



Heath Hayes Academy



Health and Safety

March 2019

Date: March 2019
Review: March 2020

PART 1

Health and Safety Policy Statement

This policy statement complements (and should be read in conjunction with) the Reach2 Health and Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the Health and Safety arrangements of the academy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

PART 2

Health, Safety and Welfare Policy - Organisation and Responsibility

1. RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body will:-

- Identify all Health and Safety Legislation applicable to the academy and make arrangements to ensure compliance with this legislation.
- Devise and produce policy on health, safety and welfare at a strategic level.
- Preserve, develop, promote and maintain the School's health and safety management system.
- Ensure that health and safety matters are taken into account when organisational decisions are made.
- Receive information to allow the governing body to monitor the effectiveness of this policy and management arrangements

2. RESPONSIBILITY OF THE HEADTEACHER AND SENIOR LEADERSHIP TEAM:

The Headteacher and Senior Leadership Team are responsible for implementing this policy. They will:-

- ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing auditing and self assessment. This must be integrated into general day to day management.
- ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively

In particular they will:

- Provide reports to the governing body on a termly basis to allow the governing body to monitor the effectiveness the health and safety policy and management arrangements
- and shall revise and amend them, as necessary, on a regular basis;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;

- make arrangements to draw the attention of all staff employed at the Academy to its H&S policies and procedures. This should take place during induction and upon any change of role.
- make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the Academy as necessary;
- make arrangements for informing staff and pupils, and other users of the academy of relevant safety procedures;
- ensure that regular safety inspections are undertaken;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- report to the governing body any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
- monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- Must assign responsibilities for Health and Safety within the staff team which include premise manager, health and safety coordinator, educational visits coordinator, first aiders, and site safety maintenance and where necessary appoint competent contractors to advise and ensure all key health and safety and maintenance responsibilities are met.
- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Adopt the Staffordshire County Council system for monitoring and evaluating the academy's health and safety practice.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary

3. DUTIES OF THE PREMISES MANAGER

The Role of Premises Manager has been designated to the School Business Manager . The duties are :-

- To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;

- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained;
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensuring that plant and equipment is adequately maintained;
- Arranging for the regular testing and maintenance of electrical equipment;
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to the Academy by County Property Services as a result of a maintenance contact visit

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

4. RESPONSIBILITIES OF ACADEMY STAFF

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also cooperate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises

Irrespective of their position within the school, all staff are employees and therefore all the employee responsibilities within this Policy apply to everyone including students, pupils and volunteer helpers under their supervision.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the H&S Responsible Person or the Headteacher.

5. RESPONSIBILITIES OF ACADEMY STAFF WHO SUPERVISE PUPILS

Employees will take all reasonable steps to :-

- undertake any necessary risk assessments when planning teaching activities which might pose a risk to pupils or others
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
- exercise effective supervision over all those for whom they are responsible, including pupils;
- be aware of and implement safe working practices and to set a good example personally.
- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- where private vehicles are used to transport children to and from Academy functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

6. RESPONSIBILITIES OF PUPILS:

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of the Academy and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes;
- Inform any member of staff of any situation which may affect their safety.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the Academy handbook.

7. RESPONSIBILITY OF VISITORS:

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the health & safety rules of the Academy.

Part 3

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within Heath Hayes Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

If an accident occurs it must be reported in detail to allow investigation and follow up. Reporting forms are held in the medical room. First aid support is available from qualified first aiders if needed.

Pupil accidents should specify location and activity being undertaken. Where it is a serious accident involving the pupil being taken to hospital from site this must be reported to Staffordshire County Council using the HSF 19 Accident form. The County will report these incidents to the Health and Safety Executive on our behalf.

Adult accidents should be entered in the statutory accident book for Work and Pensions purposes by a qualified first aider. Any adult accident must be reported to Staffordshire County Council using the HSF 19 Accident form. The County will report these incidents to the Health and Safety Executive if they meet reporting requirement.

The management team will review accidents on a termly basis for any emerging patterns or trends which require additional control, and report their findings to the governing body.

2. Asbestos

The building contains small amounts of asbestos which has been mostly identified in floor tiles in the oldest part of the building. There is an Asbestos manual held in the school office which details asbestos found across the whole school site.

3. Contractors

Any contractor coming to work on the academy site must make arrangements in advance and have a meeting with the Premises Manager or member of the SLT to agree their work arrangements to cause minimum disruption to the academy and prompt communication about hazards and risks and how these will be managed. This discussion will be formalised in the Hazard Exchange process.

Contractor activity will be monitored by the Site Manager to ensure agreed rules are followed.

Ideally all contractors appointed will be

1. from an approved list, will be Disclosure and Barring Service (DBS) checked and will not be left unaccompanied whilst on site.
2. Wherever possible planned works will take place during school holidays or out of hours.

4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff will undertake any necessary risk assessments when planning teaching activities which might pose a risk to pupils or others. For example:

- Cooking
- Science
- Swimming
- PE

These should be written assessments which are available to non specialists teaching these subject areas and can be found in the Risk Assessment Files in the staff files.

5. Drugs & Medications

The school will administer medications only after receipt of a written request from the child's parents. Staff are not be permitted to dispense any other medication (including pain killers).

- Parents are encouraged to request GP's to prescribe medicines which do not require doses

during the school day where possible to minimise the need for pupils to receive medication during the day

- Where necessary staff will receive specialist training to support pupils with medical conditions for example, epilepsy, asthma, allergies etc. This training is recorded and the records are held in the medical boxes and medical room.
- Care plans will be drafted in conjunction with parents and appropriate health professionals and shared with staff as appropriate. These will be regularly ensured to ensure they remain valid.
- All medications and drugs are stored safely in the medical room and accessed when required unless it is appropriate for pupils to carry their own medication (inhalers). Cold storage will be provided as required.
- A written log of all medication administered to pupils in school is kept confidentially in the medical room.
- Emergency contact information for each child is held on Arbor and records updated as required.

6. Electrical Equipment [fixed & portable]

- All staff should undertake a visual check of electrical equipment prior to using it to ensure it is safe. Guidance can be provided by the Premises Manager.
- Staff are prohibited from bring in electrical appliances into school unless they have permission from the SLT.
- The school will arrange for all portable electrical appliances to undergo testing on a two yearly basis unless it is equipment used by catering, cleaning or site staff which will be tested more frequently on the basis of risk.
- The hard wiring of the building will be inspected and tested every five years.
 - Any unsafe equipment must be taken out of use and repaired or disposed of.
 - Pupils using electrical equipment should be supervised.

No staff must undertake PATS attempt repairs on electrical items unless they hold the appropriate competency certificate and can issue the appropriate certification following

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

- Staff should make themselves aware of the nearest emergency exit from their classroom and participate in fire drills.
- All exit routes are clearly marked with fire exit signage and emergency lighting will be activated if needed.
- The building is protected by a sophisticated fire alarm which is serviced by Trinity .
- The Site Manager is responsible for weekly and monthly tests emergency lighting and fire alarm system.
- The SLT organise termly fire drills and provide feedback from these drills.
- The school has a fire risk assessment and this is reviewed annually

- Suitable fire fighting equipment is provided on exit routes but staff first priority is to evacuate pupils and themselves safely
- Fire action notices are posted in each room identifying the fire evacuation procedure.
- The fire marshalls for the school are Amy Fidler, Lisa Bate and Hannah Greenway.

8. First Aid

- The school has assessed its first aid needs and staff have been trained in the provision of first aid.
- Medical supplies are held in the medical room and there are first aid bags for use in the playground and on educational visits.
- The designated staff member is responsible for checking boxes on a monthly basis and the office staff will order as required.
- If the emergency services are required the first aider will contact the Headteacher or a member of the Senior Leadership Team who will advise the office to contact the emergency services.
- The Headteacher or an appropriate member of the Senior Leadership Team or teaching staff would act as loco parentis and accompany the child to hospital.
- First Aid training is recorded in a central record and is updated regularly and monitored to ensure that refresher training is undertaken when required.
- A list of First Aiders is displayed on each floor of the school detailing the name and location of the first aiders.

9. Glass & Glazing

All glass posing a risk as defined by the Workplace Regulations is safety glass and if broken will be replaced to the same standard.

10. Hazardous Substances (COSHH)

- The school will procure where possible the non-hazardous cleaning substances and other chemicals, e.g paints. Safety data sheets will be obtained for product and an assessment made to ensure that substances are stored, used and disposed of safely.
- Substances MUST not be decanted into other containers.
- All cleaning and other hazardous products must be stored in locked areas, with any flammable substances in flammables containers.
- The Site Manager is responsible for carrying out COSHH assessments and training will be provided to them.
- Protective clothing is provided where required by assessments or in accordance with Safety Data sheet information.

11. Health and Safety Advice

The school subscribes to the Staffordshire County Council for competent health and safety compliance.

12. Housekeeping, cleaning & waste disposal

- The school employs cleaning staff in the morning and evening who may respond to spillages etc.
- In the event that no support staff are available staff are responsible for making safe any spillage. Cleaning supplies are kept in cleaning cupboards and warning signs must be placed to identify slippery floor.
- Rubbish is cleared on a daily basis and stored securely in a compound until it is collected.
- Arrangements are in place for the disposal of clinical and other hazardous waste.
- There are arrangements to clear key paths and grit these in times of snow and ice and a gritting plan will be displayed in the staff room and parents notified of gritting by the school app.

13. Handling & Lifting

The school will takes steps to reduce the manual handling required by staff by:

- Purchasing items in smaller manageable quantities
- Requiring suppliers to deliver to point of use
- Providing a passenger lift and trolleys to aid the movement of equipment, stationary through the school
- Where any significant handling task is identified steps will be taken to avoid, assess and reduce the load concerned, taking into account individual capabilities and skills. The need for manual handling training of inanimate objects and for people moving will be identified and provided as it emerges.

14. Jewellery

Children are discouraged from wearing jewellery and is NOT permitted to be worn in PE.

15. Lettings/shared use of premises

Should the school decide to do so it will only let the building for commercial and community purposes so long as hirers submit a copy of any risk assessments for activities to be carried out in the school building and the school is confident that these pose no risk to the building.

Hire agreements must be completed at all times

Hirers will be notified of their health and responsibilities including responsibility for raising the alarm, school security, public entertainment licenses etc.

16. Lone Working

A lone worker is an individual who spends some or all of their working hours working alone

without direct supervision. This may occur:

- During normal working hours at an isolated location within the normal workplace,
- When working outside normal business hours. These are deemed to be from between 6pm – 7.30 am

No staff member should work alone unless they have the permission of the Headteacher or a member of the SLT. Individuals must ensure that they have informed a responsible adult that they are working alone in the Academy and carry a mobile phone with them at all times.

All lone working activities will be risk assessed. Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- Risk of violence - All jobs involving an element of lone working will be assessed for any risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public and/or cash handling
- Plant and equipment - Plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- Work at height - Working at height will NOT be undertaken when working alone.
- Chemicals - Any existing, or planned use of chemicals will be considered with regards to their suitability for use by those working alone.
- Access and egress - Some lone working may require access to locations that are difficult to access or exit. Assessments will consider whether these tasks are suitable to be carried out by one person.
- Staff are required to lock themselves in the buildings when lone working.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during Academy occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

17. Maintenance / Inspection of Equipment (including selection of equipment)

The Buildings manuals identify all equipment within the structure of the building and arrangements are being made for periodic servicing and maintenance of these by ENTRUST.

Any new equipment or machinery purchased by the academy must have its maintenance requirements identified and plans made for this.

Records are kept of all maintenance visits and servicing by contractors. These are held by the Site Manager.

A schedule of essential maintenance and servicing is currently held in the Site Supervisors Office.

18. Monitoring the Policy and results

The academy will monitor the effectiveness of these arrangements and the policy by:

- The Senior Management Team reviewing this policy every year involving the staff team and Link Governor and amending as necessary. The policy should be approved by the Governing Body.
- By completing the annual Premises Checklist provided by the Local Authority and implementing any actions identified.
- By conducting a self audit every January of health and safety management activity and arrangements
- By participating in an internal audit carried out by the Academy's competent person (currently supplied by the Staffordshire County Council).
- By reporting our performance to Governors on the Key Performance Indicators identified within this policy
- By structured monitoring of our activities by the H&S Link Governor who will then be able to report back to the Reach 2 Board.

19. Poster on Health and Safety Law

Is available to staff in the staff room and is also displayed in reception. The Business Manager is responsible for any amendments to the information on it.

20. Personal Protective Equipment (PPE)

The need for personal protective equipment will be identified by risk assessment for tasks and processes. Where the need is identified, for instance, for protective clothing, this will be provided free of charge by the employer.

21. Reporting Defects

Any minor defects or building concerns should be reported to the Site Services Manager and recorded in defects book for remedial action. This is found in the Main Office.

The Business Manager will monitor progress in addressing these concerns.

The Business Manager should be notified of more complex issues which may require longer term

planning or contractors involvement to redress issues

Staff must take steps to warn others of any immediate hazards, for example by placing warning signs which can be found in the cleaners store.

22. Risk Assessments

The Senior Management Team are responsible for identifying risks to pupils, premises and employees and are responsible for the development of written risk assessments with the staff concerned for significant risks or where legislation dictates they are required e.g. for computer use.

Relevant risk assessments will be discussed with staff during induction and staff are expected to follow those control measures identified to keep themselves, pupils and premises safe.

Risk assessments can be found in the staff files

Risk assessments will be reviewed annually by their author or designated person unless a change of process, equipment or personnel dictates an earlier review.

Individual risk assessments will be developed by line managers with staff who may become more vulnerable through pregnancy, disability or ill health.

23. School Trips/ Off-Site Activities

Teachers planning educational visits must obtain permission for the intended venue from the Head teacher and ensure they carry out all documented planning of the visit including:

- pre-approval
- risk assessment of travel and activities at the venue,
- obtaining permission from parents,
- costing
- staffing ratios
- qualifications of those supporting activities
- using approved transport, etc.

The Academy's Educational Visits Coordinator is the Assistant Headteacher . She will check the arrangements and final sign off must be obtained from Headteacher.

24. School Transport – e.g. minibuses

Any school transport hired by the school must have seatbelts for every child and drivers must be DBS checked.

No staff member can transport a child in their own vehicle car without appropriate DBS check, insurance (business use), and child seat if needed due to the size of the child.

25. Smoking

Heath Hayes is a non smoking site. No smoking is allowed on the premises.

26. Staff Consultation and Communication

Health and safety will be an included agenda on all staff (teaching and non teaching) meetings to allow staff to raise any concerns and make suggestions for improvements.

- Information on health and safety can be found on the staff room notice board.
- Risk assessments can be found in the staff files
- The Defects report book can be found in the main office
- Health and Safety issues and progress will be reported to governors on a termly basis by the Headteacher and Link Governor at the Finance Committee

27. Stress and staff Well-being

Staff are encouraged to identify and areas of concern that are affecting their mental or physical wellbeing at an early stage to allow for appropriate support to be planned.

Individual risk assessment s will be developed by line managers with staff who may become more vulnerable through pregnancy, disability or ill health including mental ill health. Where necessary staff will be referred for Occupational Health support.

Staff may self-refer to the Staffordshire County Council Thinkwell counselling service. Colleagues can request support for themselves directly from ThinkWell by completing a self-referral. These self-referrals are strictly confidential and managers will not be notified or receive reports. email to Think.Well@staffordshire.gov.uk or call 01785 276284 during office hours.

Staff will be encouraged to participate in an annual wellbeing survey which will form the basis of a team stress and wellbeing risk assessment to ensure the academy's staff work most effectively together.

28. Supervision

All staff working in school are subject to a Disclosure and Barring Service (DBS) Check .

Pupils will be supervised at all times during the school day in the classroom, at playtime, at lunchtime

and during any afterschool activities.

During out of school activities pupils will be supervised at all times and a risk assessment will be undertaken for all out of school activities to ensure that the appropriate levels of supervision and DBS checks are in place.

29. Swimming Pool Operating Procedures (where applicable)

If teachers accompany children to swimming lessons off-site they must make themselves aware of the normal and emergency operating procedures for the pool being attended. See also Educational visits section.

30. Training and Development

New staff will receive a health and safety induction which will be recorded.

Where a certain level of competency is required: (e.g. use of hazardous substances, work at height, use of VDU's) training needs will be identified and training arranged. For example for :

- o First Aiders
- o Administering medication to children
- o Fire Marshalls
- o Premises Manager
- o Educational Visits Coordinator

Training needs will be discussed and training evaluated to identify value gained for the individual and the academy during performance appraisal discussions.

Relevant risk assessments will be discussed with staff during induction and staff are expected to follow those control measures identified to keep themselves, pupils and premises safe

31. Use of VDU's / Display Screens / DSE

Staff who are regular users of computers, tablets, laptops etc (continuous use for more than an hour a day) are required to complete a self checklist every two years to identify any concerns with equipment or environment that may affect their health.

Guidance on good ergonomic posture is available to staff and eye tests will be paid for by the Academy every two years. Where the test results in the need for corrective appliances solely for VDU use the Academy will contribute to the cost of basic corrective appliances.

32. Vehicles on Site

Staff must park their vehicles in the designated car park.

Access to the site is controlled by locked gates

Vehicle speeds are limited to 5 miles an hour and notices are displayed in the car park.

All delivery drivers and contractors have to report to reception

Children awaiting transport for visits will be accompanied by teachers and escorted onto vehicles

Road awareness safety training takes place for pupils.

33. Violence to Staff / School Security

Access to the site is controlled by locked gates.

All visitors must report to the reception desk and must sign in and be given a visitors badge. Visitors will be accompanied at all times unless DBS checked.

Activities involving cash reconciliation must take place in a room away from public areas which can be secured. Cash must be securely kept in the school safe.(See also Lone Working.)

Any instances of verbal or physical violence must be reported immediately to the Senior Management Team for remedial action. A report should also be submitted to the Health and Safety Team at Stafford on the Violent Incident report form.

34. Working at Height

Staff are prohibited from standing on chairs, tables etc. to carry out work on displays etc. The Site Manager has steps and access equipment which he regularly inspects and can provide assistance where needed.

Any staff member required to use access equipment must have appropriate training in the use and maintenance of this equipment by a competent provide.

Where necessary external contractors will be used for high level cleaning and maintenance requirements.

35. Water Hygiene

To protect against the risks of legionella and scalds the Academy had a water safety risk assessment and the Site Manager undertakes regular temperature checks and flushing activities to ensure no risks to pupils or staff.

The water system is regularly tested by an external contractor, and the risk assessment updated regularly by a competent external company.

Any external contractor working on the water system must record their activities in the water system log book and refer to it before commencing work.

36. Work Experience

Where work experience placements are offered to external students etc the Assistant Headteacher , Emotional Wellbeing Manager and Business Manager will make arrangements for a “mini induction” of essential health and safety information. Work experience trainees must be supervised at all times and not be left unaccompanied with pupils.

37. Sun safety

Heath Hayes Academy believes in Sun Safety. To ensure that children and staff are protected from skin damage by the harmful ultra-violet rays in sunlight we will:

- Educated children throughout the curriculum about the causes of skin cancer and how to protect their skin
- Encourage children to wear clothes that provide good sun protection
- Hold outdoor activities in areas of shade whenever possible, and encourage children to use shady areas during breaks, lunch time, sports and trips
- Sunbathing is discouraged
- Work towards increasing the provision of adequate shade for everybody
- Encourage staff and parents to act as good role models by practising sun safety
- Regularly remind children, staff and parents about sun safety through newsletters, posters, meetings and activities for pupils
- Invite relevant professionals into school to advise the school on sun safety

38. Intimate care

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- toileting;
- feeding;
- oral care;
- washing;
- changing clothes;
- first aid
- medical assistance;
- supervision of a child involved in intimate self-care.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our guidelines are based.

Every child has the right to:-

- be safe;
- personal privacy;
- be valued as an individual;
- be treated with dignity and respect;
- be involved and consulted in their own intimate care to the best of their abilities;
- express their views on their own intimate care and to have such views taken into account;
- have levels of intimate care that are appropriate and consistent.

Intimate care arrangements for any pupil who requires this support on a regular basis will be reviewed at least every six months. The views of all relevant parties should be sought and considered to inform future arrangements. Any amendments to the arrangements should be recorded and made available for all parties involved. **Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents. This act of intimate care would be reported to a member of staff and parents at the earliest possible time following the event.**

Guidelines for Good Practice

1. Involve the child in the intimate care

Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.

2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

Care should not be carried out by a member of staff working alone with a child.

3. Make sure practice in intimate care is consistent.

As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.

4. Be aware of your own limitations

Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

5. Promote positive self-esteem and body image.

Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.

6. If you have any concerns you must report them.

If you observe any unusual markings, discolouration or swelling report it immediately to the Designated Safeguarding Lead. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the Designated Safeguarding Lead. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

Working with Children of the Opposite Sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- when intimate care is being carried out, all children have the right to dignity and privacy, ie they should be appropriately covered, the door closed or screens/curtains put in place;
- if the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance;
- report any concerns to the Designated Safeguarding Lead and make a written record;
- parents must be informed about any concerns.

Communication with Children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method

and level of communication. Depending on their maturity and levels of stress children may communicate using different methods – words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:

- make eye contact at the child's level;
- use simple language and repeat if necessary;
- wait for response;
- continue to explain to the child what is happening even if there is no response;
- treat the child as an individual with dignity and respect.

39. Missing child from the school site

Stage One - Search systematically

- All available staff to immediately check toilets, shared areas, rooms and playground to ensure the child is not hiding or locked in anywhere.
- One member of staff to immediately inform school office and the Headteacher or member of staff in charge and check whether the child has been signed out for an external appointment or has an internal appointment with a visiting professional. (School Nurse/Speech Therapist etc) The online Sims register will need checking by office staff as soon as a missing child has been reported.
- One member of staff to gather class and call the register to confirm that one named child is missing.
- Staff will ensure that all other pupils are kept safe and closely supervised throughout incident should it be during the school day. Calm should be kept in the event of a child reported missing at the end of the school day.

Stage Two

- After stage one is completed without resolution (no more than 10 minutes), school office staff will contact the police and parents/carers with parental responsibility. At this point, school will support the police who will now lead the response to this incident. The Headteacher will liaise with emergency services and parents/carers.
- Staff will call registers in all classes to confirm presence of other pupils, if the event is during the school day.

Stage Three

- The Headteacher should communicate the incident to the appropriate Local Authority Office and the Chair of Governors.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record. The system the school uses is MyConcern (Child protection online monitoring service) and all staff should input any relevant information; including conversations with parents, carers, child minders, police, the Local

Authority and any other person they feel has contributed to the collection of evidence.

- The Senior Leadership Team should conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again. This information should also be collected in writing and onto the MyConcern system.

40. Risk of Prevent

The national Prevent Strategy aims to stop people becoming terrorists or supporting terrorism. Farlington School, working with other local partners, families and communities, seeks to play a key role in ensuring that the children and young people who attend the School are safe from the threat of terrorism. Prevent is part of the School's wider responsibility for Safeguarding and this policy is therefore linked to the School's Safeguarding Children Policy.

The Prevent Strategy identifies that young people are more likely to be vulnerable to violent extremist or terrorist narratives, including non-violent extremism which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. The Government's Prevent Strategy defines extremism as 'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'.

We believe that Heath Hayes Academy should be a safe place where children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of the terrorist ideology, and learn how to challenge such ideas.

In order to fulfil our Prevent Duty, we undertake to do the following:

- Actively promote Fundamental British Values, including mutual respect, tolerance and democratic participation, as part of our wider SMSC/ Life Skills (PSHCE) programmes as well as within other subject areas and assemblies;
- Respect pupil and staff diversity, encouraging freedom and openness;
- Assess the risk of children in our School being drawn into terrorism;
- Maintain robust safeguarding policies which take into account the policies and procedures set out by Staffordshire Safeguarding Children Board and identify extremism/ radicalisation as issues to be reported promptly to the Designated Safeguarding Lead;
- Train staff so that they have the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism;
- Conduct due diligence checks on groups/ individuals seeking to hire or use school premises;
- Conduct due diligence checks on visitors to school, particularly visiting speakers, whether invited by children or staff;
- Conduct due diligence checks on contractors working on the school sites;
- Ensure children are safe from terrorist and extremist material when accessing the internet in School;
- Review our policies annually.

Possible Indicators of Risk:

- Racist graffiti/ symbols/ comments made in School;
- Speaking out or writing in favour of extremist ideas in school work;
- Extreme comments shared on social media;
- Distribution of extreme or terrorist propaganda among other pupils;
- Vulnerable students being influenced by others (although we are aware of a need to avoid oversimplified assessments of who might be 'vulnerable'), because of the existence of one or more factors, which may include:
 - An identity crisis, involving an individual's distance from their cultural/ religious heritage, including peer/ family/ faith group rejection;
 - A personal crisis, including family tension/ social isolation/ friendship issues;
 - Personal circumstances, such as migration, experience of racism;
 - Unmet aspirations;
 - Criminality;
 - Experience of poverty, disadvantage, discrimination or social exclusion;
- Association with those known to be involved in extremism (including via the internet);
- A significant shift in the child/ young person's behaviour or outward appearance, particularly involving conflict with his/her family and/or faith group;
- Travel for extended periods of time to international locations known to be associated with extremism;
- Disguising of a child's identity, e.g. in documentation;
- A simplistic or flawed understanding of religious/ political/ global issues;
- A significant adult or other in the child/ young person's life who has extremist views or sympathies;
- Critical risk factors, being:
 - Contact with extremist recruiters;
 - Articulation of support for extremist causes/ leaders;
 - The possession of extremist literature;
 - Using extremist narratives and a global ideology to explain personal disadvantage;
 - Justifying the use of violence to solve societal issues;
 - Membership of extremist organisations.

Supportive Interventions

- Channel is the multi-agency approach to protect people at risk from radicalisation and aims to: identify individuals at risk of being drawn into terrorism; assess the nature and extent of that risk; develop the most appropriate support plan for the individuals concerned.
- Should concerns require support from other agencies, the following are ways in which terrorism and extremism can be reported:
 - Anti-terrorist hotline: 0800 789 321

- Crime stoppers: 0800 555 111
- Relevant police force: 101
- www.gov.uk/report-suspicious-activity-to-mi5

To report any online terrorist-related material: www.gov.uk/report-terrorism

Part 4

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Subject	Measure	How reported
Preventative maintenance – Building equipment	100% essential maintenance activities undertaken	Via Site Manager and SLT to Governing Body
Fire Safety	3 x fire drills per academic year	Via Office Manager / Business Manager and SLT to Governing Body

	Fire risk assessment in place	Via Business Manager and SLT to Governing Body
Risk assessment	100% educational visits have risk assessments and HT approval	Via Business Manager and SLT to Governing Body
Water safety	Risk assessment and essential checks undertaken	Via Business Manager and SLT to Governing Body
Policy monitoring	Premises Checklist	Via Business Manager and SMT to Governing Body
	Self audit checklist	Via Business Manager and SMT to Governing Body
	H&S governor has completed 3 x no of monitoring visits	Via H&S Governor to Governing Body