

Health and Safety Policy

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Author: Philip Parker

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## **1.0 STATEMENT OF INTENT**

## InspirED. treats the health, safety and welfare of the children in our care, staff and visitors as our top priority.

We shall endeavour to comply with all applicable health & safety legislation, including the Health & Safety at Work Act (1974) and all regulations made under the act.

We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

This policy has been developed with the assistance of advice from the Department for Education ([Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (Feb 2014)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/279429/DfE_Health_and_Safety_Advice_06_02_14.pdf) and the [Health and Safety Executive](http://www.hse.gov.uk/services/education/sensible-leadership/index.htm).

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/carers and external stakeholders.

Further information is available on request.

## **2.0 ORGANISATION**

### **2.1  Responsibilities of the Director**

The director of InspirED, as the employer, has overall responsibility for the health & safety of their employees and all persons affected by the school's operations including children.

Specifically, the Director is responsible for:

* Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.
* Providing appropriate resources within the company’s budget to meet statutory requirements and the school's health and safety policies, procedures and standards.
* Seeking specialist advice on health and safety matters which the company may not feel competent to deal with.
* Enable health and safety policies and procedures to be implemented and complied with.
* Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the proprietors where necessary.
* Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people, including contractors.
* Carrying out health and safety investigations.
* Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
* Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
* Reporting any significant hazards which need rectifying.
* Monitoring purchasing and contracting procedures to ensure compliance with school policy.  
  **2.2 Responsibilities of the Headteache**

### **2.2 Responsibilities of the office staff**

The office staff are responsible for supporting the Director in the day-to-day administration and implementation of the health and safety policy.

Members of the office staff will be allocated specific health and safety roles to be carried out as part of their job description.

In addition to responsibilities delegated by the Director, the office staff are specifically responsible for:

* Maintaining, or having access to, an up-to-date library of relevant published health and safety guidance from appropriate sources, and ensuring that all staff are aware of, and make use of, such guidance.
* Ensuring regular health and safety risk assessments are undertaken for the company’s activities, and that control measures are implemented.
* Ensuring that appropriate safe working procedures are brought to the attention of all staff.
* Resolving health, safety and welfare problems when members of staff refer to them, and informing the Director of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
* Carrying out regular inspections of all areas of the companies to ensure that equipment, furniture and activities are safe, and recording these inspections where required.
* Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
* Collating and maintaining records related to health, safety and welfare.
* Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
* Ensuring that all accidents (including near misses) are promptly reported and investigated using the appropriate forms.
* Ensuring that when contracts have been awarded, health and safety is included in specifications and contract conditions, taking account of school policy and procedures.

### **2.4 Responsibilities of all Employees**

Under the Health and Safety at work Act (1974) all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

* Take reasonable care for the health and safety of themselves and others in undertaking their work.
* Comply with the school's health and safety policy and procedures at all times.
* Apply the company’s health and safety policy to their own department or area of work and be directly responsible to the Director for the application of the health and safety procedures and arrangements.
* Report all accidents and incidents in line with the reporting procedure.
* Co-operate with company management on all matters relating to health and safety.
* Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.
* Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the relevant person.
* Report immediately to the appropriate staff any shortcomings in the arrangements for health and safety.
* Ensure that they only use equipment or machinery that they are competent / have been trained to use.
* Make use of all necessary control measures and personal protective equipment provided for health and safety reasons.

## **3.0 ARRANGEMENTS**

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### **3.1  Risk Assessments**

General Risk Assessments

The company risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by a member of the office staff, following guidance contained in this policy, and are approved by the Director.

These risk assessments are available for all staff to view and are held centrally on the company one drive.

Risk assessments shall be reviewed every term in line with the termly monitoring inspection, or following significant changes to the activity or premises, or following an accident/incident, or following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all employees, children, parents/carers, visitors and any other persons affected by the company activities.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved by the Director and/or the office staff. Such risk assessments will be reviewed on a regular basis by the Director and/or the office staff.

It is the responsibility of employees to inform the Director and/or the office staff of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils, parents/carers to inform the Director/or the office staff of any medical condition which may require support during school hours.

Curriculum Activity Risk Assessments

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the office staff for advice if required.

Whenever a new course/program is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.

### **3.2  Monitoring and Inspection**

A general inspection of the premises, equipment and facilities shall be conducted termly by a member of the office staff.

Monitoring inspections of individual departments shall be conducted at this time.

Monitoring inspections shall be recorded on the provided form and records of monitoring inspections shall be kept in the office.

The office staff are responsible for following up items detailed in monitoring inspections.

Inspections of technical and key safety related equipment (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.

The Director is responsible for conducting an annual inspection and report on the performance of health & safety management systems.

### **3.3  Training & Communication**

All new employees, including work experience students, shall receive training in health & safety aspects related to their role as part of their induction.

Staff training includes, but is not limited to, manual handling, emergency procedures, health & hygiene, first aid, COSHH and working at height.

Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.

Health & safety is a standing item on all staff meeting agendas.

Training and briefing records shall be held in the school office.

The Director or the office staff shall ensure refresher training is completed within the prescribed time limits.

The statutory health & safety poster has been completed and is on display in the staff room.

Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Director and acted upon if deemed appropriate.

### **3.4 First Aid**

Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) has been determined by risk assessment and shall be reviewed annually or following a related incident, or feedback from external stakeholders, or significant changes to the premises/company.

First Aiders

The Director is the designated staff member responsible for administering first aid. They hold a current three-year first aid in the workplace certificate and have completed an administration of medicines e-learning course. They shall keep their certification up-to-date through regular refresher training.

All other staff members undertake the Level 2 Award 'Emergency First Aid at Work' every 3 years.

Designated Sick Room

As required by the Education (School Premises) Regulations (1996), the room designated for care of pupils during school hours is located in the school Office,

First Aid Kits

First aid kits are located in the following areas of the school:

* Kitchen (FULL KIT)
* All learning spaces (PLASTERS, ANTISEPTIC WIPES ETC)
* Reset/Calm (FULL KIT)
* Bus (FULL KIT)

All first aid kits are clearly identifiable with a first aid sign and available to all staff.

First aid kits are replenished regularly. Supplies are kept in the school office. The nominated first aider is responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered.

The Company also has available emergency EpiPens.

Each full first aid kit contains the following in sealed packages:

* Waterproof plasters.
* Blue plasters (for kitchen staff).
* Eye pad with bandage.
* Triangular bandages.
* Safety pins.
* Sterile dressings (assorted sizes).
* Moist wipes. (medicated, alcohol free)
* Disposable gloves.

Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

* Check for any immediate danger to the pupil.
* Assess the pupil's condition.
* If you are not a trained first aider, request help from the nearest trained staff member. (Send a pupil or another member of staff to the school office with the red emergency card)
* If necessary, call 999 - ask for an ambulance and answer all questions calmly.
* Administer first aid as appropriate until help arrives.
* Arrange for a member of staff to contact the pupil's parents/carer and make them aware of the situation.
* If parents/carer cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
* A member of staff must accompany the pupil to hospital and stay with them until their parent/carer arrives. The pupil's home message book or information card is to be taken with them to provide details of their emergency contact numbers, medical conditions, allergies and family doctor.
* Complete a Medical Incident Form and hand to the school office.

Infectious Diseases including Covid 19:

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

* A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues. New information shall be disseminated to staff members and parents/carers as necessary.
* Infectious (and Covid) diseases posters are displayed in the school office and staff room.
* If a pupil feels unwell, is sick, has diarrhoea, has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated in the sick room and arrangements made for collection by their parent/carer.
* For COVID-19 related symptoms, pupils will be isolated in the designated area until collection.
* Emergency contact numbers will be used if the parent/carer cannot be contacted.
* The pupil and parent's right to confidentiality shall be respected.
* The pupil shall be treated in a sympathetic, caring and understanding manner.
* Parents/carers shall be kept informed of any infectious diseases occurring at the school.
* We expect, and inform, parents/carers/referrer to notify us if their child is suffering from any infectious disease that may put others at risk.
* We expect, and inform, parents/carers/referrer to call or email the school office in the morning if their child is unwell and will not be attending school.
* We expect, and inform, parents/carers to state the reasons for any absence when staff make contact (as per safeguarding policy)

Pupil Health Care Plans

InspirED recognises that some pupils may have medical conditions that require support so that they can attend school regularly and take part in school activities.

Health Care Plans will be developed for all pupils with medical conditions requiring support during school time.

* Plans are developed with input from the parent/carer/referrer and InspirED staff will familiarise themselves prior to a child starting with us.
* Plans are reviewed as necessary by the Headteacher, office staff or class teacher with input from the parent/carer.
* Parents/carers/referrers are expected to inform the school of any change in their child's condition or medication requirements.
* Parents/carers are expected to supply InspirED with any life-saving prescription medication their child may require.
* Relevant staff are briefed on the pupil's medical requirements and administration of any medication.
* Copies of Health Care Plans can be accessed by all staff members in the staff room and/or on the server.

Medication

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written or verbal consent from the parent/carer (e.g., penicillin, ear/eye drops, cough mixture, allergy creams & pills and travel sickness pills - No Aspirin shall be administered). Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission.

Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer

(e.g., for anaphylaxis, asthma, diabetes, epilepsy).

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils. If stated, the medication may need to be stored in the fridge located in the school office.

EpiPens and inhalers are kept in a clearly marked bag, situated in the school Office.

Anaphylaxis

A list of pupils who may require the use of EpiPens due to susceptibility to anaphylaxis is displayed in the staff room, lunch hall and School office, and kept up to date by the office staff.

All staff members have been trained in anaphylaxis awareness and the use of epipens by a specialist.

The following procedure regarding anaphylaxis is briefed to all staff members and regularly reviewed during staff meetings:

* Educate susceptible pupils so that during playtimes they know what not to eat or touch.
* The pupil may be unwell if they exhibit the following symptoms:
  + Strange scratching at neck.
  + Strange unformed sentences.
  + Wheezing / gasping for breath.
  + Tongue may be 'tingling'.
* This indicates their airway may be affected and requires action.
* Send for additional help and call an ambulance, stating anaphylaxis.
* Hold the pupil on your lap.
* Administer adrenaline.
* Call their parent/carer.
* Administer a second dose if needed after 5 minutes.

Diabetes

The individual care plan will be followed, keeping parent/s informed at all times. All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag located in the school office or classroom during School hours, dependent on the child's/adults’ individual care plan. If the child is offsite this bag MUST ALWAYS BE WITH THE CHILD, UNDER A MEMBER OF STAFF'S SUPERVISION.

All contact details and care plan instructions in bag and posted in the staffroom and school office in case of emergency. i.e., hypo situation.

### **3.5 Accidents**

Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported to the school office without delay.

A Pupil Accident Book and a Staff Accident Book is located in the school office and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The school office shall investigate all accidents, report their findings to the Headteacher and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal affect, remedial actions shall be taken immediately.

The Accident Book shall be reviewed annually by the school office and any trends identified reported to the Director for action.

Completed Accident Books must be kept for a minimum of 3 years.

Accident Reporting - HSE

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by the school office within 10 days of occurring:

<http://www.hse.gov.uk/riddor/>

* Deaths (to be reported by telephone without delay).
* Major injuries (see HSE website for definitions - to be reported by telephone without delay).
* Injuries to an employee resulting in them being unable to work for 3 or more consecutive days (including weekends).
* Injuries to pupils, and other non-employees, through activities connected to the school's activities, that lead to a hospital visit.
* Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).
* Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

Accidents - Pupils

In addition, the following arrangements are in place should a pupil suffer an accident:

* All InspirED pupils, parents/carers are informed via a phone call of any accident that happened during the day.
* For Breakfast Club pupils, the staff member on duty must inform the class teacher about the accident when handover occurs so that the parent/carer can be informed at the end of the day.

### **3.6 Fire Safety**

See separate Fire Safety policy for details.

### **3.7 Educational Visits**

The staff of InspirED: Outdoors aim to provide a broad and balanced outdoor curriculum and excursions are at the core of this as the program entails trips throughout the county.

All trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE’s Health & Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.

Planning & Preparation

When planning a school trip, the responsible teacher shall:

* Seek permission from the Director for the trip, as they have ultimate responsibility for the pupils, irrespective of whether they are present on the trip or not.
* Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.
* Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc…
* Lead staff member to complete an off-site risk assessment form before trips which require a higher level of risk management e.g., Residential trips. Risk Assessment forms must be handed to the Director for approval in advance of any change to a prescribed program.
* Ensure that the location of the venue and the length of the journey are taken into account when considering the trip’s suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
* Ensure that parents/carers/referrers have a full itinerary of the 6 or 12 week program and any changes are communicated 48 hours in advance of any trip taking place. The lowest staff ratio will be 3:1
* NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

Transport – Company bus

InspirED has its own transport that will be fully insured and covered for all staff to use.

* The trip lead shall ensure that there is a seat available for every person going on the trip, and that suitable seatbelts are fitted.
* The trip lead will devise a seating plan that must be adhered to at all times,
* A first aid kit will be on board at all times,
* Insurance and other key documents will be part of the trip leads essential documentation
* The bus is covered for roadside assistance in case of a breakdown/accident.

During the Trip

Whilst undertaking the trip, the responsible teacher shall:

* Ensure that the safety of the pupils is the first priority.
* Ensure that all adults attending the trip, including parent/carer/volunteers, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.
* Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.
* Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.
* Ensure that pupils are wearing appropriate clothing and correct footwear, as required for the trip including protective measures against the weather.
* Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.

After the Trip

Once the trip is complete, the responsible teacher shall:

* Write up and compile al learning logs,
* Contact parents for feedback,
* Write a short review to be included in the weekly newsletter.

Trips Involving Animal Contact

Trips with InspirED will include our trainee therapy dog and all participants will need a signed disclaimer against injury caused by the dog. The dog will be on a lead unless in a specified dog walking area. Participation will be optional for the pupils.

Trips that may involve pupils coming into contact with animals, e.g., farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the HSE Advice “Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions” and suitable hygiene control measures established and briefed to pupils and staff.

Higher Risk Activities

Trips involving activities such as trekking, caving, climbing, water sports etc… are considered higher risk. Venues providing such activities must hold a license, as required by the Adventure Activities Licensing Regulations (2004). This license shall be checked, and a copy kept on file, in the school office, before the trip takes place.

### **3.8  Insurance**

InspirED have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are displayed in both buildings and are available for inspection by all interested parties or external stakeholders.

### **3.9  Smoking**

InspirED operates a no-smoking policy applying to all staff, pupils, parents, visitors, work experience students and contractors when they are on or offsite.

The site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.

Smoking is not permitted at any time anywhere in the grounds including toilets, corridors, staff room or the car park.

At InspirED we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke.

No-smoking notices are prominently displayed around the site, including at all entrances to the building, and anyone found smoking on the premises will be politely asked to leave.

All transport provided or contracted by the company is smoke free and will display compulsory signage as required by the Health Act.

Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.

Organisations and clubs who use the premises within or outside normal hours are expected to adhere to the company’s no smoking policy.

All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

Staff and the PSHE co-ordinator will ensure smoking related topics are adequately incorporated into class teaching for each Key Stage.

### **3.10 Security**

InspirED treats the security of our pupils as a top priority. Security arrangements are monitored and reviewed regularly by the school and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

* Keeping all external doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
* Keeping the front door locked as an extra security measure when the premises are empty.
* Keeping internal and external areas secure by closing doors and gates on the inner door.
* Awaiting inner door to be fobbed and linked to the firm alarm
* Ensuring all visitors and staff sign-in in the visitors book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
* Ensuring all visitors show identification upon arrival if unknown to the company.
* Ensuring pupils never open the front door and staff only admit known/expected persons to the school. Front door is locked via a code
* Ensuring that all parents/carers/referrers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected.
* Requiring parents/carers/referrers to inform staff in advance in any change to transport arrangements.
* Requiring written permission from parents/carers if child is dismissed to walk home alone.
* Not permitting any child under the age of 14 from collecting a pupil.
* Providing lockable metal filing cabinets for personnel files etc. to satisfy data protection, confidentiality and fire risk requirements.

### **3.11 Levels of Supervision**

InspirED recognises the importance of maintaining suitable levels of supervision for our pupils. The minimum staffing ratios outlined below shall always be adhered to.

The following applies throughout the company:

* Pupils will always be within sight of an adult.
* Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school office.
* Pupils will be escorted and supervised in outside areas.
* Pupils will be supervised when eating and drinking.
* Adults will be aware of pupils using the toilet/bathroom.

### **3.12 Electrical Safety**

The following arrangements relating to electrical safety are in place:

* All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.
* Electrical equipment is sited carefully to avoid trailing leads. Lead covers are available in every room.
* Pupils are only allowed to use electrical equipment once trained and with adult supervision.
* Electric socket safety covers shall be fitted in classrooms and other locations where necessary.
* Portable electrical equipment is regularly PAT tested by a competent person and records kept in the school office.

### **3.13  Workplace Temperature**

InspirED recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.

In accordance with the Education (School Premises) Regulations (1999), the following minimum temperatures will be observed:

* Areas where there is a lower than normal level of physical activity (e.g., sick rooms): 21°C
* Areas where there is a normal level of physical activity (e.g., classrooms/canteens/ workshops): 18°C
* Areas where there is a higher than normal level of physical activity (e.g., gyms & drama workshops): 15°C

NB: All classrooms shall be at least 18°C as children are less able to withstand low temperatures than adults.

The school office shall ensure that there are thermometers in every room and that regular checks are made of the room temperature.

### **3.14  Over-exposure to the Sun**

InspirED recognises the risk to pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:

* Parents/carers/referrers are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather (especially if attending InspirED: Outdoors).
* Pupils may bring a named bottle of sun cream to reapply at midday should they wish.
* Supervising staff are to ensure that during hot weather:
  + Pupils wear sun hats when outside.
  + Pupils are encouraged to drink plenty of water.
  + Pupils are encouraged to sit in shaded areas when outside.
* Pupils are taught about being Sun SMART
  + Stay in the shade 11am to 3pm where possible
  + Make sure you never burn.
  + Aim to cover up with a t-shirt, hat and sunglasses.
  + Remember to take extra care with children.
  + Then use factor 30+ sunscreen.

### **3.15  Cleaning**

Inspired recognises the importance of maintaining clean and hygienic premises. The following health & safety arrangements are in place:

* A cleaning rota has been established for all areas of the building.
* A cleaning rota has been established for all equipment.
* Suitably competent staff have been employed to clean the premises.
* Cleaning staff are provided with suitable protective clothing (e.g., plastic gloves and aprons).
* Cleaning staff are provided with suitable hand washing facilities.
* All cleaning products are kept in locked cupboards out of reach of pupils.
* All premises are to be cleaned and tidied before pupils arrive.
* Hygienic and safe cleaning materials are available for use in emergencies.
* Toilets are regularly checked for cleanliness.
* Surfaces and tables are wiped clean between activities.
* Outside sand pits are covered and cleaned/changed regularly.
* Dressing up clothes, display drapes, table ware and blankets are regularly washed.
* Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
* The office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
* Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

### **3.16 Personal Hygiene**

InspirED recognises the importance of promoting good personal hygiene practices. The following health & safety arrangements are in place:

* Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
* Pupils are encouraged to use the toilets correctly.
* Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
* Pupils are encouraged to place their hands over their mouths when they cough or sneeze.
* Pupils are taught to respect cultural differences that influence people's different attitudes to hygiene.
* Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
* Staff are encouraged to set a good example and model to pupils in matters of personal hygiene.
* Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

### **3.17  Kitchen Safety**

* The kitchen is out-of-bounds to all persons except kitchen staff or if the pupil is in a timetabled session with and supervised by a member of staff.
* Environmental health regulations are to be enforced.
* The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.
* Care shall be taken when handling heavy and/or hot items.
* Training in food preparation and handling is offered to appropriate staff.
* Food preparation and handling procedures are monitored and assessed regularly.
* Food preparation areas shall be kept clean and hygienic.
* Pupils are encouraged to eat a healthy and well-balanced diet.

### **3.18  Vehicles on Site**

Only the designated minibus is to be left onsite (designated car park).

### **3.19  Slips, Trips and Falls**

InspirED recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

* Non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas.
* Steps are safeguarded with non-slip treads and heavy-duty edge tape.
* Manhole covers are covered with anti-slip products or marked individually for ease of location in the wet pour covered area.
* Playground surfaces are regularly checked for suitability and state of repair.
* Electrical equipment is sited carefully to avoid trailing leads.
* Corridors and walkways are kept clear of obstructions.
* Floors are thoroughly dried following cleaning and spillages.
* Yellow "wet floor" safety signs to be positioned when necessary.
* Leaves, ice and snow are removed from outside walkways.
* Employees are trained in the proper use of stepladders and kick stools.

### **3.20  Working at Height**

InspirED recognises that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

The following arrangements are in place relating to working at height:

* When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders or kick stools, not chairs, tables etc.
* Stepladders and kick stools shall be checked annually by the school office to ensure they are safe to use.
* The office staff shall ensure all work at height is properly planned and conducted in an approved manner. Scaffolding to be hired when necessary.
* Pupils are not to use stepladders or kick stools.
* Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.

### **3.21 Display Screen Equipment**

In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, the following arrangements are in place to manage the risk to significant users of display screen equipment:

* A display screen equipment assessment shall be conducted by a member of the office staff, and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
* Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
* Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimise risks.
* Significant users are entitled to an eyesight test every 2 years by a qualified optician, and corrective glasses if required specifically for display screen equipment use.

NB: Significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.

NB: The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.

### **3.22  Contractors on Site**

The staff are responsible for ensuring that all contractors engaged to work on premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors are required to report to the office, sign the visitor's book and be briefed on any health & safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors will be asked to provide the office staff with risk assessments and method statements for the work to be undertaken, which shall be agreed before work commences on site.

The office staff shall liaise with the Director to ensure that all necessary approvals have been received before major building works commence (e.g., planning permission, CDM compliance etc)

All work shall be arranged for suitable times of the day to minimise the risk to employees and pupils.

All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons. Regular contractors, known to the school, who have to attend during school hours will have DBS clearance via the school office.

The office staff shall monitor areas where contractors work and keep records of all work completed.

### **3.23  Lone Working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g., working at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

* Obtain permission from the and notify them on each occasion when lone working will occur.
* Ensure they do not put themselves or others at risk.
* Ensure they have means to summon help in an emergency, e.g., access to a telephone or mobile telephone.
* When working off site, notify a colleague of their whereabouts and the estimated time of return.
* Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Where necessary, contact appropriate emergency service and/or the Director.
* Report any incidents or situations where they may have felt unsafe or uncomfortable.

### **3.24  Manual Handling**

Generic risk assessments for regular manual handling operations have been undertaken and are kept in the school office. Staff are provided with information on safe moving and handling techniques as part of their induction.

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

All manual handling activities which present a significant risk to the health and safety of staff shall be reported to the school office, and where such activities cannot be avoided a risk assessment shall be conducted to ensure such risks are adequately controlled. A copy of this risk assessment will be provided to employees who must follow the instructions given when carrying out the task.

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment they are required to use). All staff will be TeamTeach trained.

### **3.25 Staff Well Being**

InspirED recognises that the mental and physical wellbeing of our employees is key to the running of a successful provision and the service delivered to our pupils.

All employees must declare to the Director any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A designated room has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the Director any personal health or domestic issue which they feel may impact on their role with the company.

Employees must report to the Director any incidents relating to staff wellbeing such as violence, intimidation, stress or bullying.

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### **3.26 Legionella**

In order to minimise the risks from legionella, and similar waterborne bacteria, Westward School have made the following arrangements:

* A member of the office staff is responsible for ensuring the following control measures are introduced and regularly conducted.
  + Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays.
  + Conducting monthly water temperature checks.
  + Disinfecting and descaling showers, and other areas where water droplets may form, on a quarterly basis.
  + Ensuring the water supply systems are regularly inspected and maintained by a competent contractor.
* Any contractors working on the water supply, or related systems, must ensure that they have taken into consideration measures to minimise the risk from legionella.