



Wren Spinney Community School

Health and Safety Handbook

Approved by: LGB

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by: LGB

Wellbeing in our Trust

Across our trust, we are committed to supporting the mental health and wellbeing of all; including staff, students and families. We know that everyone experiences life challenges that can make us vulnerable and at times, anyone may need additional emotional support. We take the view that positive mental health is everybody's responsibility.

At Creating Tomorrow we:

- Provide a nurturing, safe and supportive environment based on trusting relationships to:
 - Help everyone to understand and manage their emotions and feelings
 - Help everyone to feel comfortable in sharing any concerns or worries
 - Help everyone to form and maintain relationships
 - Develop self-esteem and self-worth
 - Encourage everyone to be confident and celebrate their individuality
 - Help students develop emotional resilience and manage setbacks
 - Provide a structured approach to education about relationships, sex and health
 - Support parents as partners in their child's learning and development.

Aims

Schools are required under the Equality Act 2010 to have an accessibility plan. The purpose of the plan is to:

- Increase the extent to which disabled pupils can participate in the curriculum
- Improve the physical environment of the school to enable disabled pupils to take better advantage of education, benefits, facilities and services provided
- Improve the availability of accessible information to disabled pupils

Our school aims to treat all its pupils fairly and with respect. This involves providing access and opportunities for all students without discrimination of any kind.

Purpose of this document:

Health, Safety & Welfare are shared responsibilities.

These Health and Safety arrangements should be read in conjunction with the Creating Tomorrow Multi-Academy Trust Policy Statement. These arrangements are written to make stakeholders aware of the ways in which Wren Spinney Community School organises its policies and procedures in relation to Health, Safety and Welfare.

Our stakeholders include employees, students and their parents, trustees, trust members and local governors.

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The Wren Spinney Community School policy arrangements supplement the Creating Tomorrow Multi-Academy Trust Health and Safety Policy Statement, and relate to procedures and relevant documents that are used in the management of health and safety at Wren Spinney Community School.

For many areas of health and safety the Trust refers and adheres to national guidance including HSE and other advisory bodies, including health and safety policies, procedures and guidance produced in conjunction with NCC Schools Health and Safety Officers, as the agreed standard. In addition, this school also has their own specific health and safety procedures and documents, relevant to them.

For further information and advice on any aspect of health and safety in school contact the Chief Operating Officer or the Site supervisor.

Location of the policy

The school's policy, is located in the main office. A copy is kept on the shared drive. Hard copies are displayed in the school's main office and staff room notice board.

The school will inform all members of staff about this information, its location and contents, except for personal and/or confidential matters which will be held by the Operations Manager.

1.1 Accident Reporting recording and investigation

- See Appendix 1
- All serious accidents involving students, staff or visitors that occur on the Wren Spinney School site or whilst on an educational visit should be notified to a member of the school senior leadership team including the Operations Manager and the Chief Operating Officer who is the health and safety responsible person. It should also be recorded on Evolve.
- If the accident relates to an incident involving student behaviour this should be recorded within the Evolve system. Serious accidents will be recorded on a RIDDOR accident form, using the online system. Details should be forwarded immediately or as soon as is possible after the accident to Site supervisor/Chief Operating Officer. All instructions on the accident form should be followed including the completion of witness statements if required.
- If a student has a minor accident, a member of staff should ring home (leave a message if necessary) to inform parents and record in the normal telephone communication book and complete on Evolve as necessary. If an adult is involved in

a minor accident this should be recorded in the minor accident book that are held in the Wren Spinney Community School main office.

- If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Chief Operating Officer and Site supervisor are responsible for investigating, following an accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).
- Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a student, until the student reaches the age of 21.
- The Chief Operating Officer will ensure that regular reports of accidents and dangerous occurrences are provided to the Trustees and any necessary alterations to working practices and procedures are implemented.

1.2 Bullying and Harassment

- Refer to the Bullying and Harassment procedures. Refer to the Whistle Blowing Policy
- Policy available on the shared drive.
- Employees should contact the Operations Manager or member of the senior leadership team if they have any concerns

1.3 Child Protection

- Refer to schools Child Protection and Safeguarding policies.
- The Operations Manager is the named person responsible for child protection within the school. There are also a number of additional designated named staff.
- Child protection notices are displayed in the school reception, and in multiple locations throughout the school.
- Staff receive half day refresher training a minimum of every three years. However, shorter refresher training is carried out annually for all staff. The policy is reviewed annually by the designated persons and identified Trustees and amendments made in line with statutory guidance or national and LA recommendations.

1.4 Contractors (Management Of)

- There are safe management of contractor's procedures in place – the Site supervisor will ensure that contractors supply their RAMS and insurances.
- The Site supervisor is the appointed responsible person to manage contractors on site and has undertaken Site supervisor 1+2 training and CITB site supervisor Training
- Where possible recommended known and trusted contractors are used
- All contractors are given a copy of the school health and safety visitors leaflet when they arrive at school.

- The Site supervisors meet with all contractors who attend site to agree safe working arrangements.
- The Site supervisor is responsible for checking method statements and risk assessments prior to commencement of work
- Staff should report any concerns to the Site supervisor

1.5 Contractors (Management of Asbestos)

- The buildings are over 30 years old and an asbestos register is kept in the school office
- All contractors are made aware of asbestos and complete their own risk assessment, and certificates must be supplied

1.6 Contractors and Visitors on Site

- On arrival on site, all contractors and visitors must report to school reception. All contractors and visitors are required to sign in and wear a school visitor's badge. Also see Security Section 1.30.
- All contractors and visitors are given a copy of the school health and safety leaflet that gives details of all evacuation procedures and other health and safety information

1.7 Control of substances hazardous to health (COSHH) –including radiation and compressed gases (if applicable)

Certain areas of the school have increased risk due to necessary dangerous substances. These are primarily, but not limited to the pool and the cleaner's cupboards/premises management office.

- All documentation / data sheets regarding COSHH are kept in the premise's office
- Wherever possible less hazardous alternative substances are purchased
- Any products relevant to the COSHH guidelines are kept locked under adult supervision in cleaning cupboards, science room stock cupboards.
- Where necessary, substances are kept within the correct usage date and stored in correct conditions relevant to the data sheet provided.
- There is a separate risk assessment in place for the food technology room
- All Products have the appropriate data sheet
- The person responsible for that area maintains the COSHH file
- Where it is necessary, correct risk assessments should be carried out for the movement around school of dangerous substances. This includes removal and disposal. When moving COSHH substances, the data sheet should be read before the task has started.

- Risk Assessments are carried out for all tasks using hazardous substances
- Appropriate staff are trained in the identification and use of COSHH products e.g. school cleaners
- Personal protective equipment is supplied as necessary
- The Site supervisor will make appropriate arrangements for the disposal of waste, unwanted or spilt substances
- In case of an emergency, a first aider should be called and if necessary the school nurse.
- Radiation is not used at Wren Spinney School Community
- Compressed Gases are not used at Wren Spinney Community School

1.8 Defect Reporting Procedures

- Any member of the school staff who discovers any defect should report to the Site supervisor by entering it in the site book outside the main office.
- Once the defect has been repaired/item taken back into use, the date that this occurs shall be entered on the document.
- Risk alerts are also noted for safe working practices
- Any member of the school staff who discovers a defect that creates a risk should radio for immediate action before completing the entry in the site book. The Site supervisor is responsible for ensuring that the appropriate action is taken. The Site supervisor will take the necessary steps to:
 - Have the defect rectified, within a reasonable period of time, and record the details in the site book. Completed site books are located in the premise's office.
OR
 - Remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. This will include if necessary, informing staff and students of the hazard and or taking the equipment / area concerned out of use.
 - Inform the Chief Operating Officer and Operations Manager of the defect and corrective action needed or already taken.
- If the defect is likely to affect the 'normal' running of the school the Chief Operating Officer/ Operations Manager will inform the designated Trustee.
- In order to monitor the action that has been taken and/or any delays in work being carried out, the site book shall be checked periodically by the Chief Operating Officer, and will be discussed at termly intervals at the Trust Business & PPP Committee, at which recent defects should be identified and outstanding works discussed.

1.9 Display screen equipment (DSE)

- A policy for DSE is in place to support all users

- The H&S executive guidance document HSG90 defines a user as: “people who use VDU more or less continually on most days.” If you have any concerns regarding use of DSE equipment, please seek advice from the Site supervisor.
- In accordance with the Display Screen Regulations:
All staff who are classed as DSE “Users” including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments are undertaken as appropriate for staff and reviewed if changes to equipment or location occur.
- The ICT Network manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved

1.10 Electricity at work

- All hardwired equipment is checked every 5 years by a recommended contractor
- The Site supervisor will ensure the hard wiring checks are carried out
- Good practice is for all Portable Appliance Testing (PAT) is undertaken every year. Items under 12 months old may be used providing there is a valid receipt in school to show the date purchased. Anything over 12 months old must be PAT tested before use. This includes staff’s own equipment.
- The PAT registers are kept in the premises room
- The Site supervisor will remove or arrange repair of any defective equipment
- Defects should be reported to the Site supervisor in the site book.

1.11 Fire Precautions and Emergency Plans

- The Chief Operating Officer has responsibility for reviewing the fire risk assessment and emergency plans with the Site supervisor and updating senior leaders with any changes.
- See separate Emergency Evacuation Procedures attached explaining the roles of all staff.
- Fire Coordinators wear luminous vests to identify them in their role to both emergency services and staff.
- A register with contact details for those people who would need to be contacted in an extreme emergency is kept in the main office.
- Transport registers are maintained by the school finance administrator.
- Within the emergency files there is a copy of emergency plans.
- Emergency “grab bag” containing emergency information including site plans are located in the premises room. Documentation in regards to highly flammable substances and oxidizing materials will be located in emergency services information pack.

- Evacuation drills are held each term. This forms part of the staff training. Staff report any identified issues to the Site supervisor.
- The senior leadership team currently provides health and safety induction training to new contracted staff, classroom-based staff, admin and site staff.
- All new staff including supply staff are provided with an induction information that includes health and safety procedures. New staff are required to sign to say they have read and understood these documents
- The fire precautions manual is maintained by the Site supervisor
- All staff have a responsibility to ensure they do not block fire exits/escape routes. The Site supervisor is responsible for the inspection and maintenance of fire exits/escape routes.
- Evacuation Procedures are displayed in each room with a map showing evacuation route and meeting point. The Site supervisor is responsible for arranging the checking and updating of these notices.
- The Site supervisor has responsibility for arranging the following testing using recommended contractors:
 - Fire extinguishers – Annually
- The Site supervisor undertakes and records the following checks:
 - Fire Alarm – Weekly from a different call point each test by Site supervisor
 - Emergency Lighting – Weekly
 - Means of escape – daily walk round

1.12 First Aid & Medication

- First aid is administered by qualified first aiders. A list of qualified first aiders is displayed in all central areas. There are also staff who have had training to be able to administer first aid to students when off-site and in school and will be refreshed at the appropriate time.
- Training is given to first aid staff in regards to potential exposure to dangerous substances in relations to COSHH regulations. In the event of exposure to dangerous or unknown substance, report immediately to first aid or science technician.
- First aid kits are kept in various locations throughout the schools including key areas such as the school office, food tech rooms, & on every minibus.
- Classes that have students who require medication will take this as required.
- There is an identified first aider responsible for checking/replenishing supplies.
- All first aiders receive refresher training every 3 years.
- School staff receive training, and refresher training, from the NHS School nurse to be able to dispense medication.
- Medication is securely locked in a cabinet in the first aid room or when offsite kept securely on a designated adult's person (see point 1.26)

- Medication is only administered with the written consent of parents/carers
- Medication may only be administered by appropriate trained staff, and is witnessed by a second member of staff
- All medication is documented by lead first aider as follows:
 - “Administration of Medication form” – used for each student giving details of what medication has been administered and at what times
 - Parental consent form
 - Copy of prescription or consultant’s letter for each student – proof that medication is prescribed by medical practitioner

Special Arrangements

- Emergency medication – for example medication to be administered during seizures. Protocol is written by student’s paediatrician.
- Asthma - The NHS school nurse offers training to staff in recognising asthma, when the inhaler should be used and administration
- Some identified staff have received training in health competencies by the school nurse and carry out designated duties related to these competencies. These are updated by the school nurse every 6 months. A list of designated staff and their competencies are kept centrally.

1.13 Glass and Glazing Risk Assessment

- The specifications related to glazing are detailed within the Health and Safety Building File and are located in the premise’s office.

1.14 Health and Safety Advice

As and when required the Site supervisor will ensure advice is obtained from The Health and Safety Executive and Citation Health & Safety team.

1.15 Housekeeping, Cleaning & Waste disposal

Wren Spinney Community School employs a team of cleaners to maintain the premises and ensure a high standard of housekeeping and cleaning. This includes:

- Daily cleaning of the premises and additional thorough cleaning in the holidays. Rubbish is emptied daily into bins that are emptied by the borough council weekly. (Wet floor cleaning is carried out after school when students have left. To reduce the risk of slips, appropriate signage is used to warn people if the floor is wet) As necessary the school nurse provides a “sharps” bin for safe disposal of needles. The school nurse takes responsibility for safe disposal
- Any glass and other sharp objects are disposed of in the appropriate container by the Site supervisor
- Arrangements for snow shifting and icy conditions

Priority areas for the clearance of snow are identified to ensure that students and staff can arrive and leave the site safely. The Senior Leadership Team meet and agree whether it is safe for students to access outdoor areas and if visits can take place. Care should always be taken as snow clearance does not always mean that underlying ice is removed entirely or may reform on particularly cold days. Gritting is carried out routinely as appropriate.

- The premises team make daily inspections of pathways to ensure clear and use a leaf blower to clear
- Arrangements for security/location of external waste bins.
The school bins are located in a lockable bin store away from the building.
- Arrangements for disposal of hazardous waste is made by the Site supervisor.
- Fluorescent tubes are stored securely in a locked cupboard and disposed of by specialist contractors.
- The procedure for clearing bodily waste / blood is to use the grab bag in the premises room to make safe. Any waste should be double bagged and placed in the sanitary bins (those used for pads) in the personal care rooms. The Site supervisor will disinfect the area.
- The procedure for disposing of broken glass or similar items is that if it is safe to do so, securely wrap up in paper and dispose of carefully. If in any doubt staff should call the Site supervisor.

1.16 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / students, governors, trustees and visitors as follows:

Staff

- Staff are informed about all of the existing information held on the school site. The health and safety policy is kept on the shared drive.
Copies are on display in the staff room, school office & the Site supervisor's office.
- Health and safety information is held within the staff induction information including the induction files for supply staff.
- The induction information is updated by designated staff annually.
- Staff are required to sign to state they have received, read and understood the information
- All documentation is kept in or with the school health and safety folders which are located in the Premise Manager's office. These folders are readily available for staff for reference purposes if required.
- New general information is copied and located on staff notice boards.
- Subject specific information is copied. The original is held on the school health and safety file in the Site supervisor's office and a copy circulated to appropriate

staff. Staff are required to sign a form to indicate that they have read the document concerned. After circulation the circulation document will be kept on file with the document.

- Health and Safety Policy revisions are given to all staff. Staff are required to sign to state they have received, read and understood the information
- Any health and safety matters occurring are discussed at staff meetings. The Site supervisor will inform staff by email of any urgent information

Students

It is the responsibility of teaching staff to ensure that students are made aware of existing and new health and safety information where relevant and appropriate. This responsibility will be split between the class teachers, (general health and safety arrangements).

Volunteers

- The staff working with individual volunteers should make them aware of safety procedures within a specific classroom/work area.

Visitors / contractors

- All contractors and visitors are given a copy of the school health and safety leaflet that gives details of all evacuation procedures and other health and safety information when they sign in at the school reception.

Trustees

- The Chief Operating Officer will ensure that Trustees are informed of any existing and new health and safety information.
- Reports are made to Trustees at the termly Business PPP meeting

Trade unions/staff representatives

- The Chief Operating Officer/Lead Site supervisor will ensure that staff/trade union health and safety representatives are informed of new health and safety information.

1.17 Personal Belongings, Jewellery and clothing

- All adults (staff, supply staff and visitors) entering the school premises are responsible for the care of their belongings. Every precaution should be taken to ensure students cannot be harmed by anything belonging to adults e.g. medication, lighters or cigarettes.

- Under no circumstances should staff be carrying their bags when on duty and responsible for students. Belongings should not be left unattended where they are accessible to students.
- When in school, staff (including supply staff) should ensure that their bags and any other belongings are kept securely. This may be in lockers provided, class cupboards that are kept locked or in the school offices.
- If on an educational visit, staff (including supply staff) should ensure they are carrying only minimum essential personal belongings and that they are responsible for them at all times.
- Staff are discouraged from carrying any valuable items or large sums of cash.
- Any member of staff who is unsure where to keep their belongings should speak to a senior member of staff or admin staff.
- Appropriate clothing is encouraged for the following reasons:
 - Health and safety of students and staff when working closely with students who are at early stages of exploratory/investigative development
 - Health and safety of students and staff when involved in people handling procedures
 - Health and safety of staff when working closely with students who have challenging behaviour

Students

It is our policy to encourage students to wear school uniform when attending school. The school offices provide a list of the uniform available to order on request. Our guidelines are based on the notion that a school uniform:

- is practical and smart;
- is regarded as suitable, and good value for money, by most parents;
- has been designed with health and safety in mind.

On health and safety grounds, we do not encourage students to wear jewellery in our school. The exceptions to this rule are ear-ring studs in pierced ears, and small objects of religious significance, such as a crucifix on a chain. We may ask students either to remove these objects during more active sessions, or to cover them with a plaster if appropriate.

Staff

- There is a high likelihood that personal possessions such as jewellery may be broken while undertaking classroom duties. The school will not take responsibility for breakages other than spectacles i.e. staff are unable to claim to replace items of jewellery. Items are worn at the discretion of the member of staff.
- When working with students it may be necessary to implement people handling techniques and/or team teach behaviour intervention plans. In order to perform these techniques safely and effectively, thought must be given to staff clothing i.e.

flat/low heeled comfortable shoes are advised as well as garments that should allow for unrestricted movements (e.g. tight skirts/trousers should be avoided). In addition, garments should not reveal too much flesh (e.g. shorts/short skirts, vests, etc.) that could increase the chance of injury.

- Sometimes a student with challenging behaviour may damage staff clothing. They may also injure staff by scratching, biting, kicking. If this is the case then the matter should be raised with the member of the senior leadership team responsible and the necessary strategies put in place.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) will be provided free of charge for employees where a need has been identified. This includes:

- During the course of some classroom activities appropriate protective clothing should be worn by staff and students to reduce likely damage e.g. if undertaking activities such as messy play, art, etc. aprons should be worn. Resources should be organised by the class team in consultation with the curriculum subject co-ordinator e.g. science/P E will select the necessary equipment required to carry out the subject area safely.
- The Site supervisor will select the equipment required by premises and cleaning staff.
- Personal protective equipment is provided in all personal care rooms for all staff undertaking personal care and changing of students.
- Staff are expected to visually check all equipment. All compulsory checks are carried out in line with guidance.
- The Site supervisor/subject co-ordinators should ensure proper use of equipment. This will be periodically checked by the Site Supervisor and other members of the senior leadership team.

1.19 Lettings/Shared use of premises/Extended Services

- The Site supervisor is responsible for discussing and agreeing health and safety arrangements
- A written lettings agreement / policy is in place with all hirers. This is, signed by the hirer and the schools holds a copy.
- All Hirers are given a copy of the visitor's health and safety booklet
- A member of the premises team will open/close in the case of lettings
- Hirers provide their own first aid
- Fire and emergency arrangements are in place in all rooms and further explained in the visitor's health and safety booklet
- The Operations Manager is responsible for agreeing to school fetes and other fund- raising events. These are normally overseen by the Friends of Wren Spinney Community School or other named staff.

- The Operations Manager or delegated member of senior staff is responsible for applying for a Premises License, or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003.
- The Operations Manager or delegated member of staff is responsible for conducting a risk assessment for each event.
- Security arrangements are reviewed on an individual basis for each event. The premises staff will open/close after events.
- The school uses RPA and additional private insurance related to accidents on trips
- Copies of insurances are also held in the premises room
- The school holiday play scheme where applicable is managed by school staff. All school policies are followed. All staff are refreshed in these policies as part of their induction and sign to say they have read and understood the documents

1.20 Lifting equipment (including lifts and hoists)

- Manual hoists are used in the school.
- Hoists are inspected twice yearly and maintained by a specialist contractor.
- Staff are trained in the use of hoists as part of their “personal care” training and manual handling training as appropriate.

1.21 Lone working and Personal Safety

- See separate Lone Working Policy kept in premises room
- Lone Working is limited to the premises staff and senior Leadership Team if necessary
- If staff are working on site in the school holidays; they are required to inform the premises staff on duty when they arrive and when they leave.
- If working on their own; site staff carry a mobile phone at all times.
- Premises staff or SLT will contact home when they are about to leave site if they are working on their own
- The Site supervisor has carried out a risk assessment and retains it in the premises room.

1.22.1 Maintenance/Inspection of equipment

The site supervisor maintains a list of contracts. This gives information regarding:

- The equipment that requires periodic inspection, examination and testing.
- Type of check required and frequency
- Who undertakes the checks
- Maintenance records are kept in the premise’s office.

1.23 Manual handling

- Wren Spinney Community School has one trained manual handling trainer.
- See Manual Handling policy

- The manual handling trainer carries out individual risk assessments in negotiation with class staff.
- All staff involved in manual handling receive initial and annual update training.

1.24 Minibuses

Drivers must be over 25 years old and employed by Creating Tomorrow Multi-Academy Trust and have undertaken the Midas Test. They must also have read and signed to say they understand the Wren Spinney Community School protocol as below.

1.25 Off Site Activities

- Wren Spinney Community School uses Evolve, an online system for risk assessments for off-site trips and activities
- The school has a name Educational Visits Co-ordinator.
- Lead person –
 - Any member of staff that has knowledge of the students can be a lead person.
 - Staff must have worked at Wren Spinney Community School for at least 6 months before they can be the nominated lead person
 - Has responsibility to ensure that a comprehensive risk assessment has been completed for the trip / activity
 - Ensures appropriate staff: student ratio in place
 - Allocates students to staff
 - Considered the arrangements for travelling to and from the activity – include walking for local visits, travelling by minibus
 - Considered all behaviour/sensory issues
 - Planned what to do in emergency circumstances e.g. medical issues
 - Considered any other issues specific to individual class

Management of trips

All staff must be vigilant. For example, regular organised head counts are essential throughout the visit particularly at times of transition. The lead person should take responsibility for assigning students to named members of staff. However, you will need to make informed decisions about the management of the group. This may include changing staff/student allocation. It is the responsibility of the lead person to clearly communicate any changes to the relevant staff. In some cases, it may be necessary to telephone school for advice and support.

If an incident has occurred this must be recorded as soon as is practical on return to school through the appropriate system.

1.26 Outdoor Play equipment

- Outdoor equipment is inspected annually through a specialist contractor.

- The inspection records are kept in the health and safety folders in the premises office.
- Staff carry out a visual inspection before students use the equipment.

1.27 PE Equipment

- P E equipment is inspected by a specialist contractor on an annual basis.
- Staff make pre-use visual checks of the equipment
- Only staff who feel confident should take responsibility for setting up equipment. Training may be required.

1.28 Risk Assessments

- All site Risk Assessments are kept centrally in the premise's office.
- Individual risk assessments for each area/activity are also kept in the relevant area.
- All staff are expected to be conversant with the necessary risk assessments.
- Risk assessments are reviewed annually and additionally if an incident occurs
- Risk assessments are carried out for all expectant mothers, staff returning after serious accident/illness and are kept in personal files stored securely
- All offsite visits are risk assessed.

1.29 Risk Alert/ Hazard Identification

- All staff should be aware of their responsibility to report any potential hazard that could cause an accident/incident.
- Any immediate concerns should be communicated to premises staff immediately and then recorded through the site book or by radio.

1.30 Security

- Wren Spinney Community School takes the security of the school very seriously.
- Security and Risk Management Inspections are carried out regularly by the Site supervisor and appropriate external professionals
- 1st Reaction have the contract to carry out nightly security checks and are the first key holders in the case of an emergency.
- Premises staff open and close the premises in the holiday periods. Only staff enter the premises unattended. Visitors are required to contact site staff before entering and sign in and out.
- There is a system of coloured lanyards of all adults entering the school buildings:

Blue and photo ID -	All Staff and Trustees, including kitchen & regular outside agency workers
Green -	Visitors with a DBS
Red -	Visitors without a DBS

1.31 Smoking

- Wren Spinney Community School is a no smoking environment. Smoking is not permitted under any circumstances in the building or school grounds

1.32 Outside areas

- The Site supervisor will carry out all ground's maintenance with the assistance of specialist contractors as required.
- Visual checks carried out by staff before outdoor area is used.

1.33 Staff consultation

Refer to general policy statement at beginning of the Creating Tomorrow Multi-Academy Trust health and safety policy

- Health & safety committee meetings are held at least termly.
- Staff should raise issues of concern/suggestions for health and safety improvements using the facilities management document. Urgent matters should be raised immediately with the Site supervisor or members of the senior leadership team.
- The Operations Manager/ Site supervisor are responsible for informing and consulting in a timely manner with staff on:
 - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
 - Risks to employee's health and safety and preventative measures
 - Planning and organising of health and safety training
 - Introduction of new technology and any health and safety consequences
- Health and safety information is displayed on the notice boards in the staff rooms in both schools. The health and safety law posters are situated in the main school offices and staff room notice boards.

1.34 Stress and Staff Well Being

See separate stress policy and risk assessment

The following procedures are in place:

- Staff are encouraged to speak to their line manager or to a member of the ior management team should they be experiencing difficulties.
- The school is able to offer staff the support of the Occupational Health Service (HML). Referrals are made by the Operations Manager or the Chief Operating Officer.
- Once a referral is made, the occupational health provider may recommend the support of counselling. If counselling is recommended, the school may consider paying for up to 6 sessions.
- All expectant mothers are encouraged to report their pregnancy as soon as possible.
- Advisory care around potential developmental damage to unborn children through exposure to dangerous materials. It is HIGHLY advised that any expecting mothers should highlight their needs to SLT so risk assessments can to arranged around

COSHH materials.

- A member of the senior leadership team will then carry out a risk assessment to ensure their work environment is safe. This will be reviewed constantly.
- Risk assessments are carried out for individuals returning from long term illness or following an operation. Risk assessments are also carried out for members of staff returning after stress related absence.
- Arrangements will be made to make a room available to nursing mothers.

1.37 Training and Development related to Health and Safety

- The schools follow guidance related to establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, work at height, use of DSE).
- The Operations Manager is responsible for ensuring school compliance
- The Operations Manager /Site supervisor is responsible for new staff inductions and briefings
- The Operations Manager/Site supervisor are responsible for establishing minimum health and safety competencies for certain roles as required (e.g. premises staff, safety co-ordinator, head of department etc)
- Training records are kept on SIMS/SchoolPod. Evidence of individual training is kept in individual files

1.38 Vehicles on Site/car park arrangements

- Car parking is provided for the staff in the main car park within Wren Spinney Community School grounds.
- The school is not under any obligation to provide parking facilities for employees and cars are parked entirely at the owner's own risk – no responsibility will be held for damage caused to cars on the premises unless it is proven that the school was at fault.
- Should damage be caused through malicious (criminal) intent, the school recommend that the police are contacted and criminal damages sought.
- The premises staff are responsible for the management of vehicles on site

1.39 Violence to Staff / School Security

- The school premises are fully enclosed as there is security fencing around the perimeter of the site.
- This is visually checked on a regular basis by the Site supervisors
- Entry to school premises is controlled by proximity sensor locks
- Security doors are in operation at the front of the school). All other external entrances are kept locked.
- All contractors and visitors must report to reception.
- Admin staff will ensure all visitors sign in and passes issued.
- Passes must be worn at all times

- Admin staff will contact relevant staff to escort visitors to required area. Premises staff will escort contractors and monitor progress.
- Use of personal mobile phones is prohibited on site apart from in staff rooms.
- All staff should report all incidents of verbal & physical violence to a member of the senior leadership team
- Risk Assessments are in place for events that might cause a security/health and safety hazard
- In the instance a student starts showing unsafe behaviour, it is advised that the activity they are carrying out is halted immediately if it poses heightened risk of injury to themselves or others or damage to property.

Damage to Staff Property

As a general principle, the school is not responsible for any damage caused to, or loss of, personal belongings of a member of staff, acting in the course of their duties, unless it is proven that the school was at fault.

- The school may however sympathetically consider a request for a contribution i.e. an ex-gratia payment towards the current value. Each case will be judged individually on its merits dependant on the specific circumstances. In the event that an ex-gratia payment is made this will not mean the school is regarding itself in any way that it is liable nor will it be setting a precedent for any future claims.

1.40 Water Hygiene

The Site supervisor is responsible for monitoring the water hygiene and taking appropriate action as necessary.

- The water hygiene log book is kept in the premises room
- The Site supervisor is responsible for carrying out water checks monthly
- Shower heads and the main cold-water tank are serviced by a specialist contractor every 3 months/annually respectively

1.41 Work experience students

- A designated member of staff will supervise and monitor students from Wren Spinney Community School who are on external work experience ensuring that safeguarding measures are in place and appropriate PPE equipment is provided
- Work Experience Students working in Wren Spinney Community School will be supervised and monitored by an Deputy Head Teacher who will give the appropriate induction
- Any risk assessment required will be undertaken by an Deputy Head Teacher

1.42 Working at Height

- Step Ladders and Kick along steps are kept in locked cupboards in various locations throughout school building.
- Annual Inspections of ladders is carried out by the Site supervisor
- Staff should carry out pre-use checks

Accident/ Incident Reporting

Appendix 1 - Attached Flow Chart for reporting of accidents

Minor Accidents

A minor incident is where the injured person resumes normal activities at their place of work/school. The injured person may require first aid treatment, which should be recorded in the minor incident book. This would be a minor incident book kept in the 1st Aid room. There is one book for students. These are carbonated and a copy should be at home. There is also another book for adults – class staff, non-class-based staff/visitors. If members of the public/visitors are involved, names and addresses should be taken (including any witnesses).

Significant Events

A significant incident/accident is one more serious than a minor incident – time out required, check out at the hospital but treatment not required - but not reportable to the HSE.

- The senior Leadership Team should be informed of significant accidents and incidents. If an accident/incident involving student behaviour this will be through the recording of information on the Evolve system. In all other cases a School Accident form should be completed and submitted to the deputy head. The form will be completed including what remedial action and future precautions are to be taken. This is then signed and dated
- A School Accident form should also be completed and submitted to the Lead Site supervisor for a “Near Miss” - an incident where nobody was hurt but the incident could have been of a serious nature. Remedial action/future precautions will be recorded signed and dated by the member of SLT

Below is guidance and suggestions as agreed by the leadership team as to a definition of significant incidents falling into this category. This is not an exhaustive list and if you are involved in an incident not described that you feel is significant you should still report it. If you are unsure, please speak to a member of the leadership team:

- Blow to the head
- Any Injury including bites & scratches that breaks the skin
- A push that results in injury

- Hit by missile
 - Repeated kicks
 - Significant bruising
 - Delayed reaction of any kind
 - Exposure to COSHH substances, including inhalation and possible ingestion
 - Chemical spill on to soft tissue, e.g. eyes, skin or inside of the mouth without ingestion.
- Site supervisor to ask admin office to copy forms and distribute as follows: 1
to Office file
1as necessary to student file
 - The Site supervisor will support the Chief Operating Officer in collating analytical information to update trustees at the Business PPP committee and the Chief Executive of any issues/trends.
 - If the person involved later feels discomfort or has a delayed reaction of any kind the process should then be followed retrospectively

Major Incident

- The Academy must report this level of accident to the Health and Safety Executive (H.S.E.).
- In addition to recording information on the Behaviour Watch System, following HSE guidelines an online RIDDOR form will be completed on line and submitted to the HSE by the site Supervisor using all available information. The Lead Site supervisor/ Chief Operating Officer will consider if a significant incident requires reporting by phone immediately to the HSE and if required ensure this is undertaken.
- The Chief Operating Officer (this may be delegated to another senior member of staff) and Lead Site supervisor will carry out an investigation. This may need gathering witness statements and completion of a school accident form/ form. This may mean contacting someone at home if they are unable to attend school/ work following the incident/accident
- An accident may be deemed major retrospectively if it is later discovered medical treatment has been required and the same procedure followed
- HSE recommend the following are considered MAJOR and reportable to them
 1. An incident where the injured person is taken from the scene to hospital and receives medical attention.
 2. As a result of an accident the person involved - a student/member of staff/member or the public is off work for 5 days or more.

- Should an incident not appear major but the person involved later realises they have sustained an injury that means they need to visit the hospital or take more than 5 days of work then this is also deemed to be a major incident. In this case the above procedure should be followed retrospectively.

Emergency Evacuation Procedures - Appendix 2

Wren Spinney Community School - Role of Fire Co-ordinators

Co-ordinators must check the display on the office hatch daily to see if and where on duty and collect the equipment bag from office.

Fire Co-ordinator in Charge – Usually the Operations Manager. In the case of absence, the Deputy Headteachers will cover the Fire Co-ordinator in Charge duties

All Fire Co-ordinators have specific responsibilities. The main responsibility for all is to follow guidelines for communication with staff students and each other.

Protocol for the use of Walkie Talkie's:

Transmissions on the walkie talkies will not be understood if more than one person speaks at a time. When pressing the button to speak wait a few seconds or the first words may be missed.

The coordinator in charge carries the responsibility for liaising with each coordinator. Nobody should speak unless requested to be the coordinator in charge. The exception would be extreme emergency- see example below.

At the end of each transmission; the person speaking should state “over” to ensure the recipient(s) understand the person has finished speaking. At the final part of a conversation state “over and out”

On hearing the fire alarm:

- Ensure Walkie-talkie is switched on, put Hi-vis vest on
- The Fire Co-ordinator in Charge will liaise with Site Supervisor to identify which fire call point has been activated, whether or not it is a fire drill and will inform Fire-Co-ordinators
- If a fire drill, people to stay outside until alarm reset.
- Fire Co-ordinators check designated areas. If you come across a lone student, take them out of the building. Ask for permission to speak on walkie talkie. When permission given inform the Fire Coordinator in Charge of your action and discuss safety of returning to building to continue sweep.
- Check with designated staff with responsibility for roll calls that all people are accounted for. The School Finance Officer (in absence PA to the Head) to check visitors, administration and catering staff.

- The Fire Co-ordinator in Charge will speak to each class in turn one by one to see that everyone is accounted for.
- The Fire Coordinator will speak to the fire coordinators to check that all areas are clear - This should be checked against registers taken

Protocol for communication:

- Fire coordinator in charge – “Is your area clear – over”
- Fire coordinator answer – “All clear – over and out”
- However, if you are informed that “no”, it should be reported – at this stage when asked by Co-ordinator in Charge.
- Fire Co-ordinator in Charge will ask Fire Co-ordinators “who and where is not clear.”
- Only the Co-ordinator with the missing person should speak.

The fire Co-ordinator will check this against any missing persons from the classes and if a child is identified as missing or not out of the building the Fire Co-ordinator in Charge to instruct Site supervisor to ring 999 to inform fire brigade. If missing person is then found / does leave building the Fire Co-ordinator in Charge will instruct Site supervisors to ring 999 to inform fire brigade that the person is found

- In the event of a real emergency the Site supervisors will ring 999 for the fire brigade to attend and inform coordinators using the walkie talkies. Fire Co-ordinator in Charge to liaise with premises staff to record Fire Drill/Alarm in the Fire Precautions Manual and record any points for action in the Risk Management file. Copies to the ior Leadership Team.
- The school’s fire alarm is linked to a monitoring station and 1st Reaction will call the school to “check the situation”

If lone student refuses to move, ask for permission to speak to Fire Co-ordinator in Charge

When told to go ahead – report situation

The Fire Co-ordinator in Charge will ask you either to stay with student if it is safe to do so and in further support or instruct you to continue with the sweep of rooms and they will instruct Site supervisor to ring 999 to inform fire brigade of missing person.

If student then does leave the building Fire Co-ordinator in charge to ask Site supervisor to ring 999 to inform fire brigade.

Always wait for clearance from Fire Co-ordinator in Charge before instructing people to return to the building and in the case of real serious emergency, arrangements may have to be put in place to move all students to another location, such as St Edward’s hall.

Evacuation Procedures for All Rooms

Ensure you are conversant with the route to exit the building in the case of emergency.
Please see the Evacuation Map displayed in each room.

On Hearing the Fire Alarm:

- All students, staff and visitors are to leave the building by the nearest fire exit door. The door and route to the assembly point are clearly marked on the Evacuation Map
- Groups from each class are to form a line in the assembly area as highlighted on the Evacuation Map. This must be at least 3 meters from building.
- Class teacher is to call register and account for students.
- School Administrator to check all visitors against visitor's book and ensure all accounted for.
- Designated Catering Supervisor to account for kitchen staff.
- Designated duty officer to check with members of staff responsible for checking people are accounted for.
- Duty officers will be communicating by walkie-talkie. All classes, staff and visitors are to remain in designated locations until the Duty Officer in Charge gives clearance to Duty Officers that it is safe to re-enter the building

Before and After School

All staff and visitors to make their way out of the building by the nearest exit and then to front of building.

Health and Safety Documents – Guidance and Information Circulation Form

Appendix 3

The attached document has been received / issued by the school and must be read by all staff members. The Health and Safety at Work Act 1974, requires staff members to co-operate with the employer and others on safety matters and it is also a policy of the Creating Tomorrow Multi-Academy Trust that all health and safety guidance relevant to members of staff will be made available and read by them.

Would you therefore please sign and date the circulation list to indicate that you have read the attached document.

Name of document:.....

Location of document:.....

Date of circulation:

Name	Designation	Signature	Date
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