



Holy Trinity C of E Primary Academy

Vision Statement

At Holy Trinity CE Primary Academy, inspired by and rooted in Christian values and teaching, we nurture children to become aspirational, courageous, compassionate and joyful young people.

The values of our school: **Courage, Joy, Aspiration and Compassion**

POLICY DOCUMENT	HEALTH AND SAFETY POLICY (Including First Aid and Fire and Emergencies Procedures)
Status	Statutory
Legislation	The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4. The Management of Health and Safety at Work Regulations 1999: SI 1999/3242
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1 GENERAL DUTIES OF EMPLOYERS

- 1.1 It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.
- 1.2 Under the Health and Safety at Work etc. Act 1974, the Academy must take reasonable steps to ensure that staff and children are not exposed to risks to their health and safety. This applies to activities on or off school premises.
- 1.3 The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.
- 1.4 The Academy will take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.

2 RATIONALE

- 2.1 Holy Trinity CE Primary Academy is the working environment for many groups of individuals. It is important therefore, that a safe environment is established in which children, staff and visitors can work together with confidence. It is the responsibility of the senior management team and the governing body to ensure this is the case.
- 2.2 In order to promote this, we take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another. They should share any concerns they may have to the relevant person E.g. Headteacher or Teacher.
- 2.3 The governing body is aware of the need to keep a balance between security, safety and the maintenance of a comfortable, welcoming working environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

3 AIMS

- To provide a safe, secure and healthy working environment for staff and children.
- To provide a safe environment for all visitors including parents.
- To encourage everyone to take responsibility for being vigilant and to be aware.

4 OBJECTIVES

- Be vigilant at all times around the school premises for intruders and hazard risks.
- Ensure there is sufficient information, instruction and supervision to enable all people and children to avoid hazards and to contribute to their own safety and health at work. (Everyone takes on the responsibility to look after themselves and others).
- Maintain electrical equipment to an appropriate standard (all electrical equipment must be PAT test by a qualified electrician within the prescribed timescales). No personal electrical equipment may be used in school unless this has also been PAT tested. Staff/visitors should also ensure the safe use, handling, storing and transporting of any such equipment.
- Administer appropriate procedures according to fire regulations.
- Have procedures in place for the safe administration of medicines and for dealing with accidents, illness and bodily fluids.
- Have a procedure in place for reporting faulty equipment and near misses.
- Maintain regular checks of the building, safety and security.
- Give guidance on lone working and personal safety.
- Put in place the procedure to use in the case of an accident.
- Fully support the Safeguarding Policies in relation to providing a safe environment for children and their physical and emotional wellbeing.
- Inform everyone about what should be done in an emergency.
- Have regard to equality and supporting diversity.

5 INFORMING PEOPLE OF THIS POLICY

- 5.1 This health and safety policy is kept in the School office (in the blue first aid folder) and on the academy website.
- 5.2 All members of staff are aware of this policy and how to access it. All members of staff are required to sign the register to say they have received this information and read it.
- 5.3 Visitors will have their attention drawn to the basic health and safety information on entry to the school and those likely to attend the school on a regular basis must be given information as to accessing this policy and also asked to sign the register.
- 5.4 It is the responsibility of the Headteacher and all staff to ensure that children are made aware of all existing and new health and safety information.

6 RESPONSIBILITIES OF INDIVIDUAL MEMBERS OF STAFF

- 6.1 The health and safety at work act 1974 requires governors and employees, according to their roles, to take the initiative on certain matters. The following list is a guide to particular responsibilities that individuals may have.
- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
 - Observe standards of dress consistent with safety and/or hygiene.
 - Report any hazards and breakages to the head teacher and write on faulty equipment sheet.
 - Know and apply procedures for emergencies such as fire, accident and intruder.
 - Co-operate with other members of staff and the safety representative in promoting health and safety measures.
 - Follow health and safety instructions and use appropriate safety equipment and protective clothing.

- Maintain Safety tools and equipment.
- Report any incidents or near misses to the Headteacher and fill in the near misses' sheet.
- Set a good example to the children in their care.
- Supervise children and ensure they know about emergency procedures and safety measures.
- Ensure that children' bags, coats and belongings are stored properly.
- Make parents, helpers and visitors aware of health and safety procedures within the class room.
- Give clear instruction as often as necessary.
- Ensure that relevant risk assessments are completed and followed.

6.2 In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of children.

7 RESPONSIBILITIES OF THE GOVERNING BODY

- Ensure the high profile of health and safety in relation to financial planning, personnel, decisions and in-service training.
- Ensure that policies relating to health and safety are in place and updated regularly.
- Enable a member of the governing body to have a key monitoring role in relation to health and safety.
- Approve as appropriate arrangements for residential trips according to LA guidelines.
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe.
- Bring to the attention of the Headteacher any health and safety concern outside of their control or any health and safety responsibility they cannot meet.
- To ensure through the Headteacher that all employees have instruction and training, so that they may carry out their jobs safely and without risk to themselves or others.

8 RESPONSIBILITIES OF THE HEADTEACHER

- To ensure that the academy meets as far as reasonably possible the requirements of the health and safety legislation.
- To ensure that certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. (see paragraph 40).
- To regularly review the safety of the school building during governors' meeting.
- To undertake risk assessments as and when required and review regularly.
- To put into practice and to monitor the procedures described in associated policies such as First aid, Emergency, Fire and Reporting defects.
- To act upon referrals from employees.
- To ensure staff and children comply with agreed procedures.
- To record and inform relevant external agencies as and when appropriate.
- To ensure access to this policy and other health and safety information as legally required.
- Advise and inform the governing body as to health and safety practice, legislation and compliance.
- To ensure that appropriate logs and records are kept.
- To ensure employees are given adequate training and information.
- To ensure that procedures are in place to ensure the safety of contractors.
- To make sure fire drills are held at least once per term and cover a variety of situations.
- To ensure escape routes are kept clear and monitor on a daily basis for hazards and emerging issues affecting the health and safety of staff, children and visitors.

- Ensure adequate first aid cover is provided.

9 THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED WITHIN HOLY TRINITY CE PRIMARY ACADEMY.

9.1 Defects and near misses

- I. All members of staff finding a defect in the building, furniture or equipment will take steps to either remove the hazard if safe to do so, or ensure that the risk is minimised and reported to the Headteacher and written on the defects sheet. This can be found in the school office in the blue First aid folder.
- II. The headteacher if necessary will take steps to have the defect rectified or removed as soon as possible.
- III. The content of the defect book will be checked weekly by the headteacher and the contracted maintenance person.
- IV. In the case of a near miss it should be reported on the defects and near miss sheet. This will be checked on a termly basis and any issues dealt with.

10 ELECTRICITY

10.1 All electrical equipment within Holy Trinity School is tested and certified as safe, yearly by a qualified electrician (PAT tested). No home equipment must be brought into school unless this has been PAT tested too. All defective electrical items should be removed for either repair or safe disposal.

10.2 Staff should be vigilant for: -

- I. Damage to plugs and switches
- II. Damage to leads
- III. Correctly fitted connectors
- IV. Coloured insulation of the internal wires not showing at the plug or appliance
- V. Damage to the outer case of equipment
- VI. Signs of over heating

11 COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH - COSHH)

11.1 All hazardous substances are kept locked in the cleaners' cupboard. The academy has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the academy takes include:

- safe storage in locked cupboards, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets.

Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in the main office. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident

- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for children. Children will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science lessons are under the responsibility of the teacher

11.2 Holy Trinity CE Primary Academy is alert to the need to limit the use of any hazardous substance and use an alternative where ever possible.

11.3 No hazardous substance is to be used within the class room or dining room areas.

11.4 All hazardous substances are to be kept locked in the cleaners' cupboard and then only approved substances are used in accordance with safety guidelines.

12 ACCESS EQUIPMENT

12.1 Staff must only use approved equipment to put up displays and access higher level shelving.

12.2 Step ladders are provided and consideration should be given to the appropriate clothing and foot wear required to use these safely.

13 MANUAL HANDLING

13.1 All members of staff should be aware of manual handling activities involved in their day-to-day work i.e. the movement of bundles of paper, pushing laptop trolleys, carrying heavy books or moving class room furniture.

13.2 Children are not to move heavy objects and should only move awkward objects with adult supervision.

13.3 Staff must only lift if they feel able to, and to use the correct posture and lift from the knees not the back.

14 EDUCATIONAL VISITS

14.1 Off-site educational visits are an important part of school life and this guidance should help them do this safely. Children benefit enormously from the opportunity to experience residential trips and

'days out'. However, it is crucial that these visits are prepared well in advance, that risk assessments are completed and that parents and school staff are involved in the preparation.

- 14.2 Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements where necessary. It is important that children learn to understand and manage the risks that are a normal part of life.
- 14.3 Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the academy where these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.
- 14.4 Written parental consent is required for activities that need a higher level of risk management or those that take place outside school hours. Parents will be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity specified.
- 14.5 When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the academy will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.
- 14.6 Please refer to the School procedure – "Things that need to be ready for a school trip" (this can be found in the school's blue trip bag which is kept in the office), so that nothing is forgotten in preparation for such an outing. See Annex B attached to this policy.

15 PE EQUIPMENT

- 15.1 The PE equipment is inspected annually, **Mr Amor** is the school's PE co-ordinator responsible for overseeing this inspection and for keeping PE equipment fit for purpose. Contractors check the equipment every year. When PE equipment is in use, it is the responsibility of the class teacher/MDSA/TA to ensure the safe use of the apparatus.
- 15.2 Teaching assistants should support Teachers where large equipment is in use such as climbing frames, benches or gym apparatus. A risk assessment must also be completed.

16 SWIMMING LESSONS

- 16.1 Academy staff has a duty of care accompanying children to and from the pool.
- 16.2 A risk assessment must be completed covering the mode of transport to the pool venue.
- 16.3 There will be at least 4 DBS checked adults with the children whilst at the pool side, along with a qualified life guard from the centre. The number of children permitted in the pool at any one time will be subject to an assessment of risk determined by the teacher in charge within each situation. Usually there will be no more than 30 in the class (KS1) and 32 (KS2).
- 16.4 Poolside the teacher in charge will have a whistle and use this to alert the staff of any difficulties.
- 16.5 There will be a life guard on duty at all times. In the case of an emergency all children will calmly be removed from the pool and evacuated by the nearest fire exit or in accordance to the pool venue procedures. No child will be allowed to get changed or collect their belongings. A second risk assessment must also be carried out for pool side

17 HIRERS, CONTRACTORS AND OTHERS

- 17.1 All contractors and visitors entering the premises are required to sign in and wear a visitor's badge. They are alerted to important health and safety information.
- 17.2 In addition to this it may be necessary to advise them about the location of asbestos and ask them to sign an acknowledgement that they have received this information.
- 17.3 The head teacher will seek to ensure that all hirers, contractors and visitors who use the school will conduct themselves and the activity in a manner that is in keeping with the health and safety policy.
- 17.4 When the School is used not under the direction of the Headteacher the principle person in charge is responsible for ensuring that they maintain good health and safety practices.
- 17.5 When the school is hired by an outside body the hirer must be given a copy of the health and safety policy. They must comply with all safety directives of the governing body and will not without prior consent of the governing body A). Introduce equipment for use on school premises. B). Alter fixed installations. C). Remove fire or safety equipment. D). Take action that may create hazards for persons using the premises or the staff or children.

18 FIRE

- 18.1 Fire drills will take place termly and will be held at different time of the school day.
- 18.2 Responsibilities during a fire drill

Headteacher/ Leader of learning deputising	Supervision of evacuation Final sweep of school Evaluation of procedures Training and guidance
Administration officer/ office staff	Calling the fire brigade Taking out registers Checking of visitors
Teachers/Teaching assistants/ MDSA	Check class room toilets Roll call Ensuring safe calm evacuation

18.3 All new children, staff and visitors will be informed of the fire drill procedure.

18.4 They will be informed of: -

- Fire exit to be used
- Assembly point
- Action on discovering a fire

- Keeping gangways clear

18.5 Fire exits to be used are the nearest available exit. Alternative exits should be noted should any of these be blocked. All fire exits are clearly marked.

18.6 Assembly point is on the school field next to the seated reflection area. All children are to line up in class order and wait for roll call. When the register is complete the person that has taken it must report all children present to the Headteacher.

18.7 Discovering a fire - If any person discovers a fire they should sound the alarm by breaking the nearest fire alarm point situated in various exit points around the school. They should never attempt to put the fire out themselves. If a child should discover a fire they should seek help immediately and not attempt to put it out.

18.8 Keeping gangways clear - All children should be reminded about keeping cloakrooms tidy and belonging picked up off the floor as these can be a big hazard in the event of a fire.

18.9 Classroom teachers are responsible to ensure that all children know what to do in the event of a fire starting in the classroom.

19 OTHER EMERGENCIES PROCEDURES WITHIN SCHOOL

19.1 The same procedure as fire, applies if the school is required to be evacuated. However, if there is an emergency inside school e.g. in the class room, there is a yellow card system in place. (This is a yellow card with the classrooms name written on it. It is placed somewhere that a child or adult can pick up easily. This can then be taken to the school office at any time and they will know that the class is in need of help.)

20 FIRST AID

20.1 At Holy Trinity CE Primary Academy all members of staff have been given an Emergency First Aid Update (valid for 3 years), and all hold a certificate.

20.2 We are required to have a least one person in the school that holds a Paediatric first aid certificate. The named person who currently has this qualification at school is Lucy Nisbeck teacher in F/S Yr1 class.

20.3 Responsibilities of Named First Aider: -

- help and advice on all first aid matters where needed.
- To oversee all first aid supplies and order new stock.
- To check **All** first aid equipment to ensure it is in date and safe for use. This will be done regularly and record.
- To collect all accident sheets from first aid boxes and collate them in main first aid folder in the school office on a weekly basis.
- To ensure all staff are aware and follow the first aid policy.

20.4 As all members of staff have a basic level of first aid and if they feel comfortable they may administer first aid to those who need it. Advice and support may be required by a named first aider if appropriate.

20.5 The main first aid kit is in the school office along with the blue first aid folder that holds all first aid procedures, accident sheets and bumped head letters and stickers.

- 20.6 There is also a **first aid kit** kept in the **conservatory of the foundation stage playground**. In this is basic first aid supplies along with an accident record sheet which must be filled out for every accident no matter how small and a bumped head letter. The bumped head letter must be filled in at the time of the accident and then given to the child's class teacher to be sent home. The return slip should come back to school signed by the parent as an acknowledgement of the injury, this should be sent to the school office so it can be held in the blue first aid folder.
- 20.7 A **third basic first aid kit** will also be held by the MDSA to be taken out at lunch times. The same as above applies to the box and holds the same equipment.
- 20.8 Training will be given to all members of staff for any new information or procedures.
- 20.9 Holy Trinity CE Primary Academy has a defibrillator in reception that is accessible for use in an emergency. Though specialist training is not required staff have been shown how to use it and it is available to others in an emergency during the school day.

21 PROCEDURES

22 ILLNESS AND ACCIDENTS

- It is our policy to provide a healthy and safe environment for staff and children.
- At all times our employees both paid and unpaid are required to co-operate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to themselves or to others.
- We expect our employees to take responsible care for their own health and safety at all times.
- We will make sure at all times that there is a qualified first aider on the premises. All teaching and support staff will be given first aid training and that training will be updated (or commenced in the case of new employees) every 3 years.
- A first aid box is always available in the school office and is stocked according to both Ofsted requirements and our assessed needs. There are also several other first aid boxes situated around the school, as stated above (see first aid equipment). The named first aider Lucy Nisbeck is responsible to ensure that the stock of all first aid boxes is maintained.
- Only medicine provided by parents and prescribed by a doctor can be given to children (also see Procedure for administering medicines).
- If a child becomes ill we will take every step possible to contact parents, but if this is not possible, we will take responsible measures to care for the child. We will expect parents to co-operate with us by not bringing children to school if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.
- An accident book is available which must be filled in if any children or member of staff sustains an injury whilst on the premises. Details of how, where, when, and to whom the accident occurred must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded.
- We will act on advice given by agencies such as Ofsted, Environmental health and the Fire brigade.

23 IN THE EVENT OF AN ACCIDENT

- Subject to the nature and seriousness of the accident first aid will often be administered in situation. At the discretion of the first aider the casualty may be moved to another

more appropriate location. At the discretion of the teacher in charge, in consultation with the first aide others may need to be evacuated from the vicinity.

- Approved latex gloves will be worn when dealing with blood or any other bodily fluids.
- The wound will be cleaned with sterile cloths or alcohol free wipes or a cold compress will be applied. NO ointments should be at any time and a latex free plaster can be used only on children over the age of 7.
- If hospital attention is required, then the headteacher will be informed and will ensure the necessary action to get that person/child to hospital.
- If the accident has happened to a child the parents will be informed immediately by the Headteacher or class teacher.
- An accident form will be completed in the file in the office and if serious, the accident will be recorded in the accident book. This will state the time the accident happened, the date, how it happened, first aid given and will be signed by the staff and parent/carer.

20.3 When going on a residential trip on a 'day out' it is vital that a fully stocked first aid kit is taken with you and kept with the group at all times. This can be found in the school office. No other items should be put into the green first aid box. Any prescribed medication should be held in the blue school trip bag (no first aid equipment must be kept in this bag) along with any change of clothes, school mobile phone and list of parent's contact numbers.

20.4 If an accident or minor injury occurs on a school trip the same procedures should be followed as in school.

20.5 In an emergency the teacher in charge and the qualified first aider will make the appropriate decision as to the action taken. The Headteacher must be informed immediately.

24 PROCEDURES FOR RECORDING ACCIDENTS AND LEVELS OF ACTION TO BE TAKEN.

24.1 All accidents should be recorded on an accident sheet found either in the first aid folder or in the green first aid boxes.

24.2 If it is necessary to call a child's parent and/or an ambulance, then the Headteacher may require you to fill out a more detailed description of the accident. The Headteacher will, where appropriate fill out a serious incident form and inform the LEA and governing body?

25 DEALING WITH BODILY FLUIDS AND INFECTED MATERIALS

25.1 When dealing with any bodily fluids disposable gloves must be worn at all times.

25.2 All individuals are at risk if they come into contact with any bodily fluids, a risk assessment will also be required for the handling of these fluids.

26 PROCEDURES TO FOLLOW WHEN DEALING WITH BODILY FLUIDS

- Always wear disposable gloves without exception.
- Cover the fluid where possible.
- Wear protective clothing where appropriate.
- Clean up as thoroughly as possible. Cover waste with paper towels, pick up and put into a plastic bag (double bag and tie tightly).
- Dispose of bodily fluids in the outside bins wrapped well in a bag. **Except for blood** which is to be disposed of in the sanitary bin in the staff toilets.

- Disinfect the area where appropriate and/or cover it absorbent powder.
- In some case you need to call outside cleaner to deep clean the area.
- Immediately wash thoroughly any skin contact with such fluids.
- Always wash hands after dealing with bodily fluids.
- If in any doubt seek advice from Headteacher.

27 PROCEDURE FOR ADMINISTRATION AND STORAGE OF MEDICINES

- Only prescription medication will be dispensed at school and only if permission slip has been signed by the parent of the child.
- Medicine will be stored in the office or in the staff room fridge if necessary. Asthma inhalers will be kept in the classroom and will accompany the class if they leave the classroom.
- The admin officer or the class TA will dispense the medicine and will complete the relevant form, signing and giving the time and date the medicine was administered.
- No child may keep any medicine with them at all, even such medication as throat sweets, with exception of asthma inhalers which will be kept in the classroom at all times, along with emergency medication for diabetics.
- Training will be given to staff for any medication that might need to be given in an emergency or chronic condition. This training will be given by the school nurse or any other trained professional.
- Care plans will be drawn up for all children in need of them by the school nurse.
- If there is any doubt about the giving of a medicine, parents will be called and their advice taken.
- Medication should be provided by the parent/carer in its original packaging clearly showing the required frequency and dosage.
- In the event that labels become illegible Parents will be requested to request written confirmation from their doctor.
- In any situation, staff have the right to refuse to administer the medication but it must be made clear to the parents that the medication will not be given in this case.

28 IMAGES AND PHOTOS (SEE FULL PHOTOGRAPHY AND VIDEO POLICY)

28.1 This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, where permission is given and there are educational or recreational benefits.

28.2 All parents

- Will be asked permission for the taking of photographs by the media.
- Will be reminded that assemblies and concerts may be photographed and as such any concerns should be expressed to the Headteacher.
- Will be reassured that any photographs taken by school staff will be used for educational purposes and care will be taken that images respect the self-esteem of the child.

28.3 On entry to the school all parents will be informed of the policy and permission requested for use of pictures within the establishment.

28.4 If the event should arise parents will be asked if their child can be photographed for the use of the media on every occasion.

28.5 For full details please refer to the academies full Photography and Video Policy and, Safeguarding and Child Protection policy.

29 LONE WORKING AND PERSONAL SECURITY

29.1 The Holy Trinity CE Primary Academy does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger do not enter the building.

29.2 If you attending a response to an alarm always assume it genuine, never go alone and wait for the police.

29.3 If you are working alone in the school building

- Always tell someone you are there alone and when you are expecting to be home.
- Ensure all entrances and exits are locked.
- If you have cause for concern alert the police.
- Be alert when leaving the building and notify the person that you told that you are working alone.

30 IN THE EVENT OF TRESPASSERS

30.1 Where a person is not immediately recognized or you do not know whether they have a legitimate reason to be on the school grounds they must be asked politely to show their visitors badge and if they need any help and then directed to the school office.

30.2 If the person has no right to be on academy premises, then they should be asked to leave immediately and seen from the school ground by the nearest exit.

30.3 If you are not comfortable with this seek immediate help from the Headteacher.

30.4 If an intruder refuses to leave or you feel threatened in any way, the police should be called.

31 IN THE EVENT OF ANY ABUSIVE PARENT/ADULT

- If the adult is known to be abusive, hold the meeting in an open space with another member of staff in the room. Never be alone with them.
- If a parent becomes abusive they should be asked to leave in a non-threatening way. If they refuse to leave the police should be called and the Headteacher sent for.
- If you find yourself in an uncomfortable situation remove yourself and any children present, immediately and seek help.
- If any incident should occur, then an incident form should be filled out and the governors and the LEA should be contacted.
- Always seek advice from the Headteacher.

32 PROCEDURES FOR ANSWERING THE DOOR AND FOR THE COLLECTION OF CHILDREN

- 32.1 To ensure the safety of all children and staff the following procedures must be adhered to:
- 32.2 **Answering the door** - It is the policy of this school to keep the front door locked at all times along with all other external doors. The adult who answers the front door must always look through the glass door to identify the caller. If the caller is not known the door must stay locked until identification is sought. Never allow access to anyone who is not known. **NO children** are permitted to answer the door at any time.
- 32.3 **Visitors** - All visitors such as handyman, gardeners, sales people and college assessors must sign in and wear a visitor's badge at all times.
- 32.4 **Authorised collection of children** - Every child under the age of 8 years must have a least two authorised collectors. Parents are required to provide details of each authorised collectors, such as home, work and mobile phone numbers.
- 32.5 At the start of their time at Holy Trinity CE Primary Academy parents will be reminded that no-one else, except the authorised collector, is allowed to collect their child even in an absolute emergency.

33 PERSONS PROHIBITED FROM COLLECTING CHILDREN

- 33.1 If a different person calls to collect a child and the parents have not given the school permission for this the child will not be released from school until permission is given.
- 33.2 All staff should be aware that some children's parents¹ are not permitted to have contact with the child where a court order has been granted to this effect. In such circumstances a register is kept of each child and names of those family members whom must not make contact. If one of these family members should call at the school, they must not be granted access and an authorised person should deal with the situation. The child's primary carer should be informed of the incident immediately.
- 33.3 If a member of staff is worried about releasing a child to a parent's care, eg if the parent appears to be under the influence of alcohol or other substance, the staff member must try to keep the person on site long enough to call the police and warn them of the possible offence.
- 33.4 Holy Trinity CE Primary Academy are not permitted to refuse to release a child to its parent except if a court order has been granted to this effect or the child would be in immediate danger.

34 PROCEDURE FOR THE USE OF THE SCHOOL BUS

- Children will be escorted to the bus by a member of staff who will check their names on the school's bus register.
- The member of staff will secure and check all seated belts
- If there is any doubt about whether a child should be on the bus, they will be kept at school and parent/carer phoned immediately.
- A member of staff will be on the playground to receive children from the bus in the morning to ensure their safe arrival.

¹ Or other adult/family member/person.

35 HEALTH AND WELL-BEING OF STAFF

- 35.1 Health and wellbeing of staff is of utmost importance to Holy Trinity CE Primary Academy and we therefore seek to provide the best working environment that we can. The headteacher and the governing body will wherever possible provide help, support and guidance to all staff members.
- 35.2 The governing body through the headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.

36 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

- 36.1 Whenever required, the governing body, Headteacher and other staff are to seek advice from the LA, the councils' corporate occupational health and safety service or other persons to ensure that the most current and relevant information is used in carrying out this policy.

37 REVIEW

- 37.1 The governing body and Headteacher will review this policy statement in light of changes to legislation or guidance and update, modify or replace it as it considers necessary to ensure health safety and welfare of staff and children.

37.2 Review record

Revision	Revision Date	Revision Description
0.1	17.01.2012	Minor adjustments and amendments made.
0.2	03/09/2013	COSHH included
0.4	10/10/2015	Format and minor details amendments
0.5	10/2017	Minor amendments
0.6	10/2018	Minor adjustments and amendments
0.7	01/2019	Minor adjustments
0.8	01/2020	No changes

38 ANNEX B THINGS THAT NEED TO BE READY FOR A SCHOOL TRIP

- Ensure that every adult has a copy of the risk assessment and is familiar with it.
- Ensure the correct Adult to Child ratio.
- Ensure that every relevant adult has been DBS checked.
- Ensure that every adult knows which children are in their group and that they have responsibility for all children.
- Take a copy of every child medication form for the doctor's name and number.
- Take a copy of every medication form and sign and date each time you dispense the medicine.
- Take a copy of a phone and address list of all children on the trip.
- Ensure that you have the school phone number and school mobile phone (fully charged).
- Ensure that the bus has been organised and that the driver knows exactly where you are going and what stops need to be made and where.
- Ensure that a fully stocked first aid kit is with the group at all times.

39 ANNEX C CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

This policy sets out the management of Control of Substances Hazardous to Health (COSHH) in the academy, including definition, responsibilities, risk assessment, training and records.

1. POLICY STATEMENT

- The Academy will undertake to ensure compliance with the relevant legislation with regard to the provision of COSHH for all children and staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.
- As far as is practically possible hazardous substances will be excluded from the school unless their use is essential and there is no suitable non-hazardous alternative.
- Children will not, under any circumstances, use hazardous substances.

2. Legislation

Control of Substances Hazardous to Health (COSHH)

- As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Governor Net website www.governornet.co.uk and the Health and Safety Executive website www.hse.gov.uk.
- Health and Safety at Work Act 1974.
- Health and Safety (First-Aid) Regulations 1981 (updated 1997).
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended).
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009(CHIP 4).
- European Regulation No 1272/2008 on Classification, Labelling and Packaging (CLP) of Substances and Mixtures.

3. WHAT COSHH COVERS

For the purposes of this policy, COSHH covers:

- Chemical substances in any form, solid, liquid, gas or vapour which are categorised as very toxic, toxic, harmful, corrosive or irritant in the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP).
- Dusts which are either inhalable or respirable, have a Workplace Exposure Limit (WEL) (WELs are listed in EH40/2005 Workplace exposure limits) or are categorised as very toxic, toxic, harmful, corrosive or irritant.
- Biological agents that can cause infection, allergy, toxicity or create a hazard to human health.
- Any other substance used at work that could be harmful to human health, e.g. pesticides and medicines.

4. COSHH does not cover:

- Asbestos and lead, which have their own regulations.

- Substances which are hazardous only because they are:
 - Radioactive.
 - At high pressure.
 - At extreme temperatures.
 - Have explosive or flammable properties (other regulations apply to these risks).
 - Biological agents that are outside the employer's control, e.g. catching an infection from a workmate. (If in doubt, contact HSE for advice.).

5. LABELLING

For the vast majority of commercial chemicals, the presence (or not) of a warning label, either yellow background with black pictogram and with or without wording, or white diamond with red border will indicate whether COSHH is relevant. The more common labels are:

40 ANNEX D REPORTING INJURIES AND ACCIDENTS

40.1 Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. Guidance for schools on what, how, where and when to report is explained in the HSE education information sheet: Incident reporting in schools.

40.2 Employers must report accidents which result in:

- deaths;
- specified injuries;
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances); and
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

40.3 The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).