



Oakwood Junior School

Health and Safety Policy

&

Procedures

2025 - 2026

Statement of Local Health and Safety Intent Oakwood Junior School

The Governing Body will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ 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 HSE legislation that apply to this Academy.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action
- ❖ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the improvement plan.
- ❖ Monitor our performance against plans.
- ❖ Copy this statement to all staff members or place prominently in an area accessible to all.

Headteacher

.....

Date.....

Chair of Governors:

.....

Date.....

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Accident Reporting Procedures

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

The Head Teacher will ensure that accidents and incidents are reported and monitored in line with legislative guidance and procedures.

A local accident book (located in various areas of the school) is used to record all minor incidents to pupils any more significant incidents must also reported to Elite Safety in Education

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The School Business Manager will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

Odyssey Collaborative Trust's policy requires that all certain accidents, diseases and dangerous occurrences to staff, the public, which includes pupils, visitors, clients etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, are reported to the Health and Safety Executive. (Please note: accidents arising due to a medical condition, are not reportable)

This can be done online at <http://www.hse.gov.uk/riddor/report.htm>

Any further clarification regarding Accident reporting can be found here.

These will be brought to the attention of Senior Management Team for further advice.

- School accident reports will be monitored for trends and a report made to the Directors, as necessary.
- The Head Teacher, 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.

Reporting to the Health and Safety Executive (HSE)

The Head Teacher is responsible for RIDDOR reporting.

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

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR.
- Incidents resulting in a 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 – this will be recorded on the school's accident/incident form.
- Copies of HSE reports are maintained in the relevant personal file of the injured.

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Asbestos

All employees, contractors and subcontractors are required to comply with the Trust's procedure. The Asbestos Management Survey Report was carried out by the Local Authority and a copy retained at each school.

From this report an Asbestos Management Plan has been drawn up and is monitored annually by the caretaker who then reports any concerns to the Head Teacher.

Regular inspections of the school site, as recorded in the appropriate documents will record any concerns with regard to this subject. The Head Teacher will be informed and will seek appropriate help and support from specialists on this matter.

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 students, 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 Head Teacher 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 Head Teacher.

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

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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 the school reception office where they will be asked to sign in using the signing in system. Contractors will be issued with information on fire procedures, local management arrangements and vehicle movement restrictions.

Contractors must be provided with information on any matter that may affect their health and safety while working in the school, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g. hot work.

The asbestos register must also be read and signed by all contractors working on the premises regardless of the nature of the work being undertaken. No work will be allowed to proceed without the appropriate signature in the asbestos register.

Contractors must report to a member of staff in the first instance.

Contractors will ensure:

- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/dining hall during break times and lunchtime.

If any contractor creates a hazardous condition and refuses to eliminate it or to take action to make it safe, then the Head Teacher or Deputy Head Teacher will take such actions as are necessary to prevent risk or injury to other persons. If a member of staff is aware of any hazardous situation being created by a contractor, they have a duty to report this to the Head or Deputy Head Teacher immediately.

A meeting will take place with all contractors, prior to the commencement of work or awarding of an ongoing contract, in order to ensure that health and safety considerations are adequately provided for and any information held by the school can be made available as deemed necessary, e.g. the asbestos register.

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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 will ensure:

- An inventory of all hazardous substances used on site and 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.

All substances with harmful properties used in school by the Caretaking and Cleaning staff will be COSHH (Control of Substances Hazardous to Health) assessed. Copies of the safety data sheets will be kept in the caretaker’s room. COSHH assessments will be updated as necessary by the caretaker. If a member of staff brings into school a substance marked as hazardous (i.e. with orange square warning symbol) a COSHH assessment must be carried out by the Caretaker and the data sheets kept in the Health & Safety Portfolio.

Gas System

An Environmental Services’ contractor will test the school gas system every 12 months. This will include gas soundness testing and boilers and heat producing appliances. Isolation points for gas are clearly marked and their location made aware to staff. A plan containing all isolation points is kept in the Red Box in the main admin office.

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 staffroom 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 stripper’s 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 Head Teacher etc. shall carry out a DSE self-assessment and any issues addressed by the Headteacher.

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.

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.

DSE users should take regular breaks from the screen and undertake a different task.

Suitable training is given to enable users of display screen equipment to recognise 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 students near the computers.
- Students 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.

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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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Fire Evacuation and other Emergency Procedures

The Head Teacher, the School Business Manager are responsible for ensuring the fire risk assessment actions are addressed in the timescales specified.

The fire risk assessment is located in the statutory testing folder (and electronically) and reviewed every 5 years by a competent fire officer and reviewed annually by the Head Teacher.

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Caretakers inspection folder.

- Fire drills will take place every term (preferably every half term) and the time will not be notified to staff. It will be necessary that a morning, afternoon and lunchtime drill be undertaken.
- There will be some drills where certain exits are blocked off. These scenarios are designed to test how a real fire might occur and block exits normally used. If your exit is blocked, please go straight to the next one and leave from there. Fire drills will be timed, and their success evaluated. These procedures will be reviewed at least annually.
- Emergency contact and key holder details are maintained by the School Business Manager and provided to safety representatives or other agencies upon review.

Fire Fighting

It is recommended that staff do not attempt to put out fires. Our priority is to ensure all pupils, staff and visitors evacuate as quickly and safely as possible.

Details of service isolation points

Kept in the red box in the main office and caretaker's room.

Details of chemicals and flammable substances on site.

An inventory of chemicals used by the school will be kept by the Caretaker, 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. They will make their way to the nearest evacuation point.

On Hearing a continuous sounding of the Fire Alarm:

- SBM or office staff in absence of SBM, to ring 9-999 and pick up all registers, late book, visitor's book and office diary and leave by the nearest exit and take them to the fire assembly point.
- Caretaker (or SBM in Caretakers absence) to meet the Emergency Services and direct them to the required location.
- Leave classrooms or work area immediately, as quickly and safely as possible by the nearest designated fire door. Designated evacuation routes are clearly signed with illuminated or reflective signs. These are to be used if the school building is in use outside of normal school hours.
- Children should leave the classrooms before the teacher (if there are any other adults in class, they should lead children out). The teacher should ensure the fire door is closed behind them.
- Encourage the children to move quietly and without panic and to line up at the fire assembly point
- Registers will be distributed by office staff to upper and lower school playgrounds.
- Teachers are to take responsibility for their own class. Each class will line up at the fire assembly point and the register taken. Any children unaccounted for must immediately be reported to a senior member of staff or fire officer. Under no circumstances must anyone return into the building until declared safe to do so.
- A full evacuation plan which also includes locations of firefighting equipment, break glass points and sounders is kept in the Fire Logbook, retained with the SBM and the Red Box, situated in the main admin office.
- All other adults, including visitors to take nearest exit and assemble on school playground.
- If there is a fire during Assembly, the teacher leading the assembly should direct classes out, led by the teacher responsible for that class (if they are present in assembly); this may not be the teacher that is the usual class teacher.
- If there is a fire at lunchtime – those teachers in the vicinity of the staff room to exit the school via nearest fire exit and go straight to appropriate playground to help midday supervisors and Teaching Assistants to organise children into class groups at the fire assembly point.
- If fire in vicinity of main playground – Everyone to line up on Oakwood Infant and Nursery School Playground.

Fire and Bomb Alerts

In the event of a fire or bomb, alert the Head Teacher or Deputy Head Teacher and sound the fire alarm to evacuate the premises. A designated person will call the emergency services, if a bomb alert, a call to the police is required.

A member of the Senior Leadership Team should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

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.

Visual Disability

People with a visual disability will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, on the level surfaces they should take the helper's 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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Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly by the Caretaker and a record kept in the logbook. This test will occur once a week prior to staff coming into school.

Any defects on the system will be reported immediately to the Head Teacher and School Business Manager.

A fire alarm maintenance service is provided through a contractor.

A contractor will undertake an annual maintenance service of all firefighting equipment.

The Caretaker visually checks on a weekly basis that all firefighting equipment is available for use and operational and for any evidence of tampering. This is recorded in the fire logbook.

Defective equipment or extinguishers that need recharging should be taken out of service and reported to the School Business Manager.

Emergency Lighting

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

Emergency Red Pull Cords

These will be tested regularly by the Caretaker

Test records are located in the site's 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 at the following points:

Each Year Group
Staff Room

Odyssey Collaborative Trust has risk assessed its requirements for first aid and ensures there is adequate provision to meet those requirements.

All support staff (or a nominated person) will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions should be carried out monthly.

A designated first aider will be responsible for regularly checking the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

First Aiders:

First Aiders are made known to all staff. Their basic duties are: -

- To take charge of an injured person and summon the appropriate assistance if necessary.
- To take charge of the first aid box, maintain stocks and make available for treatment.
- To ensure a record is kept of each incident and that appropriate forms are filled.
- To ensure medicines are administered correctly.

Bumped heads must be reported by note to parents.

The school office contact parents by phone if they have concerns about the injury.

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

Staff who are trained in first aid will be made known and a list placed in the Staff Room.

The School Business Manager will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

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.

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.

Transport to Hospital:

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

Administration of Medicines

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

If parents/carers request that drugs be administered to their child during school hours, then they must first request to complete a parental consent form. All medicines brought into school must be kept in a locked cupboard or fridge in the Staff Room, with the exception of inhalers, which will be kept in the child's classroom. Medicines are only to be administered by named members of staff. Only medicines prescribed by a child's doctor will be given in school.

For casual ailments (coughs, colds etc) it is often possible for doses of medication to be given outside school hours. Oakwood Junior School does not administer medicines for casual ailments.

Treatments:

When dealing with blood, plastic gloves and apron must be worn.

Cuts/scratches – Use only prepared medi-wipes. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

Bleeding – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a 'Bump to the Head' letter.

Falling – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is on obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

Unconsciousness – Call a First Aider immediately.

Breathing Difficulties – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

Epilepsy/Fainting – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

Haemophilia – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to hospital.

Diabetes – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

Anaphylaxis – The result of severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the

named staff should administer the child's adrenaline and call for an ambulance. Common allergies are:

- Food, e.g. eggs, fish, nuts, especially peanuts
- Insect stings
- Immunisations or antibiotics

Safety/HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels, etc) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

Health Care Plans

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

Staff under-go specific training related to health conditions of children and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

These plans are reviewed as and when informed by parents/carers and written precautions/procedures made available to staff.

Mental Health First Aid

The school recognises that good mental health and wellbeing helps 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.

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Health and Safety Information and Training

Health and safety Training

Health and safety induction training will be provided and documented for all relevant employees by the School Business Manager.

The Head Teacher is responsible for ensuring that all staff have been provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

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. Moving and handling, work at height etc.).
- Refresher training where required.

Training records are held by the School Business Manager who is 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 Head Teacher will be responsible for assessing the effectiveness of training received.

Temporary Workers

A nominated person will be responsible for ensuring all temporary workers receive the relevant health and safety information through the issue of the Staff Handbook/Induction Sheet at the commencement of the work period.

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

Details of all health and safety training will be recorded.

Each member of staff is also responsible for drawing the Head Teacher'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/co-ordinated by the Head Teacher and Elite Safety in Education.

Monitoring inspections of play equipment play areas etc. will be carried out by nominated staff. Elite Safety in Education will carry out termly inspections of fixed outdoor play equipment.

Advice can be found by contacting Elite Safety in Education.

- Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.
- The person(s) undertaking the inspection will complete an action plan and submit this to the Head Teacher.
- Responsibility for following up items detailed in the safety inspection report will rest with the Head Teacher.

A named Health and Safety Governor will be asked to be involved/undertake inspections on an annual basis and report back to both the full Governing Body meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

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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 and the Government.

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:

Chicken Pox 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 students.

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 are 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.

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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Interactive Whiteboards and Projectors

Interactive whiteboards are a tool which can assist teachers in delivering exciting and engaging lessons to learners of all ages and abilities.

They enable teachers to deliver lessons interactively using a variety of methods, including video clips, use of the internet, interactive presentations, colour visuals and traditional blackboard skills.

Additionally, they allow for manipulation of text, objects, and calculations by pupils/pupils as well as teachers.

Safety issues relating to the use of interactive whiteboards are clearly highlighted on both the Becta and DfES websites, based upon HSE guidance. The sites outline simple measures to take to ensure that the equipment is being used appropriately. In addition, guidance material has been distributed to all LAs.

The following guidance on how to use Interactive Whiteboards is available on Becta's website:

Safety Note on Using Interactive Whiteboards in the Classroom

All suppliers of interactive whiteboards are required to provide health and safety advice regarding the safe use of projectors which complies with requirements under section 6 of the Health and Safety at Work Act.

It is important to be aware of the health and safety implications of using projection equipment, such as interactive whiteboards, in the classroom, particularly if children and teachers might be standing in front of the beam to present to the rest of the class. All projectors, if misused, have the potential to cause eye injury, and hence some simple guidelines should be followed:

- It must be made clear to all users that no one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Users should be encouraged to keep their backs to the projector beam when stood in the beam.
- Children should be supervised at all times during the operation of the projector.

It is generally accepted that a maximum of 1500 ANSI lumens is adequate for projection equipment in most classroom environments, except in the most extreme ambient lighting conditions, where it is advised that window blinds are used rather than increasing the brightness of the projector.

When purchasing or using projectors for purposes where there is likely to be a person standing in front of the beam, consideration should be given to the use of a method of brightness reduction, such as a neutral density filter or brightness adjustment facility. These modifications can be removed or adjusted for other purposes such as cinema projections, where there is not an intention that someone will be stood in front of the beam, so allowing the projector to be used to its full image quality potential.

It is recommended that health and safety notices are posted adjacent to interactive whiteboards. Although the content or posting of such notices is not a requirement under law, it should be considered as best practice.

Computer Projectors — Advice from the HSE

Along with the Health and Safety Commission (HSC), the Health and Safety Executive (HSE) is responsible for regulating the risks to people's health and safety in the workplace. This information is also available on the DfES website.

The HSE offers the following guidelines for the safe use of computer projectors in the classroom:

“Computer projectors, which are used to show presentations or to illuminate interactive whiteboards, can expose the eye to levels above one of the exposure limits by which the HSE takes its guidance. Therefore, although such exposure limits are not statutory, the HSE considers the following advice to be good practice in respect of the use of these projectors by employers in the education sector.

Guidelines

Employers should establish work procedures for teachers/lecturers and pupils/pupils and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and pupils, should try to keep their backs to the beam as much as possible. In this regard, the use of a stick to avoid the need for the user to enter the beam is recommended.
- Pupils and pupils are adequately supervised when they are asked to point out something on the screen.
- Employers should also try to ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling mounting rather than floor— or table-mounting the projector.
- In order to minimise the lamp power needed to project a visible presentation, employers should use room blinds to reduce ambient light levels.”

Who is responsible for ICT health and safety responsibility in schools?

Odyssey Trust retain overall responsibility for health and safety management, which also includes ICT health and safety in Schools.

Odyssey Trust may delegate certain tasks to schools including risk assessment, however, it is often the Head Teacher or classroom teacher who holds the day-to-day responsibility to ensure that ICT equipment is used correctly and safely.

Information relating to the safe operation and use of projection equipment must be provided by the suppliers with all installations, especially in relation to beam viewing by teachers and pupils/pupils etc.

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Legionella

Oakwood Junior 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 competent contractor.

A water system hygiene test will be carried out on a weekly and monthly basis by the school Caretaker. The results of this test are to be kept in the water hygiene logbook which is kept in the Caretakers office.

Quarterly, six monthly and annual tests are carried out by contractors.

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Lessons

Oakwood Junior School will ensure where some school lessons pose a greater risk, they will be managed in accordance with Legislation and current guidelines and the risk managed.

Food Hygiene

Oakwood Junior School will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

Storage

- Food should be stored appropriately, either in cupboards or refrigerators according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in school unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

Preparation

- Wash hands beforehand.
- Don't lick fingers while preparing food.
- Ensure that equipment is clean and sterilised before use.
- Cooked foods must be kept separate from raw foods.

Cooking/Preparing Food

- Staff must ensure all food cooked is cooked thoroughly at all times.
- The correct temperature must be used for cooking.
- Correct health and safety procedures and correct equipment must be used when handling hot food.
- Cool foods quickly unless the recipe says otherwise.
- Low risk food only is cooked/prepared in school
- Blue gloves to be worn when preparing/cutting up food (especially if there is cooked and uncooked food present).

Cleaning Up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks)
- All food rubbish must be put in black plastic sacks and tied up.
- Microwave must be cleaned after use.
- Preparation food areas should be sterilised before and after use.
- The toaster must be emptied of crumbs regularly.

Eating the Food or Transporting It Elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left out in school uncovered.
- Parents must inform the teacher if their child/children are intolerant or allergic to certain foods or ingredients.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

Science

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its place. Some objects e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects split or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should never handle moulds.

Use of cutting devices – knives, scissors, etc. – can be dangerous. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Teachers must be aware of the potential dangers of their use and have advised the children accordingly to take care.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore, special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even, through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used - only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment is subject to an annual inspection.

Musical Equipment

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, tape recorders and any electrical equipment should be kept in the Music Room.

Protective Clothing

- Aprons should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes/

- If handling soil for any activity, gloves should be worn.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

Physical Education

General points to be considered when teaching PE

- If a child constantly forgets their PE kit, a standard letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for lesson. The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into T-shirt, shorts/skirt and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- Children who have forgotten their PE kit should sit and watch the rest of the class/be supervised by another adult.

Games Safety

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children should follow certain codes of behaviour. They should take care when getting in or out of teacher's/parent's cars and crossing roads. Teachers should notify parents at least two days before the event and let them know if the match is postponed.

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate personal insurance cover should be arranged, as the school does not insure teachers when carrying children.

Dance Safety

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear pumps.
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the Hall on which children could harm themselves.

Swimming Rules

Male and female staff should accompany the children (where possible) when visiting the baths, the senior teacher (group leader) to have a list of all the children in his/her care and the numbers involved.

The children must be counted on entering and leaving the pool and when leaving the swimming baths.

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the baths should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. Staff must be in the vicinity of the changing rooms when the children are changing.

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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 Head Teacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head Teacher 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 Head Teacher 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 Head Teacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head Teacher, 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 login 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's 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 Head Teacher 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 Head Teacher. 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 Head Teacher any aspect of work-related risks.

The Head Teacher 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.

The only member of staff allowed to work alone in school is the Caretaker or the Cleaner in Charge and a Lone Working Policy must be in place. If, during the school holidays, the Caretaker has to go off site there must be a minimum of 2 members of staff in school.

It is also expected that staff members sign in and out of the visitor's book during the school holidays in case there is an emergency.

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 the Head Teachers/Senior Member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. (Refer to Guidance on Personal Safety).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. (Security Plus will attend suspected incidents and hold a set of keys for school premises)
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

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Minibus

The School Business Manager will maintain a list of nominated drivers who have received training (MIDAS) in order to drive a minibus and will conduct an annual check of their driving licence. ¹ (this will be carried out via the online checking system) <https://www.gov.uk/view-driving-licence>

The minibus has been purchased by the school and the Business Manager will be responsible for ensuring the minibus is insured, MOT, serviced and the Vehicle Excise duty is paid.

Keys to the minibus are held with the school office and must be signed out for each time the minibus is used.

Drivers of the minibus will be responsible for checking the minibus prior to use.

Risk assessments are in place on the use of the minibus, and all checks are carried out prior to using the vehicle.

The minibus is parked at the back of the school in a secure area.

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¹ All drivers must hold a full Category B (car) licence and must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

Moving and Handling

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher 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.

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should always be supervised when moving any equipment or piece of furniture. Children are shown how to lift and carry safely and reminded of this each time.

Paediatric Moving and Handling

All staff who move and handle children 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 children 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. (Not including changing beds which will be subject to an annual inspection).

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Off-Site Visits

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Directors 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 aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our children than could be provided on the school site alone.
- Promote the independence of our children as learners and enable them to grow and develop in new learning environments.

The school's Educational Visits Co-ordinator is the School Business Manager.

All Offsite Visit activities must be risk assessed using Evolve; these assessments are monitored and reviewed by the School Business Manager.

- As part of enriching the curriculum out of school visits are sometimes undertaken. These will be supervised with a pupil/adult ratio of 1 adult to between 10 and 15 pupils in Years 4 to 6.

An adult will be a member of staff or a parent, or close relative over 18, of a child involved on the visit. There must be a nominated member of staff who is the leader of the visit.

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.

Curriculum Links

We will endeavour to ensure that off-site visits are linked to the Curriculum. For most subjects, there is a corresponding programme of activities. These activities are in line with national guidance.

Residential activities

At Odyssey Collaborative Trust, children have the opportunity to take part in residential visits. The residential visits enable children to take part in outdoor and adventure activities. These visits are undertaken with the written agreement of the Heads of Schools, Executive Head Teacher, and LGB. The cost of these visits will be subsidised by the school and pupils are invited to contribute towards the balance.

The amount of the subsidy will be decided on a trip by trip basis. All residential visits must have the appropriate completed and signed paper work for the Visit.

How Visits may be authorised

The Head Teacher and Executive Head Teacher will appoint a group leader to be responsible for running the activity. This will normally be a teacher employed at the school with responsibility for the year group attending the visit.

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
- 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.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by National Guidance. 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 Head Teacher 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.

When signing an offsite visit proposal form, the teacher is also agreeing to continually access the risk throughout the event.

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

Risk Assessment

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

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

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand,

or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Head Teacher and Executive Head Teacher will not give their approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be 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 6 pupils in Years 1 to 3
- 1 adult to 10-15 pupils in Years 4 to 6

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**:

- **S**taffing 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 Heads of School and Executive Head Teacher, the Directors, and the educational visits coordinator, and all adults supervising the trip.

Risk Assessments for residential visits are completed by the EVC and must be approved by the Local Governing Body before the visit can take place.

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.

Legislation on car seats must be taken into consideration when using cars, private hire vehicles etc.

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>

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.

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.

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

Further Health and Safety Considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the 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 party 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 party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupils likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Heads of School and Executive Head Teacher the possibility of excluding that pupil from the activity.

Visit Plan

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

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

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

Any member of staff driving a hire minibus must satisfy themselves of the roadworthiness of the vehicle and its ability to safely transport children as far as is practicable. They must have undertaken MIDAS Training for vehicles up to and including 16 persons.

Teachers will carry out a pre-visit risk assessment where possible or be familiar with site risk assessments sent to school when booking is confirmed.

Parents or carers will always be informed of off-site visits, however small, and written consent obtained. No child will be allowed to go off the school premises without the consent of the parents or carer. Up to date medical information must be available for each child taking part on a visit and staff must have immediate access to this. This may be collected at the beginning of the year rather than prior to the visit.

All staff involved in swimming activities should be in accordance with Derby City Council guidelines for swimming.

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Physical Intervention

At Oakwood Junior School there may be a number of children with severe behavioural difficulties who despite structured behavioural programmes display behaviours that may necessitate the use of physical intervention.

Physical intervention should not be used to gain compliance from the child, however where the lack of compliance poses a danger or potential danger to the child themselves or others physical intervention may be considered.

Please refer to the Physical intervention policy for more information on the school guidance and procedures.

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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 in the Business Managers office

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

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) by a competent contractor.

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

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

Gas Safety

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

Play Equipment

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

The P.E. equipment will be inspected on an annual basis by an approved contractor.

Smoking

The site is kept as a non-smoking site this also includes the use of all forms of electronic cigarettes. Staff must not smoke in the vicinity of the external school building.

Air Conditioning Units (if applicable)

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

Housekeeping

The premises must at all times be kept clean and tidy. Cleaning should be carried out in accordance with the requirements of the Head Teacher. Any cleaning substances must be kept away from pupils in a locked cabinet or cupboard. Any spills are to be mopped up immediately to prevent slipping and wet areas should be marked with warning signs.

All waste must be disposed of in a correct manner and in accordance with guidelines. This is the responsibility of all staff and will be monitored frequently by the Head Teacher and the Caretaker.

All staff are responsible for ensuring that all escape routes are kept free of obstruction at all times. It is also the responsibility of all members of staff to ensure that classrooms, storerooms etc are kept tidy and do not pose a fire risk. All boiler houses must be kept free of flammable materials and must not be used as storage areas.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. Step ladder & high ladders	Caretaker	Caretaker only to use high ladders	Caretaker visually inspects	Ladders termly
Caretaking/cleaning equipment including hand tools	Caretaker	Caretaker	Caretaker visually inspects	<i>school to determine following manufacturers advice</i>
Gas appliances (Includes school catering equipment, boilers, food tech etc.)	Chartwells staff	Chartwells staff	Contractor	Annually
PE and play equipment	Teachers	Teachers and pupils	Contractor	Annually
Portable electrical equipment	All staff	Staff and pupils	Approved PAT tester	Visual inspection when used

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General Risk Assessments

Oakwood Junior School risk assessments (for all activities, premises and one-off activities) will be co-ordinated by staff and Elite Safety in Education and approved by the Head Teacher.

These risk assessments are available for all staff to view and 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.

Pandemic Risk Assessments

In the case of a pandemic, separate additional risk assessments will be drawn up and cascaded to all relevant staff and agencies.

Individual Risk Assessments

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

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by staff using the relevant codes of practice and model risk assessments developed by National Bodies.

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Security/Safety of Children

Security

Safety of our children, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Head Teacher have endeavoured to make Oakwood Junior School as safe as possible.

The Head Teacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. The office staff are particularly vigilant at these times to ensure that only children and staff enter the building.

Entry to School for Visitors/Staff

The main reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors are identified by office staff and allowed entry into the school through the electronic door system. This door must not be propped open.

All visitors are required to sign in and a visitor badge must be worn throughout their visit in school. Without a badge, staff are instructed to challenge individuals. Visitors must sign out prior to leaving the school site. This is used for Fire register purposes.

Children enter and leave school by different doors, according to their Year Group. Accompanying adults should walk round the outside of the building(s) at the beginning and end of the school day.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

Child Supervision

A member of staff remains on the premises until the last child is collected.

Security of the building is reviewed in staff meetings and matters may be referred to the Governors for consideration as necessary.

Alarm System

The alarm is always set each day.

Care of ICT Equipment

As far as possible all of the equipment is secured. Expensive portable equipment is locked away where possible.

Caretaker

It is the responsibility of the Caretaker/Cleaner in Charge to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

Before leaving the premises, the Caretaker/Cleaner in Charge has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Dogs

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs, namely, guide dogs and hearing dogs.

Should a dog foul in an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. Toxocariasis.

Dogs in the area around the school should be with their owners and on a lead at all times. Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

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.
- Files are backed up securely.

Office Computers:

- Accessed only via individual passwords for office staff.
- Accounts/Budget files are accessed by a password.
- Access to the School Business Managers 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.
- Up-dated anti-virus software regularly.

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Stress/Wellbeing

Oakwood Junior School and the Governing Body 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 and Odyssey Trust management standards.

The school will use the HSE stress management tool questionnaire and analyse the results.

- The Head Teacher operates an open-door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people
- Staff will be supported through Occupational Health as and when required
- Staff wellbeing is included in the school's staff absence policy
- Return to work interviews.

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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.

Oakwood Junior School has used the guidance promoted through Cancer Research in order to draw up this policy.

The five key messages to reduce the risk of skin cancer are:

- Spend time in the shade between 11am and 3pm.
- 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 Oakwood Junior School we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

Education:

- All children will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart at appropriate times of the year.
- 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.

Shade:

- Natural cover i.e. trees.
- Pagoda for children.
- Children have access to water at all times.
- Sundial in courtyard which will advise when sunscreen should be applied.

Sunscreen:

- Parents are asked to apply sunscreen before school.
- School have sunscreen available for pupils.
- Sunscreen use will be encouraged on school trips.

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Tree Management

The school will carry out a two -yearly inspection regime, which must be carried out by an appropriately qualified arborist who will take into account things such as size, type, location of each and every tree and the risk to both people and property in the event of any failure.

Tree Risk Assessment – Carried out by an arboriculturist.

- Assess target(s) that may be vulnerable (e.g. playgrounds, neighbouring premises, buildings)
- Assign target zones to target areas as appropriate
- Determine tree inspection type and priority
- Assess trees for hazard (identify trees needing more detailed inspection)
- Make tree risk assessment (assess the probability that a hazard may result in harm)
- Assign risk categories to trees and prioritise management
- Implement management system including remedial action, monitoring and inspection regime

Any regime that simply involves treating tree stock as a whole, essentially a “one size fits all” inspection policy with no regard to specific risk is likely to be considered insufficient.

The school will ensure:

- Good record keeping of inspection reports for each tree, and evidence of taking into account advice given and implementation of recommendations.
- Incorporate tree management into our school health and safety management / improvement plans and associated grounds inspection records.

Caretaker:

- Carry out regular monitoring inspections of all trees identified in the inspection report and document.
- Carry out additional monitoring inspections when adverse weather conditions have occurred and document and make safe any areas of concern.

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Vehicles on Site

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

The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate will not be used for children's pedestrian access.

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Violence

Oakwood Junior School 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 Oakwood Junior 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 Governors 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 Oakwood Junior School, 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.

Oakwood Junior School 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

Oakwood Junior School 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 Oakwood Junior School will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the central record by the School Business Manager.

Providers must understand the legal obligations upon the Governors and Head Teacher are 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 safeguarding 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 school or the Local Authority (LA).
- 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 relevant information. 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 Head Teacher 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 Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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Work Placement

Code of conduct for volunteers and work placement students (under 16's)

Please note: That on arrival and departure at school you must sign in and out. The "Signing in Book" is located outside the main office.

Timings

8:30 – Arrival time

8:55 – Registration

9:05 – 10:25 1st Lesson (includes assembly)

10:25 – 10:40 Morning Break

10:40 – 12:20 2nd lesson

12:20 – 1:20 Lunch

1:20 – 2:20 3rd Lesson

2:20 – 3:20 4th Lesson

What time does school start and finish?

You will be required to be in school for 8:30pm.

Please check with the class teacher before you finish each day. You can leave after 3:30pm.

What Should I Wear?

Please dress appropriately for working with children e.g. no strappy tops or short skirts, no jeans etc. Your dress should be smart and functional, remember you may be doing painting, P.E. and drama all in one day! We suggest that your footwear should be comfortable as you may be on your feet for quite some time.

What Should I do During Breaks and Lunch?

Morning break is at 10:25 until 10:40 when you will be expected back in class. Please take your break time in the Feel Good Room (next to the staff room). Please do not take hot drinks back into the classroom.

Lunch is between 12:20 and 1:20. You may bring your own lunch and eat it in the Feel Good Room or leave school premises for the hour. You may also have a school lunch and eat it in the Feel Good Room or sit with the children in the hall.

Confidentiality

Please remember that all conversations you hear within school, whether it be between:

Adult to adult

Adult to child

Child to adult

are all confidential and should not be repeated to anyone else, other than a member of staff in school.

Communication

The children should call you by your surname and you refer to them by their first name. All staff will be called by their surname, unless otherwise stated by that individual adult. If at any time a child does something which you feel is inappropriate, please make the class teacher aware. It is not your role to reprimand the children.

What Will I Be Expected to Do?

You will be assigned to a Year group, which includes three classes. One member of staff within that year group will be your mentor for the duration of your visit and it is this person who will explain what activities you will be carrying out on a daily basis.

During your placement the work you will be expected to carry out will be varied. For example, you may be required to support a small group of children with their numeracy or literacy work, or photocopy work for a coming lesson, mix paint for an art lesson, dress up and be in role . . . the list is endless!

Unless you have an Enhanced DBS check you will not be asked to work with children unsupervised.

Will I Have an Induction Time Where I Can Ask Some Questions?

Yes!

During this time, you will be shown around the school and introduced to key members of staff. You will also be shown how to use the photocopier and where equipment is kept. The Code of Conduct will be discussed in more detail and this will be your opportunity to ask questions before you officially start your placement.

Fire Drill

If for any reason the fire alarm goes off during your placement, please leave the building by the first appropriate exit, closing the door behind you. You must make your way to either of the playgrounds situated behind the school building.

Child Protection

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

We all hope you enjoy your placement and time at Oakwood Junior School.

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Work at Height

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

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

The schools nominated person responsible for work at height will be the School Business Manager

The nominated person(s) 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.
- Staff will be trained to use the step ladders safely.
- Contractors will not be permitted to use any of the school's work equipment.

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The policy was reviewed April 2017 by Elite Safety in Education
Appendix 14 - Additional information added

The policy was reviewed April 2018 by Elite Safety in Education
Appendix 2 – Asbestos Additional information
Appendix 7 - First Aid and Medication new DfE link added

The policy was reviewed April 2019 by Elite Safety in Education
Appendix 15 – Additional information added

Policy reviewed April 2020 by Elite Safety in Education:

Appendix 4 – Display Screen Equipment: Amended
Appendix 7 – First Aid & Medication: Added information regarding button batteries
Appendix 8 – Flammable & Hazardous Substances: Added guidelines
Appendix 11 - Infection Control added new
Appendix 17 – Offsite Visits: Added information regarding booster seats

Policy reviewed April 2021 by Elite Safety in Education:
No Significant Changes.

Policy Reviewed April 2022 by Elite Safety in Education

Appendix 2 - Asbestos
Appendix 8 - Now Appendix 4 Control of Substances Hazardous to Health

Amendments April 2023

Added New Appendix 25 – Tree Management

Amendments May 2024

Appendix 8 - First Aid and Medication
Appendix 11 - Infection Control
Appendix 21 - General Risk Assessments

Amendments May 2025

Appendix 11 - Infection Control – Replaced ‘German Measles’ with ‘Rubella’
Appendix 8 - First Aid and Medication – Amended
Appendix 8 - First Aid and Medication – Mental Health First Aid