Health and Safety Policy

2026 - 2027

Date Written	November 2026	
Written By	N Leese	
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Approved by:	(EHT)	Date:
	(Chair LSC)	Date:

Statement of Local Health and Safety Intent

Moorcroft Academy

We will meet all the requirements set out in the corporate health and safety policy and actively promote the safety and health of our school staff and pupils as an equal objective to our other school objectives.

Within Lighthouse Multi Academy Trust, ensuring the safety of our academy community is of paramount importance, and this policy reflects our dedication to creating a safe academy.

We are committed to:

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

CHAIR OF GOVERNORS **HEAD OF SCHOOL**

Date **Date**

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APPENDIX 1

Accident Reporting Procedures

In accordance with the Trust's accident/incident reporting procedure, employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available from the school office.

- The local accident books are located in the school office, and these are used to record all minor incidents to pupils; any more significant incidents must also be reported to Governors.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.
- Headteacher reports to RIDDOR.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Health and Safety Executive (HSE) on 0345 300 9923 or on-line at www.hse.gov.uk/riddor

Incidents resulting in the following must be reported to the HSE within 15 days of the incident occurring.

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays) must be reported to RIDDOR www.hse.gov.uk/riddor
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring.
- The school will still be required to keep a record of all over-three-day injuries – if the school keeps an accident book/form, then this record will be enough.

Any incidents requiring physical restrictive intervention (reasonable force), seclusion or searches will be recorded according to guidance from the DfE.

Any event resulting in reasonable force, seclusion or a search will be reported to parents/carers of the pupil no later than the same day, unless staff believe it could result in serious harm to the pupil and then the incident will be reported to the LA where the pupil is normally resident.

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Asbestos

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

The school's asbestos monitoring person/s will be the Caretaker. Refresher training is required 3 yearly.

The school shall ensure:

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher who will contact the relevant agencies.

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

Refurbishment & Demolition Surveys.

This type of survey will be required when a building (or part of it) is to be upgraded, refurbished or demolished and is required prior to any work commencing. This survey is used to locate and describe, as far as is reasonably practicable.

- All ACMs in the area that the refurbishment will take place
- For the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach.

During this type of survey consideration must be given to the risk of spread of debris including asbestos during aggressive inspection techniques such as:

- Lifting carpets and tiles,
- Breaking through walls, ceilings, cladding and partitions
- Opening up floors and void.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise the risk to Pupils, staff and any third parties on the premises. Ideally the building should not be in service, and all furnishings should be removed. This would only apply to working areas within a building for small refurbishment projects.

Release of Asbestos Containing Materials

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Headteacher must be contacted immediately who will contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

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

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Contractors

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

All contractors must report to school reception where they will be asked to sign in using the interactive signing in screen. Contractors will be issued with verbal guidance on fire procedures, local management arrangements and vehicle movement restrictions.

A member of the SLT team or the Caretaker will be responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractors' work.

To ensure contractor competency the school uses a Property Services provider or Local Authority approved contractors.

Where alternative contractor's services are sourced the Headteacher will undertake appropriate competency checks prior to engaging a contractor.

School Managed Projects

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

Where nonregistered contractors are used the Headteacher will undertake appropriate competency checks prior to engaging a contractor.

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Control of Substances Hazardous to Health

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 school's nominated person responsible for substances hazardous to health will be the Caretaker.

They shall ensure:

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

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

Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staff room cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the red and black warning symbols (orange for older products), which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

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Display Screen Equipment (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, Office Manager and Headteacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

A designated person is responsible for coordinating display screen equipment assessments.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

Where necessary a contribution is made towards the cost of lenses. Details of this can be obtained from the Headteacher.

Suitable training and information is given to users of display screen equipment to recognize the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

Pupil Workstations

Best practice guidelines will be adopted when setting up pupil workstations. Pupils use display screen equipment for short durations.

- Staff are responsible for connecting and disconnecting computers/iPads etc.
- Food and drink should not be consumed by pupils near the computers.
- Pupils are regularly reminded by staff of the importance of not spending too many hours in front of a monitor.
- Any problems with the equipment should be reported to the ICT Network Manager.

SEN Pupils and Computers:

Some SEN pupils may be provided with individual equipment. Teaching staff should liaise with the SEN department and ascertain the arrangements that have been set up with the pupil for printing etc. Where a pupil has physical disabilities, staff must be aware of any implications for computer work, before that work arises, to avoid any embarrassment for the pupil.

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Early Years

Play Equipment

All equipment is suitable for the age of the children in Early Years.

All play equipment both inside and out, is regularly checked and any broken items are removed or taken out of play.

Good supervision is always in place when children are playing with equipment.

First Aid

There will always be a fully trained paediatric member of staff with Early Years children, this includes offsite visits, lunchtimes and before/after school clubs.

All staff who have obtained a Level 2 and/or Level 3 qualification since 30 June 2016 must also hold a valid PFA qualification to be included in the required staff: child ratios.

A list of first aiders is displayed, and certificates are kept on file and made available to parents on request.

Nutrition

The academy will encourage children to eat a balanced diet and introduce them to a wide variety of foods.

Snacks and meals will be planned in advance to include food from the main food groups.

Children will be encouraged to eat together to promote good eating habits.

Foods that contain sugar, salt and saturated fat will be limited and those containing high amounts of these ingredients will be avoided.

Consideration will be taken for children who have allergies, intolerances, religious beliefs and principals, when this information is shared with parents/carers.

Relevant staff will be provided with appropriate training.

Changing Nappies/Toileting

Consideration will be taken to carry out any nappy changing in an area that is suitable with respect of food preparation and serving and children's privacy, protection and safeguarding.

Nappy changes will be recorded, and any issues will be reported to the Headteacher.

Staff will be provided with sufficient PPE and used nappies will be disposed of correctly.

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Fire Evacuation and other Emergency Procedures

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Caretaker's office and reviewed on an annual basis.

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

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

Fire Drills

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

Fire Fighting

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

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

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

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

- **Gas**: Boiler room
- **Water**: Boiler room
- **Electricity**: Boiler room

These locations are displayed on a map in the main office.

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

EMERGENCY PROCEDURES

FIRE EVACUATION

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

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

Fire Fighting

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

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

On Hearing the Fire Alarm:

All staff, pupils, occupants of the building must respond to alarm activations. The fire alarm is a continuous siren sound.

The Caretaker, Headteacher or the office staff 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 will supervise/affect the evacuation of pupils/visitors to the designated assembly point(s).

Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a fire warden at the assembly point.

Assembly Points:

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

A Calm orderly exit is essential
Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area pupils must stand in their class groups while staff check pupil numbers. Visitor's book etc. will be taken out to the assembly point by the reception staff. The result of this check must be reported to the Headteacher/senior member of staff as soon as it is completed.
- All staff are responsible for sweeping their areas of the school whilst proceeding to the nearest exit point.

All fire wardens should report to the Headteacher/Deputy Headteacher and Office Manager that corridors/buildings are cleared.

- The Headteacher/Deputy Headteacher and Office Manager will liaise with each other to ensure all children, staff and visitors are accounted for and safe.
- The Headteacher/senior member of staff will liaise with the fire brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the fire brigade/Headteacher/ senior member of staff.
- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

In the event of a bomb threat follow the evacuation procedures as above.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS
Mobility Impairment

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

If staff or pupils have significant mobility impairments, then additional measures such as PEEPS may need to be provided for the site. (These are specially designed chairs for bringing a person down a stair.)

Visual Disability

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the persons hand on their shoulder, on level surfaces they should take the helpers arm and follow them.

Hearing Disability

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

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

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Fire Prevention/Inspection/Maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the Caretaker and a record kept in the fire logbook.

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

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

Inspection of Firefighting Equipment

An approved competent contractor undertakes an annual maintenance service of all firefighting equipment. Weekly checks are carried out to ensure that all firefighting equipment is available for use and operational and for any evidence of tampering.

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

Emergency Lighting

These systems will be checked for operation monthly in house by the Caretaker and every 6 months by an approved competent contractor.

Green Door Release Boxes

These will be tested regularly by the Caretaker.

Emergency Red Pull Cords

These will be tested regularly by the Caretaker.

Test records are located in the site's fire logbook.

Means of Escape

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

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First Aid and Medication

First aid boxes are located: designated areas around the site.

The Designated member of staff is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aiders:

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

A list of first aiders is displayed in the school office and around the school environment.

The EYFS Framework requires a list of staff first aiders to be displayed, or staff Paediatric certificates displayed and made available to parents.

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

Mental Health First Aid

The school recognizes that good mental health and wellbeing help pupils to develop, attend school, engage in learning and fulfil their potential.

We provide wellbeing by ensuring there is a safe, calm and supportive learning environment, and targeting support for pupils who need help.

Concussion

No-one should return to competition, training or Physical Education (PE) lessons within 24 hours of a suspected concussion. Anyone with a suspected concussion should NOT drive a motor vehicle (e.g. car or motorcycle), ride a bicycle, operate machinery, or drink alcohol within 24 hours of a suspected concussion. Follow Guidance from UK Government “if in doubt sit them out” UK Concussion Guidelines for non-elite (grassroots) sport.

Button Batteries

Please be aware small batteries are dangerous if swallowed and must be kept and stored out of reach of young children.

When opening a pack which includes multiple button batteries, make sure that children cannot access the batteries which remain in the open packs.

Do not dispose of a battery in the classroom waste bin.

What to do if a child ingests a button battery:

- CALL 999 In the event of battery ingestion, seek immediate medical attention.
- Do not let the child eat or drink until an X-ray can determine if a battery is present.
- Take the battery packaging or the device containing the battery to the hospital so as the doctor can identify the battery type and chemistry.

Transport to Hospital:

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

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

The only medication kept and administered within school are those prescribed specifically for a pupil (long term health needs only) at the request of the parent/guardian and with the consent of the Headteacher.

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.

All medications kept in school are securely stored in the school office with access strictly controlled.

Where children need to have access to emergency medication, i.e. asthma inhalers, adrenaline pens, the following has been put in place:

- All asthma inhalers are kept in the pupils' classrooms clearly marked with their name.
- Adrenaline pens are kept within a safe place in the pupil's classrooms.
- Designated staff have received the appropriate training for administering medicines.

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, and written precautions/procedures made 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 a health professional as appropriate.

Statutory Requirements (Benedict's Law 2026)

In accordance with updated DfE statutory guidance, this school:

- Maintains a dedicated, published Allergy Policy.
- Stocks "Spare" Adrenaline Auto-Injectors (AAIs) for emergency use.
- Provides mandatory annual Allergy Awareness Training for all staff.
- Appoints a Named Allergy Lead (Senior Leader) and a named Governor to oversee safety.

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Health & Safety Information and Training

Consultation

The school's health and safety Governors meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors.

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

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

Health and Safety Training

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

The Headteacher and the Office Manager will be responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

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

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

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

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Health and Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken with Elite Safety in Education.

A named Governor representative will be involved/undertake an inspection on an annual basis and report back to the Headteacher who will inform the full Governing Body of the outcomes from the audit. This Governors monitoring will also cover management systems in addition to inspecting the premises.

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

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Infection Control

Introduction

This policy has been written following guidance from UK Health Security Agency guidance on infection control and winter readiness.

Aim and Objectives

This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

Principles

The school recognises that infections such as influenza pandemics are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community.

We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living and good hand hygiene. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

Planning and Preparing

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform UK Health Security Agency. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence.

This will be discussed with the UK Health Security Agency.

It is likely that school will remain open, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels.

The school will close if we cannot provide adequate supervision for the children.

Infection Control

Infections are usually spread from person to person by close contact, for example, infected people can pass a virus to others through large droplets when coughing, sneezing.

Through direct contact with an infected person: for example, if you shake or hold their hand and then touch your own mouth, eyes, nose without first washing your hands. Or even talking at a close distance.

Viruses can also survive longer on hard and soft surfaces.

Staff and children are given the following advice about how to reduce the risk of passing on infections to others:

- Wash hands regularly, particularly after coughing, sneezing or blowing your nose.
- Minimise contact between your hands and mouth/nose.
- Cover your nose and mouth when coughing and sneezing or in crook of elbow.
- Do not attend school if you have an infectious illness.

These messages are promoted through posters around the school, in assemblies and

through Personal and Social Education lessons.

HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS

Minimise Sources of Contamination

- We will ensure staff have received training or competent in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator at a temperature of 5°C or below.
- We wash hands before and handling foods.
- Food is brought from reputable sources and used by recommended date.

To Control the Spread of Infection

- We ensure good handwashing procedures (toilet, handling animals, soil, food).
- Children encouraged to wipe and blow their own noses and dispose of soiled tissues in waste bins.
- We wear protective clothing when dealing with accidents and incidents.

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves, face coverings (if advised) and disposable plastic aprons are worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing) by all staff.

Cleaning of The Environment

Cleaning throughout the school is frequent and thorough including the cleaning of all toys and equipment in class. Cleaning of the environment, cleaning equipment such as buckets are colour coded and cleaned and replaced as needed. Cleaning contracts are monitored regularly and ensure cleaners have access to PPE.

Cleaning of Blood and Body Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used, and waste is disposed in secure bins along with nappies.

Vulnerable Children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, on high doses of steroids and with conditions that seriously reduce immunity.

The school will have been made aware of such children.

These children are particularly vulnerable to chickenpox, measles or parvovirus B19 and, if exposed to either of these, the school will contact the parent/carer and inform them promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

Female Staff – Pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated according to UKHSA guidelines by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. Some specific risks are:

Chickenpox can affect the pregnancy if a woman has not already had the infection.

Report exposure to midwife and GP at any stage of exposure.

The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

Rubella
If a pregnant woman comes into contact with Rubella, she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.

Slapped Cheek Disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.

This advice also applies to pregnant pupils.

In school we follow the guidelines set by the UK Health Security Agency, regarding the recommended period of time that pupils should be absent from school.

Detailed information about many conditions is available at: UK Health Security Agency

It is important to note that the school is unable to authorise absence on medical grounds or illness for conditions where the guidelines state that no period of absence is recommended, e.g. head lice.

Meningitis
Meningitis most commonly affects babies, young children and teenagers, but can also be harmful to older people and adults with lower immunity. It can be very serious, even fatal, if it is not treated quickly, as it infects the protective membranes surrounding the brain and spinal cord. It can cause blood poisoning and permanent brain and nerve damage.

Symptoms may include a high temperature, vomiting, headaches, a rash that does not fade when rubbed over with a glass, stiff neck, an aversion to bright lights, drowsiness and fits. These symptoms may occur in any sequence and sometimes not all of them will be experienced at all.

Bacterial and virus meningitis are contagious and can be spread through sneezing, coughing, kissing, sharing cutlery and utensils, and spending considerable time with an infected person, so schools are one of the prime locations where the infection can spread. It can be caught from people who carry the virus or bacteria but are not ill themselves.

Vaccinations are available for several types of meningitis but practicing good personal hygiene (washing hands and coughing/sneezing into tissues etc.) and not sharing drinks and cutlery will also help reduce the risk of contagion.

Coronavirus Disease – COVID-19
Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads.

Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it’s important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

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Legionella

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

A legionella water risk assessment of the school has been completed by a Water Contractor.

The Headteacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control logbook.

Contractor will be responsible for the following:
This will include:

- Monthly temperature checks
- Sampling and disinfecting of water tanks
- Testing and Inspection of Thermostatic Mixing Valves (annually)

The Caretaker will:

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

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Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport.
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway.
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone.
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but, in some circumstances, it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Headteacher to ensure members of staff are aware of the risks of lone working.

Hazards identified will be evaluated by the Headteacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Headteacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Headteacher, the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified, then the policy will be reviewed. The staff attendance log-in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Headteacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones, they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection, and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Headteacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury, and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The school respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of the Headteacher, any aspect of work-related risks.

The Headteacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

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Minibus

The Trust will follow the national guidelines for driving a minibus.

Staff driving minibuses must have undertaken a competency test (MIDAS) and held a clean driving license for over 2 years and be over the age of 21 years.

Documents which will be held within a log in the school office.

Staff driving the minibus will be responsible for carrying out the pre-user checks and recording these checks on the relevant paperwork.

A nominated person will be responsible for ensuring the minibus is insured, valid Vehicle Excise Duty and MOT.

The school will ask employees for permission to log onto the DVLA web site to obtain up-to-date information on driving licenses.

Any staff member not adhering to the above will not be permitted to drive on school business.

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Mobiles/Communication Technology

Please see separate mobile/communication policy

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

Moving and Handling

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

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

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

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Offsite/Educational Visits

Introduction

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

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

Aims

The aim of our off-site visits is to:

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

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

- English – theatre visits, local high schools
- Science –visits to Life centres, ponds
- Mathematics – local industries, local schools
- History – War memorials and sites
- Geography – local and regional fieldwork
- Art and design – art gallery visits, use of the locality for drawing, etc.
- PE – a range of sporting fixtures, extra-curricular activities
- Music –extra-curricular activities, local schools' orchestra, concerts, forest arts centre
- Design and technology – visits to local factories or design centres, museums
- Modern foreign languages – local languages events
- ICT– its use in local shops/libraries/secondary schools etc.
- RE – visits to local places of worship

Residential Activities

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

How Visits May be Authorised

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

The school's Educational Visits Coordinator will be involved in the planning and management of off-site visits.

S/he will:

- Ensure that risk assessments are completed.
- Support the Headteacher and Governing Body in their decisions on approval.
- Organise related staff training.

- Verify that all accompanying adults, including private car drivers, have had satisfactory security 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).

Appropriate child car seats must be used if a private car is being used on a regular basis and not in an emergency situation.

Booster seats purchased prior to February 2017 (without back supports) can still be used and there is no requirement to replace these unless general wear and tear or they have been involved in an accident. https://www.gov.uk/government/news/new-child-car-seat-rules-no-change-for-existing-booster-seats

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by Outdoor Education Advisors Panel. All off-site activities must take place in accordance with the guidance given.

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

Where the activity involves a period of more than 24 hours, an overnight stay, high risk activity or a journey by sea or air, the Headteacher will seek the approval of the Governing Body before permitting the activity to take place.

EVOLVE used through Elite Safety in Education.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Headteacher/Governing Body will not give its approval for the

visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

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

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

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 Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.

In some cases, there may be only one leader on a visit, or on a particular activity during a visit. If this is the case, young people (or any adult helpers) should be competent to manage in the event of the leader being taken ill or injured and should, as a minimum, know what to do to contact the establishment and get support.

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

- **St**affing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance Issues? Licensable?
- **G**roup characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?
- **D**istance 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 risk assessment will be given to the Headteacher, the Governing Body, and the educational visits coordinator, and all adults supervising the trip.

Transport

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

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

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

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

Communication with Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities, this can be a one-off permission in writing at the start of the academic year. (Not including residential visits)

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

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

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

Further Health and Safety Considerations

All adults accompanying a group 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 of a designated emergency contact should be provided.

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

The safety of the group, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the Headteacher the possibility of excluding that pupil from the activity.

More detailed guidance on procedures and requirements can be obtained from National Guidance for Off-site Visits www.oeap.info/

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

Visit plan

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

- Risk assessment
- Report on preliminary visit
- Applications for approval of visit
- General information

- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Accommodation plan (if applicable)
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- General communications information
- Guidance for group leaders
- Guidance for the emergency contact and Headteacher
- Medical questionnaire returns
- First-aid boxes

Monitoring and Review

This policy is monitored by the Governing Body and will be reviewed annually or earlier if deemed necessary.

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Premises and Work Equipment

Statutory Inspections

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

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

Curriculum Areas

Curriculum coordinators are responsible for reporting maintenance requirements for equipment in their areas to the Headteacher.

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a “Gas Safe” registered contractor.

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.

Smoking

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes.

Air Conditioning Units (if applicable)

All air conditioning units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

Internal and External Play Equipment

The equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

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

The fixed outdoor play equipment will be subject to a termly inspection by an Operational Inspector and an annual inspection carried out by an Annual Inspector.

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General Risk Assessments

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

The risk assessments are held electronically on Elite Safety H&S Portal and on the school shared drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant staff.

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

New and Expectant Mothers

This covers new or expectant mothers who are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work. It is both a moral duty and a legislative requirement under the Managements of Health and Safety at Work Regulations 1999 Regulation 16 relating to risk assessment for new and expectant mothers, that employers take particular account of the risks to expectant mothers at work.

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.

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Security

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

Entry to School for Visitors/Staff

The reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors are able to wait in the foyer but prevented from going further into the school by a key-fob/code system on the door. This door must not be propped open.

Visitors who are admitted into the school are asked to sign in using the interactive signing in screen, a visitor's badge will be automatically produced. The school diary is used to inform the receptionist of planned visitors.

Children are reminded in assembly to tell their teacher if they see an unknown person without a badge wandering around the school premises.

Staff who are no longer employed by the school are asked to return their key–fobs and fobs will be deactivated (this will occur regardless of whether they have been returned or not)

School Building Security of External Doors

All doors are unlocked, and access can be gained through use of a fob-key. Exit of external doors is by pushing a green button and the door will automatically open.

Supervision of Children

All pupils should not arrive before 8.35 am at which point the duty teacher supervises the relevant entry doors and all pupils will be required commence school activities whilst being supervised by other members of staff.

Pupil Supervision

The Headteacher or in their absence a nominated senior teacher remains on the premises until the last child is collected.

Security of the school building will be reviewed in the health and safety committee meetings, and matters may be referred to the Governing Body for consideration as necessary.

Alarm System

The school alarm is always set each day.

Care of ICT Equipment

As far as possible all equipment is secured.

Expensive portable equipment is locked away daily in the laptop trolleys which are then moved into the ICT suite. 'Older' computers remain in classrooms.

Security of Data

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.
"Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data."

Curriculum Networked Computers:

- Accessed by personal passwords.
- Password gives pupils and staff the same access levels.
- SLT only has access to management files.

Office Computers:

- Accessed only via individual passwords for head and School Business Manager.
- Financial files are accessed via further password.
- Access to the school office is prohibited except for staff requiring access for a specific purpose.

Other Data Protection Issues:

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

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Stress/Wellbeing

The school are committed to promoting high levels of health and wellbeing and recognise 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 Headteacher and SLT.
- Mentoring of new staff.
- Well-being days.

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Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun, then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

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

What is the Sun-Smart Campaign?

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

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

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

Education:

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

Clothing:

- We encourage parents to provide sun hats to protect the children whilst outside.

Sunscreen:

- Children will be asked in Reception, KS1 and KS2 to administer their own at lunchtime and nursery parents are asked to put sunscreen on their child before the start of a session.
- Sunscreen use will be encouraged on school trips.

Shade:

- Pupils can use the natural environment for shade.
- Wooden structure provided for shaded areas.

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Use of Reasonable Force

Physical restrictive intervention may be required in circumstances to prevent a pupil from causing an injury to themselves or others, committing a criminal offence, damaging property or causing disorder among pupils at school. No more force than is necessary will be employed, for the shortest time possible, and all school staff have the legal power to use this.

Staff who work closely with identified pupils and are more likely to use reasonable force, will be adequately trained in its safe and lawful use and preventative strategies.

Reasonable force will not be used as punishment.

Additional consideration and alternative strategies will be carried out wherever possible to pupils with SEN.

Seclusion

Seclusion will only be used in a non-disciplinary way and is different to disciplinary measures such as being removed from the classroom.

Seclusion will be used to prevent a pupil from leaving the premises and/or protect themselves or others from harm.

Searches

The Headteacher and authorised staff have power to search a pupil or their possessions, where staff believe the pupil may have prohibited items or they believe there is a risk that serious harm may be caused by something in their possession.

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Vehicles on Site

There is a staff only car park which has limited spaces available

There is a maximum speed limit entering the school of 5 miles per hour. Speed bumps are in force to slow down vehicles coming into school.

Parents are reminded to not park on the staff car park through newsletters and letters.

The access gates for pupils attending school and leaving school is separate to the main vehicle access point. These are locked during the day.

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

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Violence

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

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

Prevention:

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

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

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Volunteers in School

Introduction

At Moorcroft Wood Academy, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

Moorcroft Wood Academy values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

Safeguarding

Moorcroft Wood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Moorcroft Wood Academy will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Headteacher recorded on the central record by the school's Business Manager.

Providers must understand the legal obligations upon the Governors and Headteacher as the ones who decide on who may come into the school as speakers and service providers.

There are some exceptions:
Law enforcement officers in certain circumstances.
HM Chief Inspector of Schools (Section 4 of Part 1 of Chapter 1 of the Education Act 2005).
LA Authority
(Standards and Framework Act 1998).

It is the responsibility of the school to ensure that its child protection policy is adhered to at all times.

Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a teacher's responsibility under *loco parentis.*
- Covering for staff absence within the classroom.
- Unsupervised 1:1 work with children.
- Those which would normally be undertaken by a contractor engaged by the school.
- Those requiring full financial or budgetary responsibilities.
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff; however, it is hoped that every effort will be made to ensure

that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

School Information and Regulations

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance, and this insurance covers volunteers in school.

Expenses

Although there is no obligation to make financial reimbursements to volunteers, the school will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g. excess travel costs connected with the tasks undertaken for school etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g. resources or equipment purchased for school use) will be reimbursed at the cost paid. All financial claims made should be agreed with the Headteacher prior to expenditure.

Induction and Training

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A health and safety induction and safeguarding training will take place on the first day in school, if not before. If the volunteer is undertaking formal training (e.g. NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

Complaints and Grievances

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Headteacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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APPENDIX 28

Work at Height

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

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

The schools nominated person responsible for work at height is the Caretaker.

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.

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APPENDIX 29

Work Experience

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

- All pupils 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 pupils 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 pupils' parents/guardians should an incident occur.
- All incidents involving pupils on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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HEALTH & SAFETY STATUTORY POLICY

Establishment Name: Moorcroft Wood Academy

Policy Title / Section: Health, Safety & Welfare Policy and Operational Arrangements

Document Control, Ownership & Governance

This model policy framework, statement of intent, and operational arrangements were compiled and provided by **Elite Safety in Education** for formal adoption and local contextualisation by **Moorcroft Wood Academy**

- **Intellectual Property & Copyright:**

The underlying policy frameworks, structural methodologies, model organisation charts, and arrangements remain the intellectual property of Elite Safety in Education (© Elite Safety in Education). A non-exclusive, internal licence is granted to the establishment to tailor, adopt, and maintain this policy solely for internal statutory compliance while subscribed to Elite Safety in Education services.

- **Annual Review, Governor Adoption & Operational Amendments:**

In accordance with employer duties under the Health and Safety at Work etc. Act 1974 and Department for Education governance guidance, this policy must be formally reviewed and adopted at least annually by the Governing Board / Board of Trustees, or sooner if significant operational changes occur (e.g., changes in legislation, leadership, premises, staffing delegations, or following a significant incident/investigation).

Where editable policy templates are updated, locally adapted, or re-uploaded by school staff to the **Elite Safety Portal**, the portal functions strictly as a secure digital storage repository for the school's live operational records. Any alterations, local delegations, additions, or omissions made by school personnel represent internal operational decisions and do not carry consultant sign-off or validation unless a formal written policy review has been separately commissioned.

Annual Policy Review, Amendment & Governing Board Adoption Log

Date	Name of Reviewer	Role / Job Title	Organisation / Body	Nature of Review / Adoption Details	Signature
09/11/2026	*Nathan Leese*	*AHT*	*School / Governing Body*	*Annual policy review & formal adoption; updated local keyholders and emergency roles*	*N Leese*
	Elite Safety Advisor	Elite Safety	Elite Safety		Elite Safety

Date	Name of Reviewer	Role / Job Title	Organisation / Body	Nature of Review / Adoption Details	Signature