

Health, Welfare & Safety Policy

Staff Responsible:	**Mr J Murray**
Date of Issue:	September 2026
Review Date:	September 2027

Contents:

1. **Policy Statement**
2. **Legal Framework**
3. **Health & Safety Governance**
4. **Roles and Responsibilities**
5. **Health & Safety Documentation and Document**
6. **Training and Competence**
7. **Risk Assessment Arrangements**
8. **Accident, Incident and Near Miss Reporting**
9. **RIDDOR Reporting**
10. **Contractor Management**
11. **Staff Health, Wellbeing and Stress**
12. **The Academy Curriculum**
13. **Academy Meals**
14. **Academy Uniform**
15. **Child Protection**
16. **Security**
17. **Fire Evacuations & Other Emergency Procedures**
18. **Educational Visits**
19. **Transport**
20. **First Aid & Medication**
21. **Internet Safety**
22. **Theft or other Criminal Acts**
23. **Monitoring & Review**
24. **Working at Height**
25. **Vehicles**
26. **Display Screen Equipment**
27. **Lone Working**
28. **Moving & Handling**
29. **Legionella**
30. **COSHH**
31. **Work Experience**
32. **Premises & Work Equipment**
33. **Drugs, Alcohol, & Smoking**

1) Introduction

Policy Statement

Ribbon Academy Trust is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, pupils, visitors, volunteers, contractors and any other person who may be affected by the Academy's activities. This commitment is regarded as an equal priority to the Academy's educational and organisational objectives.

The Academy recognises that effective health and safety management contributes directly to the wellbeing, achievement and success of pupils and staff. We are committed to creating and maintaining a safe and healthy environment by preventing accidents, injuries, work-related ill health and unsafe practices.

The Academy will:

- Provide and maintain a safe and healthy learning and working environment.
- Prevent accidents, incidents and work-related ill health.
- Comply with all relevant health and safety legislation and approved guidance.
- Assess and control risks arising from Academy activities.
- Ensure that safe systems of work are developed and implemented.
- Provide suitable information, instruction, training and supervision.
- Consult with employees and their representatives regarding health and safety matters.
- Promote a positive safety culture throughout the Academy.
- Monitor and review health and safety arrangements to ensure continuous improvement.
- Provide appropriate welfare facilities for staff and pupils.
- Allocate adequate resources to meet health and safety obligations.
- Ensure all Academy stakeholders understand and discharge their health and safety responsibilities.

2) Legal Framework

This policy operates in accordance with the following legislation and guidance, including but not limited to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

- Workplace (Health, Safety and Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Working at Height Regulations 2005
- Manual Handling Operations Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- DfE Health and Safety Advice for Schools
- Equality Act 2010

The Academy will ensure that all relevant statutory duties, codes of practice and guidance are adhered to at all times.

3) Health and Safety Governance

The Board of Trustees has overall responsibility for ensuring that effective health and safety arrangements are established, implemented and monitored throughout the Academy.

The Board delegates day-to-day operational responsibility for health and safety to the Headteacher, who is supported by the Site Manager and senior leaders.

The named Health and Safety Trustee will:

- Monitor compliance with this policy.
- Receive reports regarding health and safety performance.
- Review significant incidents and actions arising.
- Report to the Board of Trustees on health and safety matters.
- Support the annual review of this policy.

Health and safety will remain a standing consideration within Academy governance arrangements and will be reviewed regularly by leaders and Trustees.

4) Roles and Responsibilities

Board of Trustees

The Board of Trustees will:

- Ensure appropriate health and safety arrangements are in place.
- Allocate sufficient resources to enable health and safety duties to be met.
- Monitor Academy performance in relation to health and safety.
- Ensure statutory obligations are fulfilled.

- Review health and safety policies and procedures on an annual basis.

Headteacher

The Headteacher has overall responsibility for the day-to-day implementation of this policy and will ensure that:

- Health and safety arrangements are effectively managed.
- Staff understand and fulfil their responsibilities.
- Training needs are identified and addressed.
- Incidents, accidents and near misses are investigated and appropriate actions taken.
- Risk assessments are completed, reviewed and communicated.
- Safety concerns are reported to Trustees where appropriate.
- Statutory inspections and maintenance programmes are completed.
- Contractor activities are appropriately monitored.
- Suitable first aid and emergency arrangements are maintained.

Site Manager

The Site Manager will support implementation of the health and safety management system by:

- Maintaining the Academy premises in a safe condition.
- Coordinating statutory inspections and servicing.
- Monitoring contractors whilst on site.
- Managing fire safety arrangements.
- Maintaining health and safety records.
- Supporting the completion and review of risk assessments.
- Investigating incidents and hazards where required.
- Monitoring compliance with site safety procedures.

Leaders and Managers

Staff with leadership or management responsibilities will:

- Monitor health and safety within their areas.
- Ensure safe systems of work are followed.
- Communicate relevant risk assessment findings.
- Ensure pupils and staff receive appropriate supervision.
- Report defects, hazards and concerns promptly.

All Employees

All employees have a duty to:

- Take reasonable care of their own health and safety and that of others.
- Co-operate with the Academy on health and safety matters.
- Follow all safety instructions and procedures.
- Use equipment correctly.
- Report hazards, defects, accidents, incidents and near misses.
- Attend required health and safety training.
- Support a positive safety culture throughout the Academy.

5) Health and Safety Documentation and Document Control

The Academy maintains a structured health and safety management system.

The current version of all approved health and safety documentation held on SharePoint shall be regarded as the master copy.

Documents will:

- Be reviewed annually or sooner if significant changes occur.
- Be authorised by the Headteacher.
- Include version control and review dates.
- Be accessible to all relevant staff.
- Be withdrawn promptly when superseded.

Where hard copies are issued for operational purposes, these will be regarded as uncontrolled copies.

6) Training and Competence

The Academy recognises that competent employees are essential to maintaining a safe environment.

Health and safety training will be provided:

- During staff induction.
- When duties change.
- Following changes to legislation or Academy procedures.
- Following incidents or identified training needs.
- At appropriate refresher intervals.

Training records will be maintained and monitored.

All staff are expected to participate in relevant professional development and health and safety training as required.

7) Risk Assessment Arrangements

The Academy adopts a proactive approach to risk management.

Suitable and sufficient risk assessments will be carried out for all significant hazards and activities including:

- Curriculum activities.
- Educational visits.
- Premises and site activities.
- Fire safety.
- Manual handling.
- Lone working.
- Working at height.
- Individual pupil needs.
- Staff medical conditions and pregnancy.
- Use of hazardous substances.

Risk assessments will:

- Identify hazards.
- Identify who may be harmed.
- Evaluate the level of risk.
- Identify suitable control measures.
- Record significant findings.
- Be communicated to relevant staff.
- Be reviewed at least annually or when circumstances change.

Risk assessments will also be reviewed following accidents, incidents, near misses, changes to activities or significant organisational changes.

8) Accident, Incident and Near Miss Reporting

The Academy is committed to learning from accidents, incidents and near misses.

All accidents, incidents, dangerous occurrences and near misses must be reported as soon as possible using the Academy reporting procedures.

Reported events will be:

- Investigated proportionately.

- Recorded appropriately.
- Monitored for trends and recurring issues.
- Used to identify corrective and preventative actions.

The Headteacher and Site Manager will ensure that lessons learned are communicated and that appropriate action is taken to prevent recurrence.

9) RIDDOR Reporting

The Academy will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Headteacher and Site Manager are responsible for ensuring that incidents meeting the reporting criteria are reported to the Health and Safety Executive within statutory timescales.

Records of all reportable incidents will be maintained and retained in accordance with legal requirements.

10) Contractor Management

The Academy recognises its duty to ensure the safety of staff, pupils and visitors during contractor activities.

All contractors must:

- Sign in at reception on arrival.
- Wear identification whilst on site.
- Receive relevant site induction information.
- Provide appropriate Risk Assessments and Method Statements (RAMS).
- Comply with Academy safeguarding requirements.
- Adhere to emergency arrangements.
- Follow all Academy health and safety procedures.

Where applicable, contractors will be provided with relevant health and safety information relating to:

- Fire procedures.
- Emergency arrangements.
- Asbestos management arrangements.
- Restricted areas.
- Vehicle movement arrangements.

Contractor activities will be monitored by the Site Manager throughout the duration of works.

11) Staff Health, Wellbeing and Stress

The Academy is committed to promoting positive health, wellbeing and mental health amongst all employees.

The Academy will:

- Monitor workplace stress through risk assessment and consultation.
- Promote supportive leadership practices.
- Review workloads where concerns are identified.
- Support employees experiencing health or wellbeing difficulties.
- Maintain an open-door approach to raising concerns.
- Provide appropriate support following illness, injury or absence.

The Academy recognises that protecting employee wellbeing contributes directly to a safe and effective workplace.

12) 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, throughthe 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 learnabout 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 dangersof 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 teachchildren 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 mayhave. These concerns are handled with sensitivity.

13) 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 of1999, 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 havea 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.

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 committedto 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 therisk of exposure by a potential hazard.

In the first instance all parents/ carers and members of staff are to ensure that administration staff have beenmade aware of their particular allergy. They should also make ensure that medication is at hand and can besecured 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 ifrequired.
The catering manager will ensure that meals are sourced and prepared ensuring that allergies are taken intoaccount. Ribbon Academy is a nut free environment.

14) 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 requirementsfor 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 orcultural 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 Headteacher 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 correctschool uniform.

We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedlyattends 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.

15) Child Protection

The named person with responsibility for child protection in our school is the Headteacher together with theAssistant Headteacher for Inclusion. They liaise with a named Trustee. 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 Headteacher of assistant Headteacher for Inclusion.

When investigating incidents or suspicions, the person responsible in the school for child protection will workclosely 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 BarringService (DBS).

All the adults in the Academy share responsibility for keeping our children safe. We may on occasion reportconcerns 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.

16) Security

Safety of our pupils, staff and visitors to the school is of paramount concern to our whole school community.The Trustees and Headteacher 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 thedoor. Visitors who are admitted into the school are asked to sign in electronically and given a visitors' badgecontaining 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 æopened at 07:45 to allow for breakfast club access, then locked at 09:05. One pedestrian access gate remains 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 15:15 for afternoon access. All external gates are

closed beforethe 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 canto 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, theymust inform the Headteacher or Site Manager immediately.

The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher 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 theschool 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 asfollows:

Children are moved from the classroom to a single room near the main entrance where they are monitoredby 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 aplace 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 Headteacher 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 childconcerned. 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).

Name	Managing Medication in Schools	Administrating Medication	Emergency First Aid	First Aid at Work	Paediatric First Aid
Mr John Murray	✓	✓		✓	✓
Miss Joanne Taylor				✓	
Mr Steven Naylor				✓	
Mrs Denise Ganning				✓	
Mrs Alyson Briggs		✓		✓	
Mrs Michele Brown				✓	
Mrs Michelle Ord		✓			
Mrs Joanne Williamson				✓	
Miss Yasmin Starkie					✓
Miss Abigail Hope					✓
Mrs Nicola Ball		✓			
Mrs Helen Smith				✓	
Mr Robert Dalglish				✓	
Mrs Suzanne Cartwright		✓			
Mrs Donna Peverly					✓
Mrs Demi Kirk					✓
Mrs Lori-Beth Robson					✓
Miss Georgia Walton					✓
Miss Amelia Ord					✓
Mrs Jacqui Betty		✓			
Mrs Nichola Hobson		✓			
Mrs Lisa			✓		

Percival					
Mrs Rebecca Childs					✓
Mrs Kavita Hosein			✓		
Mrs Kirsten Richardson					✓
Mrs Emine Ozgur					✓

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 Headteacher. Stray animals pose a significant threat to both staff and children. In the event of a stray animal gaining access tothe 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 DurhamCounty 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.

17) Fire Evacuation & other Emergency Procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills areheld 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 ofthe fire alarm system. The Fire Evacuation Policy and Procedures are available to view on SharePoint. These are disseminated to staff by hard copy (if required) and documented for proof of receipt andunderstanding.

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.(Churchill Fire Services). Checks are carried out to ensure that all firefighting equipment is available for useand 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 reporteddirectly 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 and Gent (Honeywell).

Means of Escape

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

Fire Instructions

The Headteacher and Site Manager are responsible for ensuring the fire risk assessment is undertaken andimplemented. The fire risk assessment is located in the Site Office and on the SharePoint document library.It is reviewed on an annual basis. Staff who have no internet access are welcome to have a hard copy of thepolicy. 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 throughoutthe school site. Each room has its own procedure sheet identifying the nearest escape route and location ofassembly 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 SharePoint. 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 Procedures document located in the Site Office, and onthe 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 thealarm 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 theassembly point.

FIRE ASSEMBLY POINTS:

- Teams 1-10 meet in KS1 playground.
- Teams 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 andmake their way to the nursery gate.
- Kitchen staff to assemble by the KS2 yard gate.
- Any teams 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 gateand 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 areaccounted 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/Headteacher/senior member of staff.

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

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.

18) 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 Headteacher).

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 sitealone.
- Promote the independence of our pupils as learners to enable them to grow and to develop in newlearning 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 curriculumand 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) 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 Headteacher 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 Headteacher before approval is granted. A comprehensive visit plan should be providedby the member of staff to allow for an informed decision to be made 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

journeyby sea or air, the Headteacher 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 toinclude 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 assessthe 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 alsoassess 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 Headteacher 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 thevisit 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 grouphas 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 NUTguidelines 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 mostresidential 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 (1:13in 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 Headteacher, Deputy Headteacher and all adults supervising the trip.

19) 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

coachesfitted 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 canbe 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 mdea 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 Headteacher making a decision about thefinancial 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 SharePoint).

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 numberor 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 partyleader 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 Headteacher the possibilityof 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 Headteacher.
- Medical questionnaire returns.
- First-aid boxes.

20) 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 3 defibrillators which are located in each first aid room and the entrance to Day Care corridor. 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 personsare trained should first aiders leave.

Transport to Hospital

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance.) Parents and/or 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 inSchools 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 amedical professional.

Records of administration of medicines will be kept by the office staff. No member of staff should administerany 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, unlessspecific 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 followinghas 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 consentform 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 medicalconditions (e.g., diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually by the SENDCo, and written precautions/proceduresmade available to staff.

Staff under-go 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 wellenough 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 toenable 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 bekept of all medication received and administered by the academy.

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

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 isstored. (This is for emergency administration only).

21) 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 cab found on the school website or can be obtained from Ashleigh Thorne (ITLeader).

22) Theft or Other Criminal Acts

The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the Academy site, the Headteacher 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 SafetyExecutive and support the teacher in question if he or she wishes the matter to be reported to the

police.

23) Monitoring and Review

Health and safety performance will be monitored through:

- Routine inspections.
- Risk assessment reviews.
- Accident and incident analysis.
- Near miss reporting.
- Fire drills and emergency exercises.
- Statutory inspections.
- Audits and external reviews.
- Trustee oversight.

This policy will be reviewed annually by the Headteacher and Board of Trustees or sooner if:

- Legislation changes.
- Significant incidents occur.
- Organisational arrangements change.
- Monitoring identifies a need for review.

The Academy is committed to continual improvement of its health and safety management arrangements.

24) 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 assessmentwill be conducted to ensure such risks are adequately controlled. A copy of this assessment will be providedto 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.

25) Vehicle Access

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

The access gates for pedestrians entering or leaving the Academy are separate to the main vehicle accesspoint. 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 accessvia 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.

26) Display Screen Equipment

All staff who habitually use computers as a significant part of their normal work (significant is taken to becontinuous / near continuous spells of an hour at a time) e.g., Headteacher, Deputy Headteacher, 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.)

27) Lone Working

Staff are encouraged not to work alone in or around Academy. Work carried out unaccompanied or withoutimmediate 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 workingwill 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. Staffundertaking 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'.

28) 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 inorder to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reportedto 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 requiredto 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.

29) 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. TheSite 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.

30) 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 ofSubstances 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.

31) 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 andsafety responsibilities.

- Where work placements form part of the vocational qualification offered by a FE college then thecollege 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 amember 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.

Curriculum Activities

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

32) 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 SiteManager.

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 tothe Site Manager.

Electrical Safety

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

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

Personal items of equipment (electrical or mechanical) should not be brought into the school without priorauthorisation 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 anyapparent 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.

33) 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, supplyor 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 ofthe 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 Academysite immediately.

The Headteacher 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 thesite.