



# Health, Welfare & Safety Policy

<b>Staff Responsible:</b>	<b>Mr J Murray</b>
<b>Date of Issue:</b>	September 2024
<b>Review Date:</b>	September 2025

## **Contents:**

- 1. Introduction**
- 2. The Academy Curriculum**
- 3. Academy Meals**
- 4. Academy Uniform**
- 5. Child Protection**
- 6. Security**
- 7. Fire Evacuations & Other Emergency Procedures**
- 8. Educational Visits**
- 9. Transport**
- 10. First Aid & Medication**
- 11. Internet Safety**
- 12. Theft or other Criminal Acts**
- 13. Health, Safety and Welfare of Staff**
- 14. Monitoring & Review**
- 15. Working at Height**
- 16. Vehicles**
- 17. Display Screen Equipment**
- 18. Lone Working**
- 19. Moving & Handling**
- 20. Contactors**
- 21. Legionella**
- 22. COSHH**
- 23. Work Experience**
- 24. Risk Assessment**
- 25. Premises & Work Equipment**
- 26. Drugs, Alcohol, & Smoking**
- 27. COVID 19**

## 1) Introduction

### Health, Safety and Welfare Policy

We meet all the requirements set out in the Health & Safety at Work Act etc.1974 and actively promote the safety and health of our academy staff and pupils as an equal objective to our other academy objectives.

Ribbon Academy Trust believes that ensuring the health and safety of staff, students and visitors is essential to the success of the Academy.

We will: -

- Provide a safe and healthy learning and working environment.
- Prevent accidents and work-related ill health.
- Comply with statutory requirements as a minimum.
- Assess and control risks from curriculum and non-curriculum work activities.
- Ensure safe working methods are used and provide safe working equipment.
- Provide effective information, instruction, and training.
- Consult with employees and their representatives on health and safety matters.
- Monitor and review our systems and prevention measures to ensure they are effective.
- Set targets and objectives to develop a culture of continuous improvement.
- Ensure adequate welfare facilities exist throughout the organisation.
- Ensure adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Create a Health and Safety Management System to ensure the above commitments can be met. All staff will play their part in its implementation.

**This document details the organisation and arrangements required to maintain and continuously improve the Academy's 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.

**To meet these responsibilities Trustees will pay particular attention to:**

- The safety of plant equipment, buildings, and safe systems of work.
- Providing appropriate information, instruction, training, and supervision to assist all staff, pupils, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- Maintaining a safe workplace and safe access and egress.
- Maintaining a healthy working environment.
- The procedures for fire evacuation, first aid cover and other emergency situations.
- The upkeep of the school safety policy, and that the policy is regularly reviewed.
- Discussing any H&S issues at full Trustee Meetings, raised by a named Link Trustee (currently J Griffiths).
- Making all employees aware of safety policies on Share Point. If any hard copies are distributed, a log will be collected for evidence of CPD.
- Health and safety obligations and they are properly considered with provision made for meeting those obligations.
- The school's staffing structure, ensuring it appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Any health and safety issues which concern the school are identified, and appropriate action

taken.

- The provision of reasonable facilities and information to Inspectors of the Health and Safety Executive and any other health and safety official.

**The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows: -**

### **Head teacher**

The Head teacher will ensure that:

- Policies and procedures regarding health, safety and welfare matters within the school are established in writing, and approved by the Trustees, and the policies and procedures are known, understood, and followed by all members of staff, including temporary/supply staff.
- Any urgent health and safety matters raised are brought to the attention of the Trustees.
- Regular reviews of the safe performance of all departments of the academy are undertaken with appropriate action when necessary and are reported to the Trustees.
- Accidents, incidents, and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
- Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
- Training needs are identified, and arrangements are made for those needs to be met.
- All parts of the premises, plant, and equipment for which the Trustees have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are reported to the Site Manager and any item which constitutes a health and safety hazard are taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience, and skills so that they will be aware of, and have made arrangements to deal with, any risks involved. Meetings in conjunction with the organised visits should be conducted well in advance. Any health & safety information in relation to the visit and pupils should be divulged at these meetings to make staff aware.
- Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises. Ensure that Risk Assessment and

Method Statements (RAMS) are also in place. These arrangements are monitored by the Site Manager or Caretaker.

- Awareness and co-operation amongst staff regarding health and safety matters is regarded as paramount.
- Staff will receive a hard copy of relevant H&S/ induction material on commencing employment at Ribbon. These are signed for upon receipt, and a record kept in the Business Centre.

### **Teaching and Non-Teaching Staff holding Posts of Responsibility**

Staff holding posts of special responsibility, such as SLT, office staff and site management, will be responsible to the Head teacher for the implementation of the Health & Safety policy within their area of work. To fulfil their responsibilities, they will assist the Site Manager:

- 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.
- In ensuring that staff and pupils are aware of emergency procedures by taking part in regular evacuation drills such as fire and lockdown drills.
- By ensuring that adequate supervision is always maintained.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

### **Site Manager**

The Site Manager will work with the Head teacher to ensure health and safety implications are considered in connection with the security and maintenance of the building, including statutory compliance and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students, and visitors.

### **Class Teachers, HLTP and TLP**

Staff timetabled to oversee classes have the following responsibility to assist the Head teacher:

- To follow safe working procedures personally.
- To ensure the safety of pupils in classrooms and other areas of the school whilst in their charge.

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

### **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 the Site Manager or Caretaker.
- Report accidents or dangerous occurrences at the earliest possible opportunity to the Site Manager.
- Be familiar with and always observe all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

### **Arrangements for Health and Safety Document Control**

We will develop and maintain the Academy's documentation. Any changes including re-issues and deletions will be authorised by the Head teacher and Site Manager.

### **Co-operation**

Local systems and documentation will be implemented following consultation through relevant Trustee meetings.

### **Communication**

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

## **Competence**

The Academy has a competent person 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. Any updates to procedures will be disseminated to all staff and documented for proof of receipt. Paper and electronic records will be kept in the Business Centre.

### **2) The School Curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful, and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter and environmental issues such as plastic pollution. Children in Key Stage 2 receive sex and relationship education lessons (SRE) (see the relevant policies).

We believe that everybody in the Academy can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school and inform their teacher.

The Academy promotes the spiritual welfare and growth of the children through the RE curriculum and SMSC, through special events, such as harvest and Christmas festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher or a relevant adult. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### **3) Meals**

The Academy provides the opportunity for children to have a hot meal at lunchtimes and have the option of breakfast at an optional extra cost. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.



## Allergies

The Academy recognises that several community members (pupils, parents, visitors, and staff) may suffer from potentially life-threatening allergies or intolerances to certain foods. The Academy is committed to a whole school approach to the care and management of those members with allergies. The Academy's position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure by a potential hazard.

In the first instance all parents/ carers and members of staff are to ensure that administration staff have been made aware of their particular allergy. They should also make ensure that medication is at hand and can be secured safely but easily reached should the need arise. First Aid cabinets are located in each pair of adjoining disabled toilets. Parents should ensure that medication is individually packaged with a name on it and is in date.

It is also important that the Academy has robust plans for an effective response to possible emergencies. All FAAW trained personnel have undergone Epi Pen training and are able to administer lifesaving medication if required.

The catering manager will ensure that meals are sourced and prepared ensuring that allergies are taken into account. Ribbon Academy is a nut free environment.

### **4) Uniform**

It is the Academy policy that all children wear the school uniform when attending school, or when participating in a school-organised event, (even if outside normal school hours). We agree the requirements for school uniform with parents, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up guidelines regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race or gender.

It is the responsibility of the Head teacher to ensure that the school uniform policy is enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the correct school uniform.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request a discussion. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, the Academy will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw unnecessary attention.

On grounds of health and safety we do not allow children to wear jewellery in our school.

### **5) Child Protection**

The named person with responsibility for child protection in our school is the Head teacher together with the Assistant Head teacher for Inclusion (Kathryn Jones). They liaise with a named Trustee (Ian Stephenson). We will follow the procedures for child protection drawn up by the LA and the board of

Trustees.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the Head teacher or assistant Head teacher for Inclusion.

When investigating incidents or suspicions, the person responsible in the school for child protection will work closely with social services, and with the Local Authority Designated Officer (LADO). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in the Academy to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. This is the Disclosure and Barring Service (DBS).

All the adults in the Academy share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **6) Security**

Safety of our pupils, staff and visitors to the school is of paramount concern to our whole school community. The Trustees and Head teacher have endeavoured to make the school as safe as possible.

Entry to Ribbon Academy for Visitors/Staff

The reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors are able to wait in the foyer but are prevented from going further into the academy by a key-code system on the door. Visitors who are admitted into the school are asked to sign in electronically and given a visitors' badge containing emergency procedures. All staff are vigilant and report an unknown person(s) without a badge wandering around the school premises.

### **Entry to Ribbon Academy for Children and Children Accompanied by Parents**

Entry to the KS1/KS2 playground is through the appropriate gates which are unlocked by the site staff. Gates are opened at 07:45 to allow for breakfast club access, then locked at 09:05. Two pedestrian access gates remain open all day. All inner gates are locked throughout the day apart from Nursery change over at 11:30 and 13:45. Site staff open the gates again at 15:00 for afternoon access. All external gates are closed before the Academy is locked down for the evening. Parents and children, who require access and egress to and from the school when these gates are locked, are required to use the main school reception. The Academy has a car parking policy in place, to assist in ensuring the safety of pupils and adults.

Security of the Academy building is reviewed regularly, and matters may be referred to the Trustees for consideration as necessary. While it is difficult to make the Academy site totally secure, we will do all we can to ensure that the Academy is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g., police officers, fire officers, architects, and other consultants).

Teachers will be vigilant about allowing any adult not known to them to enter their classroom. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head teacher or Site Manager immediately.

The Head teacher will warn any intruder that they must leave the school site straight away. If the Head teacher has any concerns that an intruder may cause harm to anyone on the school site, they will contact the Site Manager/police and initiate an Academy lockdown.

### **Late or non-collection of children**

Ribbon Academy encourages parents / carers to ensure that children are collected promptly at the end of the school day or after any after academy after-hours activity. This will lessen the distress to children and will ensure that staff can attend to their duties. The procedure for non-collection or late collection of children is as follows:

Children are moved from the classroom to a single room near the main entrance where they are monitored by a member of staff. If children have not been collected after 30mins of completion of the normal school day and or attending an after-hours activity, either First Contact or the Police will be informed in order to escort the child home or to a place of safety.

### **Alarm System**

The school alarm is always set at the end of each day.

### **Safety of Children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, Curriculum Leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or Curriculum Leader has any concerns about pupil safety, they should bring them to the attention of the Head teacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent/ carer.

If an accident does happen, and it results in an injury to a child, the teacher will do all they can to aid the child concerned. Medical rooms are located at both ends of the school, and first aid provision is made in the Rotunda. We have a number of trained first aiders on the school staff this covers both First Aid at Work (FAAW) as well as Paediatric First Aid (PFA).

<b>Name</b>	<b>Managing Medication in Schools</b>	<b>Administering Medication</b>	<b>Emergency First Aid</b>	<b>First Aid at Work</b>	<b>Paediatric First Aid</b>
Mr John Murray	✓	✓		✓	✓
Miss Joanne Taylor				✓	
Mrs Kathryn Maddison				✓	

Mrs Denise Ganning				✓	
Mrs Alyson Briggs				✓	
Mrs Michele Brown				✓	
Mrs Dawn Millett				✓	
Mrs Michelle Ord		✓			
Mrs Joanne Williamson				✓	✓
Miss Yasmin Starkie				✓	✓
Miss Abigail Hope					✓
Miss Heather Greenfield				✓	
Mrs Nicola Ball		✓			

Should any incident involving minor injury to a child take place, one of the trained members of staff will be called to assist. If necessary, the Main Reception will telephone for emergency assistance.

We record all incidents involving near miss, violence, accident, restraint required and injury on an incident report form and in all cases, we inform parents/carers. All completed forms are kept in the Site Manager's office. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details are changed.

There may be rare occasions where it is necessary for staff to positively handle a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to positively handle the pupil. If positive handling has been required, a written report will be made on CPOMS.

***Any form of restraint must only be carried out by a suitably qualified person.***

### **Animals on Site**

Animals are not permitted on site unless previously discussed and agreed with the Head teacher. Stray animals pose a significant threat to both staff and children. In the event of a stray animal gaining access to the site an initial assessment will be made upon the threat that it poses to staff and pupils. The Academy may implement a partial lockdown in order to safeguard all present on site. If safe to do so the Site Manager will attempt to secure the animal, until the Durham County Council pest control team can be contacted. If it is not safe for staff to contain the animal, the pest control team will be required to deal with the incident. In all instances staff and pupils will remain inside in a safe environment until the incident is resolved.

### **7) Fire Evacuation & other Emergency Procedures**

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held every term. Results of fire drills are available to view if required by Trustees including any issues brought to light in a drill and evacuation times. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. The Fire Evacuation Policy and Procedures are available to view on Share Point. These are disseminated to staff by hard copy (if required) and documented for proof of receipt and understanding.

### **Fire Prevention**

#### **Testing of the fire alarm system**

Fire alarm call points will be tested weekly in rotation by the site staff and a record kept in the fire logbook. Any defects on the system will be reported immediately to the alarm contractor. A fire alarm maintenance contract is in place, and the system will be tested on a regular basis, twice a year.

#### **Inspection of Fire Fighting Equipment**

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. (Peterlee Fire Services). Checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering. The site staff will record checks in the record book. Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to the approved contractor.

#### **Emergency Lighting**

This is a self-test system installed by DCC when the school was built (2006). The lighting is however

monitored by the Site Staff.

### **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.

### **Fire Instructions**

The Head teacher and Site Manager are responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Site Office and on the Share Point document library. It is reviewed on an annual basis. Staff who have no internet access are welcome to have a hard copy of the policy. These documents are made available to all staff and included in the Academy's induction process. An outline of evacuation procedures is made available to all contractors/visitors and are posted throughout the school site. Each room has its own procedure sheet identifying the nearest escape route and location of assembly point. These are located near the exit door. 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, and full procedures are available on the document library on Share Point. These procedures will be reviewed at least annually.

### **Fire Drills**

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

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

- **Gas:** boiler house
- **Water:** boiler house
- **Electricity:** main switch room in day care corridor

Details of chemicals and flammable substances on site are kept in the site office as appropriate, for consultation.

### **Fire Evacuation**

Full procedures can be found in the Fire policy and Procedure's document located in the Site Office, and on the gateway.

### **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 two-tone sound. The Site Manager/ caretaker will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm. Staff and marshals will supervise/ effect the evacuation of pupils/ visitors to the designated assembly point. Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point.

### **FIRE ASSEMBLY POINTS:**

- Classes 1-10 meet in KS1 playground.
- Classes 11-20 meet in KS2 playground.
- Nursery to meet in outdoor area.
- Day-Care to meet on pathway outside of the nursery outdoor area.
- Administration staff and anyone occupying staffroom must exit by the nearest emergency exit and make their way to the nursery gate.
- Kitchen staff to assemble by the KS2 yard gate.
- Any classes using the Studio/ Hall must use the hall rear doors and walk sensibly to their class assembly point.
- Any contractors or visitors must evacuate from the nearest exit then walk around to the nursery gate and report to a member of admin staff. Any visitor will be advised by a member of reception staff where to go in the event of an emergency.
- Registers should be taken by a nominated person to account for every person.

### **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 class groups while staff check pupil numbers; A record of visitors will be taken out to the assembly point by the reception staff.
- All staff are responsible for sweeping their areas of the school whilst proceeding to the nearest exit point; The Fire Marshals and Site Manager will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- The Site Manager 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/Head teacher/senior member of staff.

- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

All children with a disability will have a PEEPS form attached to their file and in the fire policy. Any visitor onsite with a disability must have a PEEPS form completed before visiting the school.

### **8) Educational Visits**

#### **Introduction**

Educational visits are activities arranged by, or on behalf of the Academy, and which take place outside the school grounds. The Trustees and SLT believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences. In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the health and safety of all pupils at all times.

Staff, arrange visits for their own pupils throughout the academic year. All transport arrangements and EVOLVE forms, are dealt with by Michelle Ord (administration Staff). Visits are overseen by Miss Ashleigh Thorne (Assistant Head Teacher).

#### **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's site alone.
- Promote the independence of our pupils as learners to enable them to grow and to develop in new learning environments.
- Include all year groups in short excursions and longer residential visits.

All visits are carefully planned to enable our children to progress in skills and knowledge of the curriculum and of life skills.

#### **Residential activities**

All pupils in the Academy will have the opportunity to take part in a residential visit each year.

#### **How Visits may be Authorised**



The Educational Visits Co-ordinator (EVC), Miss Thorne is responsible for running booking residential experiences.

The EVC will be involved in the planning and management of off-site visits. She will:

- Ensure that risk assessments are completed.
- Support the Head teacher and Trustees on their decisions on approval.
- Organise related staff training.
- Verify that all accompanying adults, including private car drivers (evidence of business use on insurance), have had satisfactory disclosure and barring checks and use approved coach companies.
- Make sure that all necessary permissions and medical forms are obtained.
- Keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Where staff propose to arrange an off-site activity, they must have the trip costed and submit a form to the Business Centre or Head teacher before approval is granted. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made to Michelle Ord 2 weeks in advance of a non-residential visit and 4 weeks in advance of a residential visit.

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 Head teacher will seek the approval of the Trustees before permitting the activity to take place.

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 ensure that s/he is included to the fullest. We may seek guidance from parents to help us to 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 to 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 and by whom?

Staff planning an off-site activity should try to make a preliminary visit to the venue if the Academy have not used the venue before, 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 regarding 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 Head teacher will not give their 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 paid by the Academy and should be built into the overall financial arrangements for the visit itself.

Ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity. Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward, and the group has no special requirements. For example, the DfE publication Health and Safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014 along with NUT guidelines suggested the following "starting points":  
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.

Without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits. The Early Years Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (1:13 in early years settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

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

- Staffing requirements** – trained? experienced? competent? ratios?
- Activity characteristics** – specialist? insurance issues? licensable?
- Group characteristics** – prior experience? ability? behaviour? special and medical needs?
- Environmental conditions** – like last time? impact of weather? water levels?
- Distance from support mechanisms in place at the home base** – transport? residential?

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

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

A copy of the completed riskassessment will be given to the Head teacher, Deputy Head teacher and all adults supervising the trip.

## **9) Transport**

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

- Transport
- Entrance fees
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for
- Contingency costings for an emergency.
- Accommodation

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. When using Academy minibuses, child safety seats are provided and stored in the camping lock up. Use of private cars should be discouraged due to implications with business insurance.

## **Communication with Parents**

The parents/ carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents/ carers must give their permission in writing before a child can be involved in any off-site activities.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents/ carers 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/ guardian to make a contribution. Parents/ guardians will be informed of this principle through the school prospectus and letters sent home about intended visits.

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

When any payments are requested, it must be made very clear that deposits are not refundable if the Academy has to pay a deposit to the venue.

The Academy takes very seriously its responsibilities for ensuring the safety of children whilst on school trips(see also the policy for educational visits on Share Point).

### **Further Health and Safety Considerations**

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

Before a group leaves the Academy, administration staff 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 group, 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 reputation of the Academy, the party leader should discuss with the Head teacher the possibility of excluding that pupil from the activity.

### **Visit plan**

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

- Risk assessment.
- Report on preliminary visit.
- Applications for approval of visit (including cost/ income forms).
- 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 (including contact names and numbers).
- 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 head teacher.
- Medical questionnaire returns.
- First-aid boxes.

### **10) First Aid and Medication**

First Aid rooms are located in the Admin Corridor and teaching corridor. First Aid boxes are also located in the Rotunda, Nursery and The Barn.

First Aiders are responsible for regularly checking that the contents of first aid rooms are complete and replenished as necessary. A check should be made at least termly.

#### **Defibrillators**

The Academy holds 2 defibrillators which are located in each first aid room. Regular checks are carried out by the site manager to ensure they are fully charged, and all first aiders are fully trained in their use.

#### **First Aiders:**

The school has sufficient numbers of first aiders (includes Initial First Aid at Work, paediatric and EmergencyFirst Aid).

A list of first aiders is displayed in First Aid rooms.

The Academy's business manager will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

#### **Transport to Hospital**

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

#### **Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document "*Managing Medicines in Schools and Early Years Settings*" by trained members of staff. The only medication kept and administered within school are those prescribed specifically for a pupil by a medical professional.

Records of administration of medicines will be kept by the office staff. No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

Medicines that need to be administered 3 times per day will not normally be given by Academy staff, unless specific timings which fall within the school day are indicated by the medical professional.

All medications kept in school are securely stored in the medical cabinet, with access strictly controlled. Where children need to have access to emergency medication, i.e., asthma inhalers, Epi-pens, the following has been put in place:

All asthma inhalers are kept in the pupils' classroom first aid boxes clearly marked with their name. Epi-Pens are kept within a safe place in the pupils' classroom first aid boxes.

Staff have received the appropriate training for administering medicines (Epi-pen and asthma.)

### **Sun Care**

Staff will not apply sun creams to children outside of Early Years Foundation Stage (EYFS). Parents/carers are advised to ensure that during periods of warm weather that they apply a long-lasting sun cream prior to children attending the Academy. Parents / carers of children in EYFS are to ensure that they sign a consent form issued by the main reception or they provide written consent in order for staff to apply sun cream. All parents/carers are encouraged to ensure that children attend the Academy with a suitable hat and water bottle. Should a child or member suffer the effects of the sun, immediate first aid will be provided, and guidance will be sent home to the parents/carers of children.

### **Health Care Plans**

Health care plans are in place for those pupils with complex medical needs, e.g., chronic, or on-going medical conditions (e.g., diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually by the SENDCO (Kathryn Jones), and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g., diabetes, epilepsy, anaphylaxis etc.) by health professionals as appropriate.

### **Medicines**

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period.

Where on the other hand children have long-term medical needs, we will do everything we can to enable

them to attend school regularly. Parents must give us details of the child's condition and medication and bring the medication to school unopened in a secure, labelled container. Records will be kept of all medication received and administered by the academy.

Staff involved in administering the medication will receive training as and when required by pre-arranged courses.

### **Staff Medication**

Members of staff bringing medication into the Academy are to ensure that it is always held in a secure lockable area. Staff are to ensure that their immediate line manager is aware of the medication and where it is stored. (This is for emergency administration only).

### **11) Internet Safety**

We regularly use the internet in school because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we follow a strict e- safety policy, which is reviewed annually. A copy of the policy can be found on the school website or can be obtained from Ashleigh Thorne (IT Leader).

### **12) Theft or Other Criminal Acts**

The teacher or Head teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the Academy site, the Head teacher will inform the police, and record the incident.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

### **13) The Health, Welfare and Wellbeing of Staff**

The Academy takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the Head teacher without delay.

The Academy will not tolerate violence, threatening behaviour or abuse directed against academy staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the Academy's protocol and the police.

The Academy holds a zero-tolerance approach towards anti-social behaviour. In all instances the police will be informed.

### **Wellbeing/Stress**

The Academy is committed to promoting high levels of health and well-being and recognises the

importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school will use the HSE Stress Indicator tool to identify any issues.

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

- Regular Performance Management Reviews.
- Open door policy of Head teacher and SLT.
- Mentoring of new staff.
- Regular staff meetings.

#### **14) Monitoring and Review**

The Board of Trustees has a named Trustee (Julie Griffiths) with responsibility for health and safety matters. It is this Trustee's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures regarding health and safety matters. The Academy has a Service Level Agreement (SLA) in place with DCC Health and Safety. We are audited annually, and any recommendations made in the audit are addressed and documentation updated where relevant. If any advice is required throughout the academic year, a nominated advisor is available. The Site Manager and named Trustee, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Head teacher implements the school's health, safety, and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Head teacher also reports to Trustees annually on health and safety issues.

This policy will be reviewed at any time on request from the Trustees, or at least once every two years.

#### **15) Working at Height**

*ONLY STAFF WHO HAVE BEEN ADEQUATELY TRAINED ARE ALLOWED TO USE LADDERS.*

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 kickstools are to be used. **Staff must not climb onto chairs or tables etc.**

The Academy's nominated person responsible for work at height is the Site Manager.

The nominated person shall ensure:



- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained, and all equipment is regularly inspected and maintained. Any risks from fragile surfaces are properly controlled.
- Pupils will not be permitted to use ladders/stepladders.
- Contractors will not be permitted to use any of the school's work equipment.

#### **16) Vehicle Access**

The staff carpark is accessed from Barnes Road, only by staff members with a swipe card, or some parents who are allowed access by administration staff.

The access gates for pedestrians entering or leaving the Academy are separate to the main vehicle access point. This reduces the risk of any accidents taking place.

Delivery vehicles for the school use the vehicle access point for the staff carpark but may only gain access via the main reception, who will ascertain their identity as well as the reason for them coming to site.

A speed limit of 5mph is in place for all vehicles accessing site.

Ribbon Academy will not be held responsible for damage to vehicles or loss of property caused whilst entering, leaving, or parking in the academy car park.

#### **17) Display Screen Equipment**

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., Head teacher, Deputy Head teacher, Educational Welfare Officer, Administration staff, SBM etc., will have a Display Screen Equipment (DSE) assessment carried out by their line manager.

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

#### **18) Lone Working**

Staff are encouraged not to work alone in or around 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 a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g., access to a telephone or mobile telephone etc. Radios are available from the main reception.
- When working off site (e.g., when visiting homes) staff must always make sure that the visit has been properly risk assessed, notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited
- Report any incidents or situations where they may have felt 'uncomfortable'.

### **19) Moving and Handling**

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

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

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the site supervisor 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 Pupils**

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.

### **20) 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 main reception where they will be asked to sign in and wear an

identification badge which provides guidance on fire procedures, local management arrangements and vehicle movement restrictions. Contractors should be DBS checked to move around school alone. Any contractor not DBS checked must be accompanied by a member of staff whilst on site.

A member of the Site staff will be responsible for monitoring areas where the contractors' work may directly affect staff and pupils and for keeping records of all contractors' work.

Contractors will be asked to provide risk assessments and method statements specific to the site and work 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.

### **21) 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 school has been completed by a competent contractor. The Site Manager is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control logbook.

The contractor will be responsible for the following:

- Monthly temperature checks.
- Sampling.
- Testing & Inspection of Thermo-Static Mixing Valves (annually).

The Caretaker will:

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

Test records are to be located in the logbook which is held in the site office.

### **22) Control of Substances Hazardous to Health (COSHH)**

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 Academy's nominated person responsible for substances hazardous to health will be the Site Manager. He will ensure:

- An inventory of all hazardous substances used on site is compiled.
- 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.

### **23) Work Experience/ Student Placement**

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

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

### **24) Risk Assessments**

School staff will be responsible for ensuring risk assessments are in place for activities undertaken and for all off-site visits.

The risk assessments are held in a hard copy format which will be kept in the Site Office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff will be 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 relevant staff.

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

Specific children Risk Assessments which will cover such things as mobility problems around the Academy will be completed by the Site manager in consultation with the parents/ carers as well as the Academy SENCO or Multi Agency Officer.

### **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.

## **25) Premises and Work Equipment**

### **Statutory Inspections**

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

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

### **Classroom Teachers**

Classroom Teachers are responsible for reporting maintenance requirements for equipment in their areas to the Site Manager.

### **Electrical Safety**

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required and carried out by a qualified competent person.

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

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

### **Internal & External Play Equipment**

The equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects by the member of staff using it.

The P.E. equipment will be inspected annually by an approved contractor.

The outdoor fixed play equipment is checked daily by staff before use. Records are kept in Early Years Office.

Annual checks of outdoor equipment are made by **Wicksteed Playgrounds** and records kept in the Site Office.

## **26) Drugs, Alcohol and Smoking**

### **Illegal drugs**

It is an offence under the Misuse of Drugs Act 1971 for any person knowingly to permit the production, supply or use of controlled substances on their premises except in specified circumstances (e.g., when they have been prescribed by a doctor). Therefore, no illegal drugs are permitted to be brought on to, or used, shared, or supplied on the Academy premises.

Incidents - A drug related incident may include any of the following:

- A student or member of the public being under the influence of a drug
- Finding drugs or drug paraphernalia on Academy premises.
- Possession of drugs by an individual on Academy premises
- Use of drugs by an individual on Academy premises
- Supply of drugs on Academy premises
- Individuals disclosing information about their drug use.
- Rumours of drug possession, supply, or drug use.
- Reports of any drug possession, supply, or drug use.

Any incident highlighted above may require further actions to take place which may include the assistance of the police.

### **Alcohol**

Alcohol is not to be brought or consumed on the Academy premises.

Members of staff who disregard this may be disciplined in accordance with their contractual arrangements. Any member of staff or member of the public who is deemed to be intoxicated will be removed from the Academy site immediately.

The Head teacher has the right to ban individuals from site as required in order to safeguard staff and pupils.

### **Smoking**

Ribbon Academy is a non-smoking site this also includes vaping and smoking of E-cigarettes. There is no

provision made for smoking or vaping therefore any individual wishing to smoke in any form must leave the site.

## **27) COVID 19**

The academy has a comprehensive CV19 Risk Assessment which, as with any other Risk Assessment is a live document. The RA outlines numerous protocols to be followed throughout the academy. The Risk Assessment can be found on the Academy Shared Area, Website and in the Site Managers office.