency contact should be provided.

Before a party leaves the academy 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 academy, 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

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First Aid & Medication

Nominated staff 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 academy 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 main office and first aid room.

The Headteacher will ensure 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 latest publication.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

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

- Medicines will not be given unless it is prescribed by a Doctor and in its original packaging with pharmacist label and a stated daily dose
- A medication form is completed and signed by a person with parental responsibility prior to medication being administered
- The form and medication is to be handed into the school office by a parent where it will be securely stored until required
- Medication will be administered at lunchtime by a Teaching Assistant (first aid trained) and witnessed by a member of office staff, following written instructions and recorded in record book
- All inhalers are kept in individual classrooms (clearly labeled) together with completed written instructions signed by person with parental responsibility. A member of staff who is first aid trained to supervise when inhalers are being used
- When out on school visits, medication is to be taken with the instructions, carried and administered by a member of staff who has been first aid trained and must be stored in a lockable container/bag. Only medication that can be stored safely will be allowed on the visit. (i.e.; refrigerated). A log book must also be kept with the medication and completed when administered
- If a Care Plan is in place for one particular child, then the instructions must be followed

- School will use the provided emergency telephone numbers to contact parents should there be an urgent medical problem.

Any requests for additional medicines in the academy for particular medical conditions should be made in writing and addressed to the Headteacher.

Pupils with Complex Health/Long Term Needs

The academy will formulate a written healthcare plan in consultation with parents and other agencies. It is anticipated the academy 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 academy will assess the suitability of all off-site provision for these children.

Asthma Medication

The aims of this policy are:

- To ensure the safety of all children at Featherstone Academy who suffer from asthma now, or who may develop asthma in the future.
- To set out, in detail, the emergency procedures adopted by this academy in the event of any child suffering an asthma attack, whether mild or acute.
- To make clear to all concerned what is expected of this policy.
- To make clear details concerning the storage and use of inhalers.
- To ensure that all children understand asthma so that they can support their friends, and so that children with asthma can avoid the stigma that is sometimes attached to this condition.
- To work as a partnership with parents, academy governors, health professionals, academy staff and children, to ensure the successful implementation of the academy asthma policy.

In order for this policy to be successful, we need to look at:-

Parents Responsibility

Parents should ensure that all medication is within its use by date, that all inhalers are cleaned regularly and in good working order. They should advise the academy of the dosage needed (on the pre-printed documentation) and advise if dosage changes. Parents should also provide the academy with details of emergency dosage required for each child if an asthma attack occurs in the academy.

Parents of newly diagnosed asthma sufferers should advise the academy immediately so that records can be altered and all parents should advise of their child's common triggers if known.

There should also be a spare inhaler provided for use in the academy, clearly labelled with the child's name and class.

Staff Responsibility

To make the academy as asthma friendly as possible staff should:

- Ensure accessibility to medication at all times, and ensure that each individual child knows where his/her inhaler is kept. Children will, with maturity, become more responsible and in this case inhalers can be kept in their own bags.
- Be aware of the child's condition and any limitations and triggers, and be prepared to try to eliminate these if possible. Triggers may be seasonal, and this should be born in mind.

- Each classroom teacher should decide on his/her strategy should an attack occur in class i.e. how to summon help, how to deal with an attack, and know where the inhaler is kept, and how to use this in an emergency situation.
- All inhalers to be checked regularly, and parents advised if these need changing or topping up.
- To ensure that all medication is taken on academy trips however short the duration.
- To know and understand the different types of inhalers and how to use them.
- To know the academy emergency procedures in calling for medical help i.e. dialling 999.
- Be prepared and able to help younger children, or those newly diagnosed, with the use of inhalers.
- To raise a concern if a child seems wheezy, particularly after exercise, as some asthma is only exercise induced.
- To liaise with school nurse/parents/doctor if necessary to provide the best possible care for all asthmatic children.
- To attend appropriate training/INSET to keep up to date with information.
- To send all medication home on a regular basis i.e. every half term/end of term to enable parents to check and renew if necessary.
- Keep up to date records for each child suffering from asthma, thus ensuring that any supply staff will know of any child with this condition.

How to Make this Policy Work

- Ensure that all concerned – staff/parents/governors/school nurse – have a copy of this policy.
- Regular review of procedures and guidelines
- Keep all training up to date
- Remember that communication is essential
- Keep a copy of the policy available at all times

How to make Featherstone Academy Asthma Friendly

The academy already operates a no smoking policy throughout the buildings and grounds, so that no child whether an asthma sufferer or not is exposed to the dangers of passive smoking.

As far as is possible, all animals in academy are housed away from the children:

Known common triggers are:

- Allergic i.e. dust, pollen, animals etc
- Vigorous exercise
- Cold weather or strong winds
- Excitement or prolonged laughter
- Cigarette smoke

It is obviously not possible to avoid all triggers at all times, it is important for the whole academy to be aware of these and take extra care, noting that some triggers can be seasonal.

How to Deal with Medication and Inhalers

There are two types of treatment, both of which come in the form of an inhaler.

Preventer

Usually taken daily to make the airways less sensitive to triggers, mostly in either a brown or white container.

These are normally used at home in the morning and evening and take approximately two weeks to take effect when first used. Medication needs to be taken daily to ensure

that treatment continues successfully. These inhalers are not commonly found in academy.

Relievers

Also known as a bronchodilator.

These quickly open up narrowed airways, helping the child to breath more easily, generally in a blue container, these are frequently found in use in academy.

These inhalers are crucial for the successful management of asthma, delay in taking the reliever, even for a few minutes can lead to a severe attack.

Both types of inhaler can be used with a spacer (volumiser), particularly for young children. This is a cylindrical plastic chamber, the inhaler fits in one end and the child breaths through the other, having first activated the inhaler.

More severely affected children may need a nebuliser, for this the academy would need special training and each child would have its own management policy in place.

How to Involve Children who have Asthma in Sport and Exercise.

The aim is full participation and this should be our goal for all but the most severely affected children with asthma, in these cases the child should be allowed to participate to his/her potential, being allowed to rest when necessary.

Most children with asthma, can become wheezy during exercise – ensuring that they take a dose of the reliever can help prevent an exercised induced asthma attack.

We need to make sure that all people involved in P.E are aware of the needs of children with asthma. We must ensure that opportunity is given for the child to use their medication prior to taking part in sport, it must also be borne in mind that some children are shy of using medication in public, and provision must be made for this.

We must check that all children who need medication take this with them on sports activities outside academy, and that medication is close at hand when undertaking a sporting activity in academy.

Any child who says they are too wheezy to make part or continue, must be allowed to take their reliever inhaler, and rest until they feel better and able to continue. If resting does not relieve the situation after 5/10 minutes then the first aider should be called.

Emergency Procedures

In the event of an asthma attack:-

- It is most important to keep calm
- Summon adult help, ideally named first aider
- Reassure child
- Loosen clothing at neck, ensure child leans forward slightly
- Ensure that the child is not too hot/cold or in a draught but make sure that there is sufficient air.
- Do not crowd, keep other children calm, reassuring them that everything is under control.
- Allow child to administer normal dose of the child's reliever, an adult may have to help with this. In an emergency a spacer can be used.
- Stay with the child at all times NEVER leave them alone
- Check for signs of synopsis (i.e. blueness at lips)
- If no improvement after 5 minutes – give dose again, if the child cannot speak or is still very breathless then dial 999. (see guidelines)
- If in any doubt, or if you have any concerns then dial 999.
- Notify parents of action taken

- Be prepared to resuscitate if necessary.
- If the child is a severe asthmatic then get someone to dial 999 immediately, continuing treatment until help arrives.
- A dose of reliever can be “puffed” into the spacer which is then held vertically so that the child can take in the medication more easily.

Emergency Procedures

REQUEST FOR AMBULANCE TO:
 FEATHERSTONE PRIMARY ACADEMY
 The Avenue
 Featherstone
 WV10 7AS

Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number – 01902 734167
2. Give your location
3. give exact location of child in academy
4. give your name
5. inform ambulance control of the best entrance and state that the crew will be met at the front door and taken to the casualty.

SPECK CLEARLY AND SLOWLY AND BE PREPARED TO REPEAT INFORMATION IF ASKED TO DO SO.

Some Common Worries

Should another – non asthmatic – child experiment with an inhaler, (although each child’s medication is kept safely in a packet labelled with the child’s name), they will not come to any harm. The medication simply dilates the airways and will not have an adverse effect on the child. The only reaction may be dizziness which is short lived.

Should the asthmatic child take a double dose of medication by mistake, again they will come to no harm as too much medication will only cause dizziness which will soon be relieved.

No child will ever be refused their medication, it does not matter where medication is kept, whether on the child’s person or in the classroom, access will never be denied.

Children needing to be kept Away from Academy due to Illness.

General guidance issued states that children should be kept at home when suffering from an illness that will affect their learning.

Obviously a child cannot be kept at home every time it has a cold virus, the parent needs to assess how bad the child is, and perhaps keep them at home if the cold is severe or if the child has a very bad cough.

The Health Protection Agency issue advice on periods of exclusion for other illnesses and this is detailed below:

Infection	Period of Exclusion
Chickenpox	5 days after the onset of the rash and there are no fresh blisters appearing.
Conjunctivitis	Until treatment has started
Diarrhoea and vomiting	For 48 hours after diarrhoea and vomiting has stopped and the

	child has eaten normally for 12 hours.
Impetigo	Until sores are crusted or healed or can be reliably covered with occlusive dressings.
Influenza	Until the child feels well enough to return to academy
Measles	Until five days after the appearance of the rash
Mumps	Five days from the onset of the swelling
Rubella infection	5 days after onset of the rash
Scabies	Children can return once the treatment has been given
Streptococcal infections, including sore throat and scarlet fever	48 hours after the start of antibiotics.
Whooping cough	5 days from starting antibiotics.

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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 bursar 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 academy'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 academy 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 firefighting equipment.

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

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

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

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

Details of chemicals and flammable substances on site are kept by the bursar 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.

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous siren.
- The bursar or Headteacher will check the fire panel and determine which zone area the alarm has been activated from.

- All nominated staff must sweep their designated areas, and report to the designated assembly point.
- Administration 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 points – Keystage 2 Playground

- Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their 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 admin 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 academy 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 academy.

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.

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Inspection/Maintenance of Emergency Equipment

Testing of the fire alarm system

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

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

Testing of the Fire Alarm System

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

Green Door Release Boxes

These will be tested regularly by the Bursar.

Emergency Red Pull Cords

These will be tested regularly by the Bursar.

Inspection of Fire Fighting Equipment

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

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

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

Emergency Lighting

These systems will be checked for operation monthly in house by the Bursar 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.

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Flammable & Hazardous Substances

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

The nominated person responsible for substances hazardous to health will be the bursar.

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.

Cleaning

All hazardous substances used for the cleaning and maintenance of the academy premises are looked after by the Janitor.

It is the responsibility of the Janitor to ensure that any cleaning liquids, polishes, and spray bottles containing fluid are stored in a locked area away from any children.

Access to these areas must be restricted during the academy day to prevent accidents from happening. Any cleaning equipment taken from this area must be by an adult only. Children are not allowed to use any substance that could be considered a danger.

The Janitor maintains a COSHH register which is updated regularly.

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Health & Safety Information & Training

Consultation

The academy's Health & Safety Premises 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 academy 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 academy.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by their line manager, under the direction of the business manager.

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

All employees will be provided with:

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

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

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

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Health & Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Headteacher and Elite Safety in Education.

A named LAB member will be involved/undertake an inspection on an annual basis and report back to both the finance & resources 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 academy'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 academy procedures.

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Legionella

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

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

The bursar 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.
- Monthly temperature checks
- Showerheads de-scaled each term

The bursar will be responsible:

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

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

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Lone Working

Staff are encouraged not to work alone in the academy. 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 Headteacher or deputy Headteacher'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 when locking up the academy 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 academy must be familiar with the family.

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Minibus

The school minibus is a valuable resource, which helps to provide pupils with access to school visits, as well as to various extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

Aims

- To provide clear procedures relating to use of the school minibus.
- To ensure that all users of the school minibus are aware of their legal responsibilities.

Eligibility to drive the School Minibus

- Those permitted to drive the school minibus must be over 21 years of age with a full clean driving licence including category D1 or D (PCV) entitlement.
- Any endorsements incurred by eligible drivers must be disclosed, as these may affect eligibility to drive the vehicle. The driving licence (ID card and paper counterpart) of authorised drivers should be checked on an annual basis.
- All eligible drivers must have completed a recognised training course through the Minibus Driver Awareness Scheme (valid for 4 years) to ensure high levels of competence and skill.
- Approved drivers must be medically fit and are required by law to inform the DVLA if they have any medical condition that is likely to affect their fitness as a driver.

Procedures

- The vehicle must only be used for the purpose of school business; this includes transporting pupils for sporting activities, educational visits, etc. unless authorised by the Headteacher or delegated representative.
- The school minibus must not be used unless the named driver meets the eligibility requirements above.
- Approved drivers wishing to use the school minibus should book it using the minibus diary.
- The Headteacher has overall responsibility for the school minibus and final powers of authorisation over its use.
- Drivers are responsible for the operational safety and legal requirements of the vehicle and must complete a Minibus Vehicle Check / Log Sheet stored in the minibus. This is to allow careful monitoring of the minibus, its condition and general use.
- Minor defects should be reported to the Headteacher as soon as practicable. More serious defects **MUST** be reported immediately. If the driver is in any doubt about the roadworthiness of the vehicle it **MUST NOT** be used.

Maintenance/ Licensing of the School Minibus

- The school passenger carrying minibus is on a lease contract who are responsible for maintaining and taxing the vehicle
- The school will be responsible for ensuring the vehicle is correctly insured.
- Routine checks of the vehicle (oil, water, tyres etc.) will be carried out weekly by a member of the school staff.

In the event of an accident

- The driver should inform the school as soon as possible.

- Insurance details should be swapped with a third party as soon as is possible. However, NO LIABILITY should be admitted.
- Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the accident site where they should remain fully supervised.
- A visual check of the vehicle should be undertaken before the journey resumes.
- If the vehicle is not roadworthy the driver should contact the Breakdown Service.

In the event of a breakdown

- The driver should inform the school as soon as possible.
- The breakdown service indicated in the minibus folder should be contacted.
- Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the breakdown site, where they should remain fully supervised.

Health and Safety of Drivers and Passengers

The named driver should state the following to the pupils before the commencement of the journey:

- Seatbelts must be worn at all times. This is a legal requirement. (It is the driver's responsibility to check this).
- Everyone should remain seated at all times.
- Which entry and exit doors are to be used (It is recommended that side doors be used except in emergencies).
- Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

Other considerations

- If at any time the pupils distract the driver, s/he should stop the minibus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.
- Where possible park the bus with the side doors to the kerb. Where this is not possible, pupils should remain seated until you are able to supervise them from the road.
- It is essential that all drivers have had sufficient rest prior to undertaking a journey. The driver must therefore assess whether they are safe to drive before commencing a trip.
- Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
- On no account should you drive a minibus if you have had any alcohol within the previous 12 hours.
- Drivers should not drive for longer than 2 hours without taking a break for at least 15 minutes. For journeys in excess of two hours, consideration should be given to staffing the minibus with an additional qualified driver. Remember tiredness kills.
- Pupils should only be taken on a journey in the minibus accompanied by one adult after an agreed risk assessment.
- Do not eat drink or use a mobile phone whilst driving.
- Drive in accordance with the Highway Code.
- Do not use a mobile phone when the vehicle's engine is running, whether stationary or mobile.

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Mobile Phones & Communication Technology

Aim

To inform all members of our academy community about the appropriate use of mobile phones at our academy 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 academy 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 academy site, they should seek the Headteacher's approval in advance and must utilise the academy'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 academy into disrepute, disclosing information about the academy and/or its' personnel constitute inappropriate use. (Refer to academy social networking policy)

Pupils

The Headteacher and LAB of Featherstone Primary Academy 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 for before and after academy safety/security reasons.

Pupils must hand their mobiles to the academy office during academy hours. These can be collected at the end of the academy day.

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

In general, pupils should not bring valuable items to the academy, 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 the academy. Pupils should not bring mobile phones into the academy 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 academy may consider it appropriate to involve the police.

Related Technology

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

Exemptions

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

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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.

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Premises & Work Equipment

Statutory inspections

Regular inspection and testing of equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept by the 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 bursar will ensure the book is signed and dated once he has completed the request/repair etc.

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 a nominated person; a termly inspection will be carried out by an Operational Inspector of Play (Elite Safety in Education) 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 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

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 academy without prior authorisation and will be subjected to the same tests as academy equipment.

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

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General Risk Assessments

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

The risk assessments are held centrally in a shared work area, and a hard copy will be kept in the bursar's 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 Academy Sports Association of PE 'AfPE'

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

Primary academys

Make it safe (5th edition) NAAIDT

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

National Society for Education in Art & Design (NSEAD)

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Security

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

Entry to Academy for Visitors/Staff

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

Visitors who are admitted into the academy 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 academy premises.

Staff given access fobs and are asked to keep this safe and inform the office immediately if lost or stolen.

Breakfast and Extended Academy Day Club

The breakfast club is run by academy staff in the dining room. Pupils arriving at the club go directly to the dining room where they are registered by the member of staff on duty. Parents collecting children from clubs outside of the normal academy hours 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 the academy.

All children will be signed in and out by academy staff.

Entry to Academy for Children and Children Accompanied by Parents

Nursery

Entry to nursery is through the side academy gates and via the nursery entrance. The door is supervised and held open by a member of staff while pupils are coming into the academy for the start of the day.

Reception

Reception parents escort their children to the area outside reception through the side entrance gates. They are greeted by the teacher at the main reception door. Parents will then leave the academy site via the main gates.

Key Stage 1 children are accompanied to the main entrance, parents wait with their children until the academy bell rings to indicate the start of the day.

Key stage 2 children enter the academy via the main entrance and proceed unaccompanied to the key stage 2 playground at the back of the academy. They are collected from the playground by the teachers when the bell sounds.

All gates will be locked between 9:00am and 3pm

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.

Supervision of Children

Children should not arrive unaccompanied before 8.40 am.

Children not collected at home time wait by the office and not outside.

Pupil Supervision

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

Security of the academy building is reviewed by the LAB at the health & safety premise committee meeting

Alarm System

The academy alarm is always set each day.

Care of ICT Equipment

As far as reasonably practicable the ICT equipment is secured within the classroom or secure location under the direction of the IT manager.

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.”

Academy Networked Computers:

- Accessed by personal passwords
- Password gives pupils and staff different access levels
- Nominated staff only has access to management files
- Academy ICT consultant manage the back-up system

Other data protection issues:

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

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Stress/Wellbeing

The academy 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 academy takes part in the HSE Stress Questionnaire

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

- Mentoring for all staff
- Open door policy of Headteacher
- Whole academy coaching system in place.
- A staff member will be 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)
- Regular Performance Management Reviews

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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.

Featherstone Academy 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 initiative encourages nurseries and pre-academies 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 Featherstone Academy 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 academy 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 will have shaded areas outside
- 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 the academy
- Children may bring sunscreen in to the academy to re-apply if necessary
- Sunscreen use will be encouraged on academy trips

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Vehicles on Site

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

The maximum speed limit entering the academy 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 academy activities the pedestrian gate will always remain open.

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Violence

Featherstone Academy will not tolerate violent behaviour from parents, visitors or others who enter the academy.

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

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 academy. Consult with SLT 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 to remind them it is an academy and as such they cannot allow the children or other staff to witness any aggressive behaviour.
- If they do not leave, & you feel the situation warrants it, ask another member of staff who is away from the situation to call the police, 999.
- The incident will be recorded; as soon as possible and within 24 hours, and an investigation will follow to decide on the course of action to take.

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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 academy's nominated person responsible for work at height is the Headteacher/Bursar.

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 academy's work equipment.

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Work Experience

The academy 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 academy 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.
- 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 academy hours provision) in order that a member of academy staff can contact students' parents/guardians should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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Amendments made to the Health & Safety Policy September 2015

Appendix – Premises: Included Smoking, Air Conditioning, and Play Equipment.

Appendix – Asbestos: Amended.