

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

West Kirby Educational Trust

Health & Safety Handbook 2025-2026

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HEALTH & SAFETY HANDBOOK PROCEDURES AND POLICIES

CONTENTS

Section One	POLICIES	
	- Health & Safety Policy	3
	- Asbestos Management Policy	43
	- Contractors Policy	50
	- COSHH Policy	60
	- Display Screen Equipment ('DSE') Policy	69
	- Dogs In School Policy	76
	- Fire Policy & Procedures	84
	- First Aid Policy	98
	- Infection Control Policy	101
	- Lone Worker Policy	127
	- Manual Handling Policy	132
	- Near Miss Policy	139
	- Pupil Access to Risky Areas Policy	147
	- Risk Assessment Policy	150
	- School Cleaning Policy	157
	- School Transport Policy	177
	- Visitors Policy	194
	- PESSPA Policy	200
	- Working at Heights Policy	218
	- Adverse Weather Policy	226
	- Safer Eating Policy	238

Health & Safety Policy

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Construction and maintenance of the premises
4. Pupils' duties
5. Training
6. First-aid
7. Contacting the emergency services
8. Fire safety
9. Accident reporting
10. Significant accidents
11. Reporting procedures
12. Reporting hazards
13. Accident investigation
14. Our active monitoring system
15. Bomb threat procedure
16. Evacuation
17. Visitors to the school
18. Personal protective equipment (PPE)
19. Any other clothing
20. Maintaining equipment
21. Hazardous materials
22. Asbestos management
23. Medicine and drugs
24. Smoking

25. Housekeeping and cleanliness
26. Infection control
27. Risk assessment
28. Slips and trips
29. Security and theft
30. Severe weather
31. Safe use of minibuses
32. School trips and visits
33. Manual handling
34. Working at heights
35. Lone working
36. Workplace health and safety: stress management
37. Workplace health and safety: display equipment
38. Tree safety and grounds maintenance
39. External play equipment
40. Safe use of portable electrical appliances and fixed electrical systems
41. Inspections
42. Clinical waste
43. Legionella
44. Light
45. New and expectant mothers
46. Noise and vibration
47. Monitoring and review

Appendices

Appendix 1 – Classroom Checklist

Appendix 2 – Register of Appointed Persons

Appendix 3 – Construction Phase Plan

Appendix 4 – Register of Construction Phase Plans (CPC)

Statement of intent

At West Kirby Educational Trust & College, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Education (Independent School Standards) Regulations 2014
- The Personal Protective Equipment at Work Regulations 1992

- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

1.3. This policy operates in conjunction with the following school policies:

- Near-miss Policy
- COSHH Policy
- Uniform Policy
- Asbestos Management Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Infection Control Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Lone Working Policy
- Family Support Worker Lone Working Policy
- Adverse Weather Policy
- Bomb Threat Policy
- Full Lockdown Procedure
- Partial Lockdown Procedure
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Visitor Policy

- Contractors Policy
- School Transport Policy
- Administering Medication Policy

2. Roles and responsibilities

2.1. The School Board, in consultation with the headteacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Annually assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.

2.2. The School Board will provide:

- A safe place for all users of the site including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work that are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

2.3. The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.

- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be Estates, Operations and Health & Safety Manager.

2.4. Estates, Operations and Health & Safety Manager will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

2.5. Supervisory staff/department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

2.6. All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training, instructions and risk assessments.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Report all accidents and incidents in line with the school's reporting procedures.

- Ensure that they only use equipment or machinery that they are trained, competent and authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons and identified in a risk assessment.
- Avoid any conduct, which puts themselves or others at risk.
- Be familiar with all requirements laid down by the School Board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any risk assessments, rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and are stored and labelled as appropriate.
- Report any defects in equipment or facilities to Premises Manager
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

2.7. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Construction and maintenance of the premises

3.1. When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

3.2. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
 - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
 - The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements, which immediately before such disassembly formed such a structure.
- 3.3. The Estates, Operations and Health & Safety Manager (EOHSM) and CEO will ensure that all construction and maintenance projects have an appointed Principal designer and Principal contractor. This may be the EOHSM.
- 3.4. The Estates, Operations and Health & Safety Manager will liaise with the Principal contractor to identify if the scope of the project means that it should be notified to the HSE. The CEO will be informed.
- 3.5. The Estates, Operations and Health & Safety Manager will ensure that:
- The Principal designer and Principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information, which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of Principal contractor/Principal designer

- Welfare arrangements
 - Details of the nearest A&E department
 - The CEO and Board of Trustees of School Board are fully informed.
- The Principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
 - The Principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
 - The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
 - Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
 - The Principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
 - Following completion of the project, the health and safety file is handed over to Estates, Operations and Health & Safety Manager, kept up-to-date by Estates, Operations and Health & Safety Manager, and is made available to anyone who needs to alter or maintain the building.
- 3.6. The Estates, Operations and Health & Safety Manager will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required; to include the CEO.
- 3.7. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

4. Pupils' duties

- 4.1. To comply with school rules and procedures
- 4.2. Take reasonable care of themselves
- 4.3. Cooperate with their teachers and other school staff
- 4.4. Use equipment and substances in the manner in which they are instructed
- 4.5. Not to misuse anything provided for the purposes of health and safety
- 4.6. Report anything; they believe to be hazardous or dangerous to teaching staff

5. Training

- 5.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 5.2. The headteacher/EOHSM will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.
- 5.3. The headteacher/EOHSM will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.
- 5.4. Staff members will be provided with regular training opportunities and have access to support where needed.
- 5.5. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.
- 5.6. Staff will be trained on how to assess risks specific to their role.
- 5.7. Estates, Operations and Health & Safety Manager will ensure staff know how to meet their duties outline in this policy.
- 5.8. Where relevant to their role, staff will receive specific training in:
 - Using industrial machinery.
 - Managing asbestos.
 - Having responsibility for the storage and accountability for potentially hazardous materials.

6. First aid

- 6.1. The school will act in accordance with the First Aid Policy at all times.
- 6.2. The school will ensure ample provision is made for both trained personnel and first aid equipment on-site.
- 6.3. The following staff members are trained first-aiders: (Colours denote schools)

FIRST AID June 2024

Name	Certificate Expires	Dept	Name	Certificate expires	Dept
Kim Foxley	Mar 2025	Education	Emma Davies	Dec 2026	P16
M McMahon	Mar 2025	Extended Day	J Fitzgerald	Dec 2026	Adventurers
L Thompson	Mar 2025	Education	Ellie Wiggins	Dec 2026	Education
J Harris	Mar 2025	P16	H Shallcross	Dec 2026	P16
R Musgrave	Mar 2025	P16	J Dickinson	Dec 2026	Kitchen
Daniel Dowd	Mar 2025	Education	Noel McGill	March 2027	Premises
			G McDonald	May 2027	Education
N Fraraccio	Mar 2025	Education	N Pickering	May 2027	Education
H Hitchmough	Mar 2025	Animal care	Gary Hayes	May 2027	Extended Day
Ross Quayle	Mar 2025	Pathfinders	Sue Roberts	May 2027	Data/Price
H Atkinson	Nov 2025	Education	Kate Hessey	May 2027	Navigators
Gill Mackenzie	Nov 2025	Medical	Kevin Brown	May 2027	PCT
Becki Hayward	Nov 2025	SALT	Jack Morgan	May 2027	Pathfinders
Helen Smith	Nov 2025	DDSL	Alice Pyatt	May 2027	Admin
Jonathan Gill	Nov 2025	Navigators	D Hinslewood	May 2027	Admin
L Luscombe	Nov 2025	P16	E Kirkham	May 2027	PCT
Rebecca Spence	Nov 2025	Education	Sarah Clarke	March 27	Acre View

Georga Fryer	Nov 2025	Education	Jo Mullin	March 27	Acre View
Jenny Curtis	Nov 2025	Education	P Bennett	March 27	Acre View
Mandy Jones	Mar 2026	Domestic	Dan Storey	March 27	Acre View
John Rafferty	Mar 2026	Maintenance	Emma Killey	On-going R.E.C	PCT
Mark Hall	Mar 2026	Premises	Jones, Michael	On-going RNLI	Education
M Lofthouse	Mar 2026	Domestic	Debbie Draycott,	On-going R.E.C	Education / Navigators
Terry Evans	Mar 2026	PCT			
A Killen	Mar 2026	Post 16			
R Meegan	Mar 2026	Education			
L Millington	Mar 2026	Education			

6.4. First aid boxes are located as follows:

6.4. Locations at WKS & AVPS
WKS
Reception, First Floor Kitchens, Science Lab, Library
DT workshop, ICT room, 14 – 19 Classroom,
Deputy Safeguarding office, Adventures classroom, All school vehicles
Catering Kitchen, Post 16, Primary, PCT, Navigators, PE Department, OT, Food Technology
AVPS
Staff Room & Medical Room

7. Contacting the emergency services

- 7.1. The headteacher will certify that procedures for ensuring safety precautions are properly managed, are discussed, formulated and effectively disseminated to all staff.
- 7.2. Staff will contact the emergency services in an emergency.
- 7.3. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.
- 7.4. Where an ambulance is called for a pupil, office staff will contact the pupil's parents.
- 7.5. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is located at the front of the building in the car park.
- 7.6. Staff will be aware of any pupils who have specific evacuation needs.
- 7.7. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

8. Fire safety

- 8.1. All staff members fully understand and effectively implement the Fire Evacuation Plan.

- 8.2. The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 8.3. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers if required.
- 8.4. The school will test evacuation procedures on a termly basis.
- 8.5. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 8.6. Firefighting equipment will be checked on an annual basis by an approved contractor.
- 8.7. Fire alarms will be tested weekly from different 'key turn' fire points around the school and records will be maintained and held in the school office.
- 8.8. Emergency lighting will be tested on a monthly basis, and records will be maintained and held in the school office.

9. Accident reporting

- 9.1. All accidents and incidents, including near misses or dangerous occurrences, will be reported in accordance with the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 as soon as possible to the nominated health and safety officer using the standard Accident Report Form.
- 9.2. If first aid is administered a separate First Aid Form is completed by the Medical Team.
- 9.3. The individual e.g. class teacher or line manager will be responsible for informing the Estates, Operations and Health & Safety Manager if the accident is fatal or a "major injury", as outlined by the HSE.
- 9.4. The line manager or class teacher is responsible for completing the standard Accident Report Form with assistance from Estates, Operations and Health & Safety Manager if required.
- 9.5. The more in-depth information concerning reporting accidents and near misses can be found in the following sections of this policy.

10. Reportable accidents

- 10.1 In the event of a fatality or major injury as listed below:

- These incidents will be reported immediately to Estates, Operations and Health & Safety Manager, who will ensure the appropriate protocols are followed in order to notify the appropriate enforcing authority, Health and Safety Executive.
- Estates, Operations and Health & Safety Manager or designated competent person will complete the relevant report on the HSE website:
headteacherpp://www.hse.gov.uk/riddor/report.headteacher.m
- For fatal/specified incidents only – call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 08:30 to 17:00 hrs.)

10.2 The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

10.3 Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in heights

- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionella, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

11. Reporting procedures

- 11.1 Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), Estates, Operations and Health & Safety Manager, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 11.2 Estates, Operations and Health & Safety Manager, or a person appointed on their behalf will complete the relevant report on the HSE website:
[headteacherhttp://www.hse.gov.uk/riddor/report.headteacher.m](http://www.hse.gov.uk/riddor/report.headteacher.m).
- 11.3 The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 11.4 Fatal and specified injuries, as outlined in 9.2, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

12. Reporting hazards

- 12.1 Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.
- 12.2 Reporting should be conducted verbally to Estates, Operations and Health & Safety Manager as soon as possible, who will then inform the headteacher as appropriate.
- 12.3 Serious hazards will be reported using the appropriate form available in the school office.

13. Accident investigation

- 13.1 All accidents, however small, will be investigated by Estates, Operations and Health & Safety Manager or a person appointed on their behalf and the outcomes recorded.
- 13.2 The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 13.3 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 13.4 Estates, Operations and Health & Safety Manager will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

14. Our active monitoring system

- 14.1 It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
 - Annual audits, including fire risk assessments and health and safety audits.
 - Termly examination of documents to ensure compliance with standards.
 - Termly inspection of premises, plants and equipment.
 - Monthly reports and updates to the headteacher, who reports to the CEO.
 - External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

15. Bomb threat procedure

- 15.1 All staff members must fully understand and effectively implement the school's Bomb Threat Policy.

- 15.2 In the event of an emergency, the procedures outlined in the Bomb Threat Policy, Invacuation, Lockdown and Evacuation Policy and Lockdown Procedure will be followed.
- 15.3 All staff members are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat Policy.
- 15.4 Upon receipt of a bomb threat or a suspicious package, staff members will ask the following types of questions, regardless of the call's source (including if the call is from the police):
- Where is it?
 - In which building is it and on what floor?
 - What time will the bomb go off?
 - What does the bomb look like and what colour is it?
 - What type of bomb is it and what type of explosive?
 - Who are you?
 - Why are you doing this?
 - Do you have a code word?
- 15.5 The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.
- 15.6 Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.
- 15.7 Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.
- 15.8 Where possible, recording devices will be used whilst receiving a bomb threat.
- 15.9 The staff member receiving the call will contact the headteacher / SLT immediately, who will then alert the police and the LA.
- 15.10 The headteacher/SLT will decide whether or not to evacuate the building.

16. Evacuation

- 16.1 The school will follow the procedure outlined in the Personal Emergency Evacuation Plan in the event of a crisis.
- 16.2 In the event of a fire, the Fire Evacuation Plan will be implemented.
- 16.3 If an evacuation is deemed necessary, the following procedure will take place:

- All senior staff will be informed of the situation either in person or via the internal computer system, not by the use of radios or mobile phones. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Leave all doors and windows open (excluding the area in which the bomb or suspicious package is positioned; this room should be sealed with all windows and doors closed).
 - Take all essential personal items with them, to avoid unnecessary searching.
- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

17. Visitors to the school

- 17.1 The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.
- 17.2 All visitors and contractors will sign in to reception.
- 17.3 Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 17.4 No contractor will carry out work on the school site without the express permission of the Estates, Operations, and Health & Safety Manager, Premises Manager or CEO other than in an emergency or to make the site safe following theft or vandalism.
- 17.5 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 17.6 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 17.7 Visitors and contractors will wear a visitor's badge at all times while on school grounds. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 17.8 Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.
- 17.9 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

17.10 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

18. Personal protective equipment (PPE)

18.1 PPE means all equipment worn, or held, by staff or pupils, which is designed to protect them from specified hazards.

18.2 The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

18.3 All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

18.4 Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.

18.5 Pupils will report any loss or defects to their class teacher, who will report it to The Premises Manager for repair.

18.6 The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

18.7 PPE will not be worn if the hazard caused by the wearing of it is greater than the hazard it is intended to protect the wearer from.

18.8 PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

18.9 Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

18.10 Thorough risk assessments are carried out by The Premises Manager to determine the suitable PPE to be used for each hazard and these are reviewed on a termly basis.

18.11 Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

18.12 Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

18.13 Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

18.14 The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

19. Any other clothing

19.1 The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees.

20. Maintaining equipment

20.1 When not in use, PPE will be properly stored, kept clean, and in good repair. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

20.2 It is the responsibility of The Premises Manager to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

20.3 A health and safety technician should be consulted as necessary.

21. Hazardous materials

21.1 The school will act in accordance with the school's COSHH Policy at all times.

21.2 No chemicals or other hazardous materials will be used without the permission of the headteacher .

21.3 The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

21.4 The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

21.5 Estates, Operations and Health & Safety Manager (or their nominated representative) is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

- 21.6 The Premises Manager will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.
- 21.7 Control measures will be checked and reviewed by Estates, Operations and Health & Safety Manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.
- 21.8 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.
- 21.9 Hazardous substances will be labelled with the correct hazard sign and contents label.
- 21.10 Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.
- 21.11 Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.
- 21.12 Dust and fumes will be safely controlled by local exhaust ventilation equipment.
- 21.13 No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.
- 21.14 No potentially hazardous materials will be used in lessons without the approval of Estates, Operations and Health & Safety Manager
- 21.15 Estates, Operations and Health & Safety Manager will ensure staff are appropriately trained to use hazardous materials before approving the use of potentially hazardous materials.
- 21.16 Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.
- 21.17 Premises Manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.
- 21.18 A termly audit of hazardous materials will be undertaken by The Premises Manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

22. Asbestos management

- 22.1 In accordance with HSE guidance, an asbestos management survey was undertaken on 19th October 2020 by Fibre Safe Ltd, which is a United Kingdom Accreditation Service accredited surveying organisation. This is reviewed and updated annually. AVPS had their asbestos management survey on 11th April 2023. This is reviewed and updated annually.
- 22.2 This survey is due to the age of the building and will be reviewed annually and prior to any significant refurbishment or demolition work as per The Control of Asbestos Regulations 2012.
- 22.3 As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

- 22.4 Any accidental damage to the fabric of the building during the school day must be reported immediately to The Premises Manager by radio using Channel 1
- 22.5 Further details concerning the management of asbestos can be found in the Asbestos Management Policy or via The Premises Manager

23. Medicine and drugs

- 23.1 The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times.
- 23.2 The school will obtain notification from parents regarding any medication that pupils are required to take.
- 23.3 Only trained staff will administer medication.
- 23.4 Staff will receive annual training in supporting pupils with medical conditions.
- 23.5 The school's Administering Medication Policy will be followed at all times.
- 23.6 A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

24. Smoking

- 24.1. The school is a non-smoking premises and no smoking will be permitted on the grounds.

25. Housekeeping and cleanliness

- 25.1 Contract cleaners will be monitored by The Premises Manager. The standard required will be clear in the service level agreement held with the contracted cleaners.
- 25.2 Special consideration will be given to hygiene areas.
- 25.3 Waste collection services will be monitored by The Premises Manager.
- 25.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.
- 25.5 The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

26. Infection control

26.1 The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice.
- Maintaining a clean environment

26.2. The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Washing all laundry in a separate dedicated facility and washing any soiled linens separately

- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
 - Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
 - Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
 - Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises
- 26.3. Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- 26.4. All staff are subject to a full occupational health check before starting employment at the school.
- 26.5. The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination.
- 26.6. The school encourages parents to have their children immunised.
- 26.7. All cuts and abrasions will be covered with waterproof dressings.
- 26.8. The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.
- 26.9. Wall-mounted hand sanitiser is available in all toilets, in the nurse's office and around the school.
- 26.10. Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

27. Risk assessment

- 27.1 The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. Estates, Operations and Health & Safety Manager will be consulted when risk assessments are being carried out.
- 27.2 Termly assessments of high-risks areas, such as laboratories, will be undertaken.
- 27.3 Annual risk assessments will be conducted for all other areas of the school.
- 27.4 Risk assessments will consider the needs of staff, pupils, visitors and contractors.
- 27.5 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

- 27.6 Risk assessments will be reviewed if:
- There is any reason to suspect that they are no longer valid.
 - There has been a significant change in related matters.
- 27.7 The School Board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 27.8 The school will record any significant findings of any risk assessments, including the following:
- The identified hazards
 - How people might be harmed by them
 - What the school has implemented to control the risk
- 27.9 The headteacher will ensure risk assessments are completed by staff leading day trips or residential stays.
- 27.10. A Risk Assessment Policy will be developed.

28. Slips and trips

- 28.1. In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:
- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
 - Decide who might be harmed and how
 - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Record the findings
 - Review the assessment regularly and revise if necessary

29. Security and theft

- 29.1. Policy and procedures to reduce security risks are addressed in the Security Plan.
- 29.2. CCTV systems will be used to monitor events and identify incidents taking place.
- 29.3. CCTV systems may be used as evidence when investigating reports of incidents.
- 29.4. Money will be held in a safe and banked on a routine basis to ensure large amounts are not held on-site.
- 29.5. Money will be counted in an appropriate location, such as the finance office, and staff should not be placed at risk of robbery.
- 29.6. Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.
- 29.7. Thefts may be reported to the police and staff members are expected to assist police with their investigation.
- 29.8. All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.
- 29.9. Missing or believed stolen equipment will be reported immediately to a senior staff member.
- 29.10. The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows.
- 29.11. The school will ban individuals from the premises if they pose a risk to any member of the school community.
- 29.12. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

30. Severe weather

- 30.1 The headteacher, in liaison with the CEO, makes a decision on school closure on the grounds of health and safety. Often in liaison and with advice from with The Estates Team
- 30.2. If a closure takes place, the School Board will be promptly informed.
- 30.3. The school will act in accordance with the Adverse Weather Policy at all times.

31. Safe use of minibuses

- 3.1 Health and safety policy and procedures concerning school minibuses are contained in the school's Minibus Policy.
- 31.2 Premises Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 31.3 The driver will have a current license, be aged 21 years or over and hold a full licence in Group D or passenger carrying vehicles.
- 31.4 Drivers will complete the relevant form from Estates, Operations and Health & Safety Manager and supply a photocopy of their driving licence. Thereafter drivers will need to complete a driver's declaration form on an annual basis.
- 31.5 Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 31.6 The minibus will carry strictly one person per seat and seat belts will be worn at all times.
- 31.7 Fines accrued will be paid by the driver at the time the offence was committed.
- 31.8 Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

32. School trips and visits

- 32.1. Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Trips and Visits Policy.

33. Manual handling

- 33.1. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

- 33.2. In order to manage these risks, we have adopted policies and procedures. Further information concerning the safe management of manual handling can be found in the Manual Handling Policy.

34. Working at heights

- 34.1. Policy and procedures concerning employees working at heights are addressed in the Working at Heights Policy.
- 34.2. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

35. Lone working

- 35.1. Policy and procedures concerning employees' lone working are addressed in the Lone Working Policy.
- 35.2. Policy and procedures concerning family support workers' lone working outside of the school site are addressed in the Family Support Worker Lone Working Policy.
- 35.3. Staff members are required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

36. Workplace health and safety: stress management

- 36.1 Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who experience these symptoms are encouraged to speak with their line manager in the first instance.

37. Workplace health and safety: display equipment

- 37.1 Display screen assessments are to be carried out by teaching and administrative staff who regularly use laptops or desktop computers. These assessments will be collated, checked and reviewed by Estates, Operations and Health & Safety Manager.

38. Tree safety and grounds maintenance

- 38.1 The school grounds will be managed and maintained in a safe condition.
- 38.2 Appropriate risk assessment will be undertaken on the grounds and maintenance activities that are carried out. e.g., leaf blowing, mowing, strimming.
- 38.3 Employees will only use equipment for which they are training in line with PUWER Regulations.
- 38.4 Professional tree inspections and maintenance will be carried out where applicable.
- 38.5 Visual grounds inspections and maintenance will be carried out as necessary.

39. External play equipment

- 39.1 Daily visual inspections will be carried out by the premises team.
- 39.2 Pre use inspections should be carried out by all users.
- 39.3 Weekly formal inspections will be carried out and recorded by the premises team.
- 39.4 An annual inspection will be carried out by a competent company i.e. the installer of the equipment.
- 39.5 Records of all inspections will be kept on site.

40. Safe use of portable electrical appliances and fixed electrical systems

- 40.1 Portable and transportable (PAT) electrical equipment and fixed electrical systems will be made safe for use by employees and visitors. To accomplish this the school will ensure that all portable items of electrical equipment will be subject to PAT (portable appliance testing) in accordance with current legislation and HSE guidelines.

- 40.2 Records of formal test/inspection results for all appliances will be kept and made available to auditors.
- 40.3 Portable and transportable electrical appliances will be included in risk assessments.
- 40.4 Employees who operate electrical equipment will carry out visual checks prior to use.
- 40.5 Personal items of equipment (electrical or mechanical) will not be brought into the school without prior authorisation and are subject to the same tests as school equipment.
- 40.6 Manufacturer's instructions will be made available to staff in regard to higher risk electrical equipment.
- 40.7 The fixed wiring and electrical system will be inspected by an electrical contractor on a five yearly basis and the inspection reports made available. All remedial actions will be completed.

41. Inspections

- 41.1 The school will monitor and actively look for hazards and identify risks on a regular basis in order to rectify them before they can cause harm.
- 41.2 A general inspection of the school will be undertaken on a termly basis as a minimum.
- 41.3 The person(s) undertaking the inspection will complete a report and action plan either in writing or via the in house every system activity module.
- 41.4 Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff, and will follow advice and pro forma inspection checklists found in CLEPSS (for sciences and DT).
- 41.5 An annual inspection by an external company will be carried out and an action plan created. A copy will be sent to The Premises Manager, who will review the plan, assign and monitor actions, and give regular updates to The Estates, Operations and Health & Safety Manager.

42. Clinical Waste

- 42.1 In accordance with the "Duty of Care" Code of Practice all swabs, tissues etc. used for first aid treatment will be placed in a medical bin in the Medical Room.

- 42.2 Items such as needles, syringes and other sharps will be placed in a sharps bin in the Medical Room.
- 42.3 Incontinence waste such as disposable nappies, stoma bags etc. will be placed in the appropriate hazardous waste disposal units located in both the ground floor disabled toilets.

43. Legionella

- 43.1 In accordance with the requirements of the HSE's Approved code of Practice for the control of Legionella L8 the school will ensure that a current legionella risk assessment and management control programme is in place.
- 43.2 Statutory monitoring will be covered by scheduled checks by a competent person.
- 43.3 Additional checks to water outlets after periods of non-use will be addressed by the premises team who will record all such testing.
- 43.4 Thermostatic temperature control valves are maintained on an annual basis to ensure correct operation.
- 43.5 Records will be maintained.

44. Light

- 44.1 The school will ensure that each room or other space within the school will have light appropriate to its normal use and which satisfies any more specific requirements.
- 44.2 It is the responsibility of all staff to report any defects via the ticket system so that appropriate repairs can be instigated.

45. New and Expectant Mothers

- 45.1 The school will ensure that risk assessments on new and expectant mothers are undertaken by Estates, Operations and Health & Safety Manager, or nominated person.
- 45.2 It is the responsibility of staff to inform their line manager as soon as they know they are (or no longer) pregnant.
- 45.3 The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

46. Noise and Vibration

- 46.1 The school will carry out risk assessments of any activity that exposes their employees and others to the damaging effects of noise and/or vibration as set out under the Control of Noise at Work Regulations 2005, and the Control of Vibration at Work Regulations 2005.

47. Monitoring and Review

- 47.1 The effectiveness of this policy will be monitored continually by the headteacher and the School Board. Any necessary amendments may be made immediately.
- 47.2 The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the [classroom](#) in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is light bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		

	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at heights (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?		
	Is a window-opener provided for opening highlevel windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upperfloor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?		
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		

	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
	Does the room have natural ventilation?		
Workplace (ventilation and heating)	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
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Health and Safety Link Trustee	Stephen Peacock	0151 6323201	speacock@wkrs.co.uk
CEO	Sian Thomas	07308599593	sthomas@wkrs.co.uk
WKS Head Teacher	Richard Hicks	0151 632 3201	rhicks@wkrs.co.uk
AVPS Head Teacher	Elizabeth Wynn	0151 317 3370	ewynne@acre-view.co.uk
Estates, Operations and Health & Safety Manager	Mark Hall	07476 807365	mhall@wkrs.co.uk
Health and Safety technician	Various	Various	External competent companies inspect, repair and replace all school equipment

Construction Phase Plan

Under The Construction (Design and Management) Regulations 2015, the school, as a client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced. You have been appointed under CDM 2015 by the client and should be aware of your duties and obligations under these regulations. You should complete this Construction Phase Plan or submit your own before starting work. Completion of this form will indicate that you are aware of your duties under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

Your name/company:		<u>Name of principal contractor</u>			
Name and address of client					
<u>West Kirby Educational Trust</u>					
<u>Address line 1</u>					
<u>Address line 2</u>					
<u>Town/city</u>					
<u>Postcode</u>					
headteacher designer					
Name of principal designer					
Address					
Phone number					
Email address					
What is the job?					
Is there anything the client has made you aware of?					
Key dates					
Start:		Finish:		Other:	
Where are your toilets, washing and rest facilities?					

What are your fire and emergency procedures?					

Other employees of the contractor working on site		
Name	Contact details	
What are your site induction arrangements?		
How will you keep everyone on site updated during the job?		
Risk assessment		
What are the main dangers on site?	Hazard is present? (Y/N)	What controls do you have?
Falls from heights		<ul style="list-style-type: none"> Ladders are kept in good condition, at the correct angle, and secured. Guardrails, midrails and toeboards are used to prevent people and materials falling from roofs, gable
		ends, working platforms and other open edges.
Collapse of excavations		<input type="checkbox"/> Excavations are shored, either with a cover or a barrier, to stop people and plant from falling in.

Collapse of structures		<input type="checkbox"/> Props are installed by a competent person to support structures.
Exposure to building dusts		<input type="checkbox"/> Dust is prevented by using cutting and vacuum extraction on tools. <input type="checkbox"/> Vacuum cleaners are used instead of sweeping. <input type="checkbox"/> Suitable and well-fitted masks are used.
Exposure to asbestos		<input type="checkbox"/> Where the presence of asbestos is suspected, work is not started until a demolition/refurbishment survey is carried out. <input type="checkbox"/> Everyone on site is made aware of the outcome of the survey,
Activities or workers requiring supervision		<input type="checkbox"/> The appropriate supervision is provided.
Electricity		<input type="checkbox"/> The electricity supply and other services are turned off before drilling into walls. <input type="checkbox"/> Excavators and power tools are not used near suspected buried services.
Risks to members of the public, the client and others		<input type="checkbox"/> The site is kept secure in order to prevent unauthorised access. <input type="checkbox"/> Net scaffolds are used. <input type="checkbox"/> Rubbish chutes are used.

Register of Construction Phase Plans (CPP)

Name of contractor	Construction/maintenance project	Date CPP added to register	Retention period	Scheduled date for CPP destruction
<u>Name</u>	<u>Swimming pool expansion</u>	<u>date</u>	<u>20 years</u>	<u>date</u>

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Asbestos Management Policy

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Daily management of asbestos
4. Building and maintenance work
5. Asbestos-related incidents
6. Monitoring and review

Statement of intent

West Kirby Educational Trust & College understands that any asbestos found in our buildings must be managed properly because our pupils', staff members' and visitors' health and wellbeing is of the utmost importance. This policy abides by the law stated in the Control of Asbestos Regulations 2012.

If there is an incident of asbestos exposure, the school will take the necessary steps to ensure that everyone is safe and, unless the incident is minor, we will report it to the HSE.

To ensure the health and safety of those in our school, we take the following steps:

- Have a 'management survey' of asbestos-containing materials (ACMs)
- Assess the risks associated with ACMs
- Devise a plan for managing asbestos
- Make sure staff and visitors know the risks and the precautions they need to take
- Keep the management of asbestos under review

1. Legal framework

- 1.1. This policy has due regard to legislation and statutory guidance including, but not limited to, the following:
 - Control of Asbestos Regulations 2012
 - Health and Safety Work Act 1974
 - The Hazardous Waste (England and Wales) Regulations 2005
 - The Control of Substances Hazardous to Health Regulations 2002
 - Environmental Protection Act 1990
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- 1.2. This policy has due regard to non-statutory guidance, including the following:
 - ESFA 'Managing asbestos in your school' 2017
- 1.3. This policy operates in conjunction with the following school policies:
 - Health and Safety Policy
 - COSHH Policy

2. Roles and responsibilities

- 2.1. For the purposes of this policy, the duty holder is the person responsible for the overall up-keep of the school. The duty holder is responsible for:
 - The maintenance and repair of the school and safe management of asbestos.
 - Consulting with employees on matters that affect their health and safety.
- 2.2. The duty holder with a legal responsibility for the safe management of asbestos lies with the School Board.
- 2.3. All staff have a responsibility to play their part in the safe management of asbestos.
- 2.4. The school is not legally required to inform parents about the presence of asbestos in the school; however, should parents request such information, the school will be responsive to this.
- 2.5. If management arrangements at the school fail to prevent the disturbance of asbestos containing materials, and there is an accidental release of asbestos fibres, those affected will be informed.

3. Daily management of asbestos

Step 1: Management survey of asbestos-containing materials (ACMs)

- 3.1. The duty holder will carry out an asbestos management survey which records the location and condition of the asbestos in all school buildings constructed before 2000.

- 3.2. The survey will be conducted in accordance with HSE guidance, and will be undertaken by a United Kingdom Accreditation Service (UKAS) accredited surveying organisation.
- 3.3. The survey will cover all accessible places, including above the ceilings and floor ducting.

Step 2: Assessing the risks associated with ACMs

- 3.4. The risks associated with each occurrence of asbestos in the school will be assessed.
- 3.5. The assessment will include three parts:
 - **‘Material’ assessment** – this is provided within the survey and is an assessment of each item of asbestos material identified based upon the type of material, the type of asbestos it contains, its surface treatment and the extent of damage.
 - **‘Priority’ assessment** – this is the assessment of the likelihood of someone disturbing the material based upon factors such as the number and type (e.g. pupils) of people using the room, the time they spend in the room, the location, accessibility and extent of the asbestos and the frequency and type of activity that might disturb it.
 - **‘Total’ assessment** – the ‘material’ and ‘priority’ assessments will be combined to give a total risk assessment.

Step 3: Devising a plan for managing ACMs

- 3.6. At this stage, the school will create an Asbestos Management Plan (AMP). The AMP will include details of:
 - A plan to manage the risks from ACMs on a day-to-day basis.
 - Arrangements to inform all staff and contractors about the location of ACMs.
 - Measures put in place to prevent disturbing the ACMs.
 - A plan to check for less easily accessible ACMs where intrusive work has been planned.
 - The schedule for monitoring the condition of ACMs.
- 3.7. The school will ensure its management arrangements are effective during school closure periods, such as after school hours and during community use when school staff presence is minimal.
- 3.8. The AMP will be reviewed and updated annually.

Step 4: Ensuring staff and visitors know the risks and precautions that need to be taken

- 3.9. The school will inform staff, volunteers and other stakeholders of all locations of ACMs and how they can be damaged and disturbed. The school will ensure that all these people receive the correct information, instructions and training, and will be clear in what precautions to take.
- 3.10. The school has plans in place to ensure that, if emergency services request information about the asbestos that is present in the school, information will be provided to help keep emergency service workers safe.

Step 5: Keeping the management of ACMs under review

- 3.11. The school will update its plan if:
- New information is received, e.g. from 'refurbishment and demolition' surveys.
 - Work is undertaken on ACMs.
 - Damage to asbestos areas occurs.
 - ACMs are removed.
- 3.12. The asbestos register will be reviewed annually and any changes will be communicated to all relevant staff.

4. Building and maintenance work

- 4.1. The school's management survey only covers readily accessible areas; therefore, it may not have covered all ACMs that are present. If concerns arise, that work may disturb hidden ACMs, the school will arrange for a 'refurbishment and demolition' survey to be carried out in the area where the work is set to take place. Due to the intrusive nature of this survey, it will be carried out under controlled conditions. These surveys will be passed on to those who will eventually take on the work.
- 4.2. Small, short duration tasks may be carried out by non-licensed workers, provided that they have the appropriate information, instruction and training, and the correct measures are taken.
- 4.3. Higher risk work, such as the removal of asbestos, will be completed by a contractor licensed by the HSE. The school may need to notify the HSE of some types of non-licensed work.
- 4.4. Any waste materials containing asbestos will be disposed of in line with the schools Health and Safety Policy.

5. Asbestos-related incidents

- 5.1. If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:
- All activities will stop and everyone will be evacuated from the affected area
 - Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
 - Items, including equipment, books, or personal belongings, will not be moved from the area
 - Advice will be sought from an asbestos expert regarding remedial action
- 5.2. Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- 5.3. Contractors should have procedures in place to deal with the unintended or unexpected release of asbestos.
- 5.4. Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.
- 5.5. The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff.

6. Monitoring and review

- 6.1. This policy will be reviewed annually by the Board of Trustees.
- 6.2. Any changes to this policy will be communicated to all members of staff, visitors and stakeholders.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Contractors Policy

Contents:

Statement of intent

1. Definitions
2. Roles and responsibilities
3. The planning stage
4. CDM regulations
5. Identifying a contractor
6. Risk assessments
7. Safeguarding
8. Working together
9. Managing contractors
10. Identification
11. Reporting incidents
12. Policy review
13. Appendix 1 – Incident report form

Statement of intent

West Kirby Educational Trust takes its responsibility to ensure the health and safety of pupils very seriously. From time-to-time, work must be carried out on the school premises by contractors not directly employed by the school.

This policy has been created to ensure that contractors meet their legal duty to not cause risk to the health and safety of themselves or others when carrying out their activities.

Contractors, sub-contractors and specialists working on the school premises are all required to comply with relevant health and safety legislation and HSE guidance.

In addition, the school is required to ensure the safety of contractors by informing them of all risks on the premises, such as asbestos, that may affect them during their activities.

7. Definitions

- 7.1. Throughout this policy, the term 'contractor' refers to any party (company or individual) that the school hires to complete work but is not an employee.

8. Roles and responsibilities

- 8.1. The headteacher / CEO are responsible for:
- 8.2. Appointing a member of staff to be the Coordinator for Health and Safety.
- 8.3. The Estates, Operations and Health & Safety Manager(or their nominated representative) is responsible for:
- Ensuring the health and safety of all staff, pupils, visitors and contractors by undertaking a risk assessment of the premises.
 - Ensuring that all contractors work within the school's Health and Safety Policy.
 - Ensuring all planned work is organised out of school time, wherever possible.
 - Ensuring that contractors work in a responsible and professional manner.
 - Making arrangements for contractors to work safely on site during the school day.
 - Ensuring that the working agreement is adhered to.
 - Notifying the contractor of any potential risks posed by the premises.
 - Providing lit and ventilated toilets and washing facilities, drinking water and cups, and facilities for rest.
 - Issuing the F10 notification form to the HSE.
 - Setting standards for the project.
 - Providing all contractors and designers with pre-construction information.
 - Facilitating good working relationships between the school, principal designer and principal contractor.
 - Monitoring and reviewing the Contractors' Policy.
- 8.4. All members of school staff are responsible for:
- Taking reasonable care of their own health and safety, along with the health and safety of pupils, visitors and contractors.
 - Making themselves aware of any upcoming work on site and associated working agreements.
- 8.5. Contractors are responsible for:
- Complying with all health and safety policies and procedures provided by the school.
 - Acting in a responsible and professional manner.
 - Actively working towards an optimal working agreement between themselves and the school.

9. The planning stage

- 9.1. Prior to commencing work, the school will identify all aspects of the work requiring a contractor and consider the health and safety implications of each.
- 9.2. Before moving forwards, the school will ensure that:
 - It has obtained the consent of the CEO
 - It has all required statutory approvals and planning permission.
 - It is certain that existing building utilities sustain the new work.
 - It is certain that the contractor is competent.
 - It has ascertained whether the project falls under the Construction (Design and Management) Regulations 2015 (CDM).

10.CDM regulations

- 10.1. The EOHSM will always check whether CDM regulations apply when considering works. The CDM regulations apply to all building, maintenance, refurbishment and demolition work.
- 10.2. If the project exceeds 30 days or involves more than 500 person days of work, the following must take place:
 - Notification of the Health and Safety Executive (HSE).
 - The appointment of a principal designer
 - If more than one contractor is on site, the appointment of a principal contractor
 - Production of a health and safety file and construction phase plan
 - Notify the HSE via form F10.

11. Identifying a contractor

- 11.1. Before confirming a contractor to work on school premises, the school must be satisfied that the contractor is competent to do the job safely.
- 11.2. The school will pay regard to local authority approved contractors when making contract decisions.
- 11.3. When choosing a contractor, the school will determine competency via a series of checks. These may include:
 - Previous experience of the work required.
 - Clear health and safety policies and procedures.
 - Copies of their safety method statements/relevant risk assessments.
 - Their accident/dangerous occurrence reporting systems including the number of accidents etc. in the last year.

- Whether they sub-contract and how this is selected. The school must be satisfied that their selection criteria are sufficient.
- What health and safety training and supervision are provided for their workforce.
- Whether they have been independently assessed for competency and by whom.
- Membership of any relevant trade or professional bodies.
- Who to contact for references.
- Details relating to any HSE actions, i.e. improvement or prohibition notices, or any prosecutions.

12.Risk assessments

- 12.1. Both the school and the contractor are required to make a 'suitable and sufficient' assessment of the risks associated with any activities undertaken and put in place appropriate measures to control these risks.
- 12.2. Contractors will submit copies of site and task specific risk assessments and method statements, prior to commencing work.

13.Safeguarding

- 13.1. Contractors may be required to hold Disclosure and Barring Service (DBS) certificates. The requirement to undertake a DBS check will depend on the nature of the work being carried out.
- 13.2. A contractor will require a DBS check if they meet the criteria determining 'regulated activity'. Regulated activity is defined as:
 - Frequent contact – once a week or more on an ongoing basis.
 - Intensive contact – on four or more days in any 30-day period.
 - Overnight contact – between 2am and 6am.
- 13.3. Contractors working outside, with no contact with students, do not require a DBS check. In keeping with the law, the school will not ask contractors to undergo checks if the activity is not deemed to be 'regulated activity'.
- 13.4. Where possible, the school will aim to effectively manage the risk of potential harm via segregation.

14.Working together

- 14.1. The managers and supervisors from all parties will exchange all information regarding the work to be undertaken, risks, safety procedures etc. that may affect the other party.

- 14.2. A pre-contract meeting will take place between the school and contractor prior to work commencing. A programme of works will be established and agreed. During this meeting, the parties will discuss the following:
- Emergency procedures.
 - The sound of the alarm.
 - How and when to raise the alarm.
 - Whether any emergency alarm practices are due.
 - The use of appropriate clothing.
 - The use of appropriate language.
 - Limiting disruptive noise.
- 14.3. Designated persons from each party will meet on a weekly basis, or more frequently if needed, to discuss concerns and progress.
- 14.4. Where there is more than one contractor on site, parties will communicate to ensure that work will not affect other parties.

15. Managing contractors

- 15.1. The Estates, Operations and Health & Safety Manager or the Premises Manager is the designated contact with contractors. No other staff member may give the contractors instructions without being delegated by Estates, Operations and Health & Safety Manager or the Premises Manager.
- 15.2. The contractor will provide full and adequate supervision during work and provide the name of the person responsible for site supervision. There will be one point of contact for both the contractor and the school.
- 15.3. The contractor will ensure that all agreed work practice is in place. If they utilise sub-contractors, they will ensure they adhere to the agreed work practice and that supervision is provided where necessary.
- 15.4. Contractors are required to:
- Provide a copy of their Health and Safety Policy.
 - Comply with all relevant health and safety legislation.
 - Keep noise and dust to a minimum.
 - Ensure that no products containing asbestos or CFCs are used on school premises.
 - Be aware of and comply with the school's fire and emergency evacuation procedures.
 - Evacuate buildings at the sound of fire alarm, report their safe evacuation to the Estates, Operations and Health & Safety Manager or Premises Manager and go to the nominated assembly area(s).

- Provide written risk assessments/method statements before work commences.
- Work in a safe manner and not endanger staff, pupils, the public or themselves.
- Work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times, unless agreed otherwise with the (or the person they have delegated authority to).
- Adequately control physical/chemical hazards to prevent risks to school staff/pupils/visitors (trailing leads, solvent fumes, absence of light or fire alarm, etc.).
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only with the consent of the Premises Manager (or the person they have delegated authority to).
- Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.

15.5. Contractors are responsible for:

- Removing all rubbish/debris at the end of each day (caterers have alternative disposal arrangements).
- Testing all works on completion as necessary and supplying the Premises Manager (or the person they have delegated authority to) with commissioning/test data.
- The provision of all necessary protection of floor/wall/door surfaces against damage through works – including the provision of dust sheets etc.
- The provision of their own First Aid facilities.
- Posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
- Dressing appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

15.6. The following activities are prohibited on school grounds:

- Smoking.
- Drinking alcohol with minors on the premises
- Playing radios loudly etc.
- Taking, possessing or being under the influence of illegal substances.
- Shouting, swearing, over-familiarity with pupils or staff.
- Working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the school.

15.7. If any of these requirements are not met, the Premises Manager has the authority to stop work. If the Premises Manager (or the person they have delegated authority to) believes a danger is posed to contractors, staff or pupils, they may stop work.

16. Identification

- 16.1. In line with established procedures, all contractors must wear a visitor's badge at all times while on school grounds. All visitors' badges will be returned at the conclusion of the work.
- 16.2. No contractor will execute work on the school site without the express permission of the Premises Manager (or the person they have delegated authority to), other than in an emergency or to make the area safe following theft or vandalism.
- 16.3. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.
- 16.4. Where there are uncooperative visitors, whether in agreement to work with the school or not, threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a 999 phone call.

17. Reporting incidents

- 17.1. The school will maintain an incident register. It will contain accurate details of all significant incidents. All staff members are expected to report the following incidents using the incident form provided in Appendix 1 of this policy:
 - Trespassing.
 - Aggressive behaviour by persons other than pupils.
 - Security matters reported by pupils.
 - Other security based incidents giving cause for concern.
- 17.2. Estates, Operations and Health & Safety Manager will securely store all completed forms in an incident register.
- 17.3. Estates, Operations and Health & Safety Manager will monitor the register to identify developing patterns and to consider the need for action.

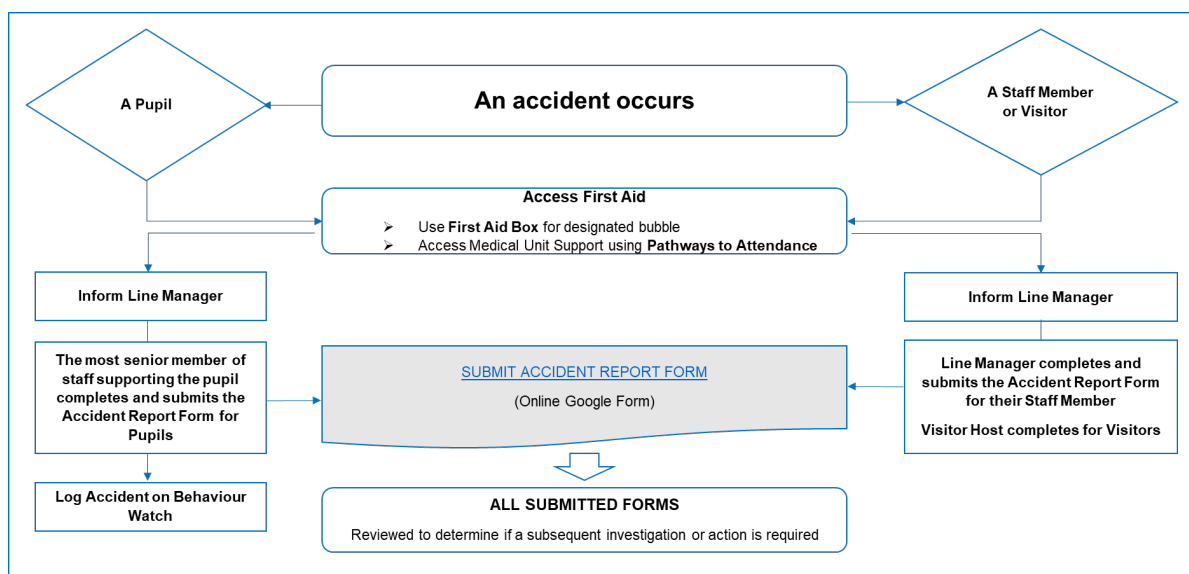
18. Policy review

- 18.1. This policy is reviewed every two years by Estates, Operations and Health & Safety Manager .

Appendix 1- Incident report form

Members of staff should use the online form to report incidents of trespassing, nuisance, disturbances on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property occurring on school premises.

The form should be completed as fully as possible, and a staff member should complete the form for an incident witnessed by a pupil.



WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

COSHH Policy

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. the headteacher's responsibilities
4. Estates, Operations and Health & Safety Manager responsibilities
5. Responsibilities of all members of staff
6. COSHH procedures
7. Control measures
8. Health surveillance
9. Planning for accidents, incidents and emergencies
10. Training
11. Policy review

Statement of intent

West Kirby Educational Trust & College understands the importance of protecting the health and safety of all its employees and pupils.

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 (amended 2004), require employers to prevent their employees from being exposed to substances hazardous to health. Where exposure cannot be prevented, employers must ensure that the exposure is adequately controlled, through the use of risk assessments and appropriate control measures.

In accordance with the regulations, the school has created this policy to ensure that all members of staff are aware of their roles and responsibilities for preventing ill health as a result of hazardous substances, and that adequate control measures are implemented and monitored at the school.

The main aims of this policy are:

- To assess the risk of hazardous substances used in the school and the impact they may have on health.
- To implement appropriate control measures in order to manage identified risks.
- To regularly monitor control measures and ensure that they are adequate, including the review of control equipment.
- To regularly monitor the extent to which staff and pupils are exposed to hazardous substances and conduct health surveillance where necessary.
- To provide training for members of staff on the hazards, risks and precautions needed for effective control.

This policy is applicable to all full-time, part-time and supply staff, pupils, contractors, volunteers and work placement students.

1. Legal Framework

- 1.1. This policy has due regard to the related statutory legislation, including but not limited to the following:
 - The Health and Safety at Work etc. Act 1974
 - The Control of Substances Hazardous to Health Regulations 2002 (amended 2004)
- 1.2. This policy will also have due regard to the following guidance:
 - HSE (2012), 'Working with substances hazardous to health'
- 1.3. This policy will be implemented in conjunction with the following policies:
 - Health and Safety Policy.
 - Manual Handling Policy.
 - Near Miss Policy.
 - Risk Assessment Policy.

2. Definitions

- 2.1. For the purpose of this policy, a hazardous substance is any substance which may cause ill health if inhaled, ingested, injected or absorbed through the skin, or as a result of being released into the surrounding environment.
- 2.2. There are many examples of hazardous substances which can cause ill health, including:
 - Substances used directly in activities, e.g. cleaning agents, adhesives and paints.
 - Substances generated from activities, e.g. fumes.
 - Naturally occurring substances, e.g. grain dust.
 - Biological agents such as bacteria and other micro-organisms.
- 2.3. For the purpose of this policy, health surveillance is a system of ongoing health checks for employees, in order to provide data to help employers evaluate health risks and highlight concerns in workplace control measures.
- 2.4. Health checks are for employees who are regularly exposed to noise, vibrations, solvents, fumes, biological agents and hazardous substances.
- 2.5. For the purpose of this policy, a Material Safety Data Sheet (MSDS) is a document which provides important health and safety information regarding a substance. This is provided by the supplier or manufacturer, and indicates whether a substance is classified as hazardous.

3. The headteacher's Responsibilities

- 3.1. The headteacher oversees the day-to-day implementation of this policy and ensures that all members of staff are fully aware of their roles and responsibilities, as well as the necessary control measures they are required to undertake.
- 3.2. The EOHSM / headteacher ensures that all members of staff receive effective COSHH training.
- 3.3. The headteacher ensures that, where possible, the use of hazardous substances is avoided.
- 3.4. The headteacher ensures that risk assessments are completed, where the use of hazardous substances cannot be avoided and effective control measures are in place.
- 3.5. The headteacher ensures that an up-to-date record is maintained of all hazardous substances which are used, and they are clearly labelled.
- 3.6. The headteacher reports any breaches or concerns to the CEO and shares with the School Board

4. Estates, Operations and Health & Safety Manager Responsibilities

- 4.1. Estates, Operations and Health & Safety Manager provides safe storage and disposal arrangements for hazardous substances.
- 4.2. Estates, Operations and Health & Safety Manager purchases personal protective equipment (PPE), ensuring that this is regularly reviewed, is of an appropriate standard and in line with the Health and Safety Policy.
- 4.3. Estates, Operations and Health & Safety Manager conducts formal assessments of the health risks to all those at the school.
- 4.4. Estates, Operations and Health & Safety Manager prevents and controls the exposure of hazardous substances.
- 4.5. Estates, Operations and Health & Safety Manager ensures the proper use of controls, such as PPE, are adopted.
- 4.6. Estates, Operations and Health & Safety Manager ensures that the controls used are necessary, safe and regularly reviewed.
- 4.7. Where necessary, Estates, Operations and Health & Safety Manager conducts health surveillance for staff.
- 4.8. Estates, Operations and Health & Safety Manager provides instruction, information and training on the use of hazardous substances.

- 4.9. The Estates, Operations and Health & Safety Manager reports all concerns to the headteacher and CEO.

5. Responsibilities of all Members of Staff

- 5.1. All members staff are responsible for familiarising themselves with this policy.
- 5.2. All members of staff use hazardous substances in accordance with the risk assessments conducted prior to use and the manufacturer's instructions, including the required control measures.
- 5.3. All members of staff use PPE when necessary and report any damage to the Premises Manager immediately.
- 5.4. All members of staff are required to attend COSHH training sessions.
- 5.5. All members of staff ensure they are available for health surveillance, and report any health and safety concerns to the COSHH coordinator immediately.
- 5.6. All members of staff communicate the COSHH procedures and control measures to pupils.
- 5.7. All members of staff are required to report concerns to SLT

6. COSHH Procedures

- 6.1. In order for the school to be compliant with the COSHH regulations, it recognises the important procedures which need to be followed to ensure effective provision of COSHH.
- 6.2. Prior to using hazardous substances, Premises Manager conducts a risk assessment, taking into account the possible hazards that may occur as a result of using the substance.
- 6.3. In all instances, the potential risks are considered and whether the use of the hazardous substance is important to the learning experience.
- 6.4. The risk assessment describes the appropriate control measures that are taken when using the substance, such as using appropriate PPE.
- 6.5. Risk assessments are produced in conjunction with the MSDS and take into account any individuals, including visitors, staff, pupils and contractors, who are likely to be affected by its use.
- 6.6. The procedures and hazards identified in the risk assessment are communicated to the members of staff.

- 6.7. Copies of the risk assessment are given to the relevant members of staff. Copies are also kept in the COSHH register for re-use, training and staff induction purposes.
- 6.8. Risk assessments are also carried out for exposure to biological agents, e.g. vomit, blood, etc.
- 6.9. All risk assessments are reviewed on an annual basis by Premises Manager and any further necessary information is added.

7. Control Measures

- 7.1. The school eliminates the use of any hazardous substances unless absolutely necessary.
- 7.2. All pupils are fully aware of the safety procedures and extra caution is taken when using any hazardous substances involved in teaching, for instance in science lessons.
- 7.3. Where substances must be used, Premises Manager aims to substitute this for a less harmful substance in order to minimise risks.
- 7.4. Where the substance cannot be eliminated or substituted, the amount of time for exposure is minimised.
- 7.5. The amount of the substance used is reduced as much as possible.
- 7.6. Where possible, the substance is used in isolation, away from other areas of the school, in order to prevent exposure to others.
- 7.7. Appropriate ventilation is used, such as opening windows and external doors.
- 7.8. Appropriate PPE is worn by all those exposed to the substance, such as gloves, safety goggles, dust masks, etc.
- 7.9. When pupils are using a hazardous substance, at least three members of staff are present in order to supervise pupils and in the case of an emergency.
- 7.10. Hazardous substances are stored safely and securely.
- 7.11. All substances are safely disposed of after use by staff that are trained in COSHH.
- 7.12. Only staff trained in COSHH have access to hazardous substances.
- 7.13. Pupils are never permitted to access hazardous substances.
- 7.14. All substances are locked away, out of sight and reach of pupils, with only appropriate members of staff having approved access.
- 7.15. Premises Manager ensures that these control measures are adequately monitored and maintained.

- 7.16. Members of staff report any defect in control measures to the Premises Manager immediately so that replacements can be provided.
- 7.17. All concerns regarding COSHH are handled with the utmost importance and priority.

8. Health surveillance

- 8.1. In accordance with COSHH regulations, the school conducts health surveillance in the following instances:
 - Where an individual is exposed to a substance which is associated with a disease or adverse health effect
 - Where an individual is exposed to a substance which is likely to result in a disease or adverse health effect
 - Where an individual displays signs of a disease or adverse health effect
- 8.2. Health surveillance is conducted by Estates, Operations and Health & Safety Manager, who obtains all the information on the individual's health and keeps a written record of this.
- 8.3. Records must be kept for a minimum of 40 years from the last entry.
- 8.4. The individual is able to access their health records at any time they should request it.
- 8.5. The school recognises that health surveillance may need to be carried out by the school nurse. In these instances, the same procedure will be followed.
- 8.6. All individuals at the school have a responsibility to provide honest and true health information, and declare any changes to their health that should occur due to the exposure of a hazardous substance.

9. Planning for Accidents, Incidents and Emergencies

- 9.1. The school aims to effectively manage every identified risk that is involved with the use of a hazardous substance; however, there may be instances when accidents, such as spillages, could occur and may be damaging to an individual's health.
- 9.2. A detailed emergency plan is established prior to the use of any substance by Estates, Operations and Health & Safety Manager as part of the risk assessment.
- 9.3. The risk assessment undertaken for each hazardous substance is kept with each substance, so that members of staff are aware of the emergency procedures and first aid.

- 9.4. Incidents are responded to promptly, and the harmful effects are minimised where possible.
- 9.5. Emergency services are contacted immediately where the incident cannot be resolved by a trained member of staff.
- 9.6. Only members of staff trained in COSHH and first aid attempt to provide treatment to an individual.
- 9.7. Any accidents are reported to the Estates, Operations and Health & Safety Manager immediately, and followed up by completing an Accident Report Form, which is available from the school reception.
- 9.8. The emergency procedures are regularly practiced as part of a 'safety drill' method, to ensure that all individuals at the school are aware of the steps to follow.

10.Training

- 10.1. Premises Manager conducts training for staff on an annual basis and ensures that all staff are aware of:
 - The names of the substances they work with and could be exposed to, as well as the associated risks and the use of MSDS.
 - The appropriate precautions and control measures that they are expected to take to protect themselves, pupils and others at the school.
 - The importance of PPE and how it should be used.
 - The results of any exposure and health surveillance, whilst maintaining confidentiality and not revealing any identities.
 - The correct measures to take when supervising pupils who are handling substances.
 - The emergency procedures.
- 10.2. Training is conducted in response to any changes required to the provision of COSHH, e.g. additional information required on risk assessments, new PPE equipment, etc.

11.Policy Review

- 11.1. This policy is reviewed every two years by Estates, Operations and Health & Safety Manager.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Display Screen Equipment (DSE) Policy

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Workstations
4. Learning spaces
5. Working from home with DSE
6. Health risks
7. Monitoring and review

Statement of intent

West Kirby Educational Trust is fully committed to protecting the health and safety of our pupils and staff, in line with our statutory duties. This policy is in place to ensure that members of the school community who regularly use display screen equipment (DSE) are supported and understand how to take the necessary precautions to limit the potential risks surrounding regular use of DSE.

This policy outlines the areas of concern regarding, along with solutions to, the risks around regular use of DSE. Although this policy is designed to be read by staff, it's outlined safety procedures also apply to pupils who use DSE for prolonged periods of time.

For the purposes of the policy, the school will define display screen equipment (DSE) as inclusive of the following:

- Conventional cathode ray tube screens
- Liquid, crystal or plasma displays used in flat-panel screens and touchscreens
- Screens used to display line drawings, graphs, charts or computer-generated graphics
- Screens used in work with television or film pictures
- Non-electronic microfiches
- Closed-circuit television

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - Health and Safety at Work etc. Act 1974
 - The Workplace (Health, Safety and Welfare) Regulations 1992
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - The Health and Safety (Display Screen Equipment) Regulations 1992
 - DfE (2018) 'Health and safety responsibilities and duties for schools'
 - HSE (2020) 'Working safely with display screen equipment'
- 1.2. This policy operates in conjunction with the following school policies and documents:
 - Health and Safety Policy
 - ICT Acceptable Use Policy
 - Risk Assessment Policy
 - Records Management Policy

2. Roles and responsibilities

- 2.1. The School Board, headteacher & SLT have responsibility for:
 - Ensuring the school provides a safe place of work and learning for all staff, pupils and visitors, in line with its statutory duties.
 - Overseeing that staff receive training so that they can perform their duties with DSE in a safe manner.
 - Ensuring whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
 - Assessing the efficacy of this policy and ensuring any necessary changes are made.
- 2.2. Estates, Operations and Health & Safety Manager is responsible for:
 - Ensuring all risk assessments related to DSE are in place and up-to-date.
 - Arranging training for staff using DSE where necessary.
 - Ensuring the steps and requirements laid out in this policy are implemented at all times.
 - Regularly reviewing this policy and its efficacy.
 - Members of staff using DSE are responsible for:
 - Ensuring they only use DSE once they have undertaken the appropriate training.
 - Using DSE in line with the health and safety measures set out in this policy, and as learnt during their training, at all times.
 - Informing Estates, Operations and Health & Safety Manager if any situation where the use of DSE is resulting in either injury or risk of injury as soon as possible.

Where applicable, ensuring any pupils using DSE do so in line with the health and safety requirements of this policy.

3. Workstations

- 3.1. The school will conduct a risk assessment of the workstations where staff and pupils are use DSE as part of their normal, continuous work. This assessment will aim to minimise any identified risks in the following areas:

Equipment – keyboard, mouse, display screen

Furniture

Environment

The task being completed using DSE

Any special requirements of the user

- 3.2. The school will refer to the HSE’s workstation checklist for DSE use when conducting a risk assessment of workstations at all times.

- 3.3. The school will ensure all users of DSE are aware of how to maintain a comfortable typing position, including:

Maintaining a practical and comfortable space between the user and the DSE.

Avoiding hunching or straining unnecessarily.

Placing the mouse to the appropriate side of the keyboard based on the needs of the user.

Adjusting all adjustable furniture where necessary.

- 3.4. The school will ensure it provides users with adjustable chairs where possible, to maximise comfort and ease of use.

- 3.5. The school will ensure it provides users with adjustable DSE - this includes being physically adjustable by tilting or swivelling, or through the electronic settings such as adjustable brightness and colour saturation.

- 3.6. Any pupils or staff with SEND will be provided with any additional support they require to use DSE.

4. Learning spaces

- 4.1. The school will ensure it makes all learning spaces on the school site where staff and pupils will be using DSE comfortable, practical and conducive to a safe and productive use of DSE.

- 4.2. Where a room on the school site is used primarily for ICT equipment, the school will:

Set the light to slightly lower light levels than are required in other classrooms.

Install blinds to reduce occurrences of glare.

Install anti-static and non-slip flooring.

Maintain an adequate space between workstations holding DSE, e.g. desktop computer screens.

Ensure the room has sufficient space and pathways to permit all pupils to access DSE, including those who may need additional space to meet their needs.

Cover all electronic wires and cabling, using trunking and rubber cable covers, to prevent tripping.

5. Working from home with DSE

5.1. If working from home, the school expects staff to carry out a basic assessment of their DSE workstation at home, using the HSE's workstation checklist as a basis.

5.2. Staff and pupils who require DSE to complete their working or learning duties and commitments will be provided with the appropriate equipment from the school, where necessary.

5.3. The school will encourage staff and pupils using DSE at home to follow some simple steps to reduce any risks associated with DSE, including:

Breaking up long spells of DSE use with rest breaks or changes in activity.

Regularly changing seating position to avoid prolonged periods of stasis or discomfort, where possible.

Getting up from their workstation and stretching at regular intervals, as appropriate to the user.

Applying filters to the screen, e.g. night-time settings, to reduce the risk of eye fatigue.

5.4. At any time staff may request a discussion around remote working and learning commitments to assess whether any additional requirements are needed. These discussions may focus on:

Aches, pains or discomfort related to the arrangements for DSE use at home.

Technological issues with their equipment.

Any instances where the user has been using DSE without adequate rest and recovery breaks.

5.5. The school will then endeavour to meet any additional requirements where possible, including carrying out a full workstation assessment.

6. Health risks

- 6.1. The school will ensure that its users of DSE have work schedules that include breaks or changes of activity, in line with its legal requirements as an employer.
- 6.2. The school will be willing to arrange and finance a full eye test from either an optometrist or doctor for staff using DSE for work, if the user requests one.
- 6.3. The school will provide glasses for staff using DSE for work, if they require the special glasses prescribed for DSE use only.
- 6.4. In order to minimise the risk of adverse effects of DSE use on eyes, the school will encourage its users to:
 - Check the screen in well positioned and properly adjusted to suit their needs.
 - Ensure light conditions are suitable, i.e. the room is adequately lit to minimise the need to squint.
 - Take regular breaks from DSE use during the working day.
- 6.5. In order to minimise health risks resulting from DSE use, the school will train staff in safe working practices prior to their use of the equipment. This will include:
 - Good posture.
 - Adjusting chairs and other furniture.
 - Arranging desk space.
 - Adjusting screens and light to avoid reflections and glare.
 - Breaks and changes of activity.
 - Workstation assessments.
 - The process for reporting issues.
 - The support available for arranging and financing an eye test.
- 6.6. The school will ensure that any staff or pupils working with DSE, who may be at increased risk of injury, e.g. those with photosensitive epilepsy, are provided with the appropriate support in order to facilitate their use of DSE, where possible.

7. Monitoring and review

- 7.1. Estates, Operations and Health & Safety Manager will review this policy on an annual basis.
- 7.2. Any changes made to this policy will be communicated to all stakeholders.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Dogs In School Policy

Contents:

1. Legal framework
2. Advantages of Dogs in Educational Settings
3. Disadvantages of dogs in or near school building
4. Views of the RSPCA
5. Roles & Responsibilities
6. Code of Conduct
7. Authorised Visits
8. Guidance for using dogs in an educational context

Appendix

- a) Animal Welfare Act 2006

1. Legal framework

1.1. The following government legislation and advice can be applicable to the control and welfare of dogs in public places in general and in schools in particular.

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1991.
- The Litter (animal droppings) Order 1991.
- Dangerous Dogs (Amendment) Act 1997.
- Clean Neighbourhoods and Environment Act 2005.
- Animal Welfare Act 2006. (see appendix A).
- Anti-social Behaviour, Crime and Policing Act 2014.
- DFE advice on standards for School Premises 2015. Possible scenarios include:
 - Dogs being brought to the school gate/door by parents/carers taking children to or meeting them from school.
 - Brief callers to school who bring a dog with them.
 - Disabled staff bringing a guide or assistance dog to work.
 - Dogs being brought into school for planned educational purposes.
 - A school having their bespoke school dog (see appendix A).
 - Dogs being exercised by the public on school land.
 - Dogs straying on to school land.

2. Advantages of Dogs in Educational Settings

2.1. We acknowledge that in school, children can benefit educationally and emotionally, increase their understanding of responsibility and develop empathy and nurturing skills through contact with a dog. The value of schemes such as 'Pets as Therapy' is widely accepted as a powerful aid to the stimulation of and communication with children especially those of primary school age. Studies have shown that the presence of companion animals can improve the well-being of children and lower their levels of anxiety simply by making the environment happier, more enjoyable and less forbidding.

3. Disadvantages of dogs in or near school building

3.1. However, the school also acknowledges that some families choose not to have dogs or other pets and we must respect their right to hold this view. We also recognise that bringing dogs on to the school premises could pose a health and safety risk to our

pupils and others on site and it can be unsettling to some children if dogs are close by as they arrive and leave school. There are added risks of dog fouling, dogs biting and dogs showing unpredictable or even aggressive behaviour. We recognise that even well-behaved dogs can behave uncharacteristically when placed in an unfamiliar, busy, noisy and crowded school environment and that this can leave to misbehaviour by even the best-trained pet. Children, too, can behave unpredictably when in the presence of dogs, especially if they are not used to being with them or indeed are actually frightened of them. There is also the risk that contact with animals can result in infestation by parasites and infection including gastro-intestinal or fungal infections. This is particularly a risk for pregnant women or persons with a weakened immune system. There are also both adults and children who have an allergic reaction to the proximity of certain types of animal, including dogs.

4. View of the RSPCA

- 4.1. We are mindful of the fact that the RSPCA is opposed to the use of animals in education **IF** distress or suffering is or is likely to be caused to the animal. They believe that children and young people can be taught about animals without keeping pets in the classroom, and therefore strongly discourages the keeping of animals in schools. Their literature states that schools can be noisy and frightening places for some animals and it is very difficult to look after any animal's needs properly in a classroom environment.
- 4.2. The governors and staff of WKS & AVPS recognise that dogs are an important part of the lives of some of our families and, as such, are often included in day-to-day activities, such as walking children to and from school. In our teaching, we promote good relationships with and treatment of animals. We acknowledge and accept the concept of pets as family members and encourage pupils to accept the responsibilities associated with pet ownership. We must bear in mind too, that many of our staff and governors may themselves be dog owners. We fully accept that there are legitimate concerns and risks associated with bringing dogs or other animals on to school premises.

5. Roles & Responsibilities

- 5.1. The School Board has the responsibility to ensure that the school has a written 'Dogs in school' policy in place.
- 5.2. The headteacher is responsible for implementing this policy, which may be delegated to a member of the senior leadership team.
- 5.3. All staff are required to abide by the policy.

- 5.4. Estates, Operations and Health & Safety Manager is responsible for providing information, advice and guidance as and when required.

6. Code of Conduct

- 6.1. The School Board requires all staff, parents and visitors whose dogs accompany them on site to adhere to this policy.

7. Authorised Visits

- 7.1. Dogs are not allowed anywhere on the school site at any time unless specifically authorised by the headteacher. This includes drop off and collection times. Because authorisation has been given once, this is not a blanket authorisation for the dog to be on site again. Each visit needs to be approved separately (and in writing) by the headteacher
- 7.1.1. Any members of staff who wish to apply to be approved to bring their dog to School must complete an online [Request To Bring Your Dog To School Form](#).
- 7.1.2. Please note all owners must have their own private pet insurance for their dog, as a key qualifying criteria of the approval process.
- 7.2. All visiting dogs must be on a lead or harness that keeps the dog reasonably close to the adult who is in control of them.
- 7.3. Dogs are allowed inside any school building when they are supporting a wellbeing activity, an educational visit, as part of a timetabled lesson, or are assistance dogs from an officially recognised organisation such as Guide Dogs for the Blind, PAT (Pets as Therapy) dogs, Dogs' Trust workshops etc.
- 7.4. Visiting dogs must be supervised on the school premises and must not be left in the sole care of a child under the age of 16.
- 7.5. If a dog is going to be in school for educational purposes, staff must know in advance.
- 7.6. If any staff, parents or child object to an animal's presence then, as far as possible, arrangements must be made to ensure the animal is kept away from them.
- 7.7. If there is a member of staff or regular visitor who is reliant on a guide dog or dog assistance in any way, that animal must be allowed to accompany the staff member at all times.
- 7.8. Dogs must be kept on a lead and not blocking entrance ways so that children have a choice of whether or not to come into direct contact with dogs.

- 7.9. No dog may be left tied up and unattended on or near the school site at any time.
- 7.10.No dog should be left unattended in a vehicle on or near the school premises for any longer than 10 minutes and that vehicle should be properly ventilated at all times. In hot weather, this time must be no more than 5 minutes even with ventilation.
- 7.11.Dogs are not allowed on children’s outside play or sports areas, unless involved in a specific activity.
- 7.12.Members of the public may not walk or exercise their dogs on school land (unless using the public footpath). If an offender persists after an initial warning, then the school should approach the local authority dog warden or the police.
- 7.13.If there is a stray dog on the school grounds, the school should contact the local authority warden for advice. Pupils should be kept indoors until the animal has been safely recovered.

8. Guidance for using dogs in an educational context

8.1. The following guidance and code must be adhered to:

- A review of the ‘Dogs in School’ generic risk assessment is carried out before the visit.
- The staff member bringing the dog must document that the dog has a suitable nature and temperament.
- The organisation must have public liability insurance.
- The dog’s owner must have pet insurance in place.
- Alternative arrangements must be made for any child who does not wish, or whose parents do not wish him/her, to participate in the lesson or activity.
- All necessary arrangements must be put into place before the visit as agreed with the organisation / individual bringing in the dog. This should take into account the breed of dog, age group of the pupils and numbers of children involved.
- Consideration must be taken of any allergic reaction to dogs that pupils and staff may have.
- All dogs coming into classrooms must be properly vaccinated and treated for parasites, regularly groomed and checked for signs of infection or illness.
- The dog’s claws should have been trimmed.
- If the dog is ill, it must not come into school.
- Only authorised people should feed the dog, children do like to give treats, but these should be dog specific and only with the permission of the owner, who should supervise the treat giving. .
- Any dog foul should be cleaned immediately and disposed of appropriately.

- Pupils should have been taught the appropriate behaviour around dogs before the visit.
- Good hygiene and handwashing procedures must be in place for pupils.

Appendix A

Animal Welfare Act 2006

If an animal or animals come on to school premises, whether on a permanent or temporary basis, those adults involved are subject to the Animal Welfare Act 2006. This includes any member of staff or visitor who is reliant on a guide or other assistance dog, although of course such animals are always wholly welcome in school. This Act equally applies to schools that may have a school dog, or keep animals in school. The Act places a legal obligation to ensure that the needs of an animal are met. The most important requirements of the Act are:

- The need for a suitable environment.
- The need for a suitable diet (food and fresh water).
- The need to be able to exhibit normal behaviour patterns.
- Any need that the animal has to be housed with or apart from other animals.
- The need to be protected from pain, suffering, injury and disease.

These responsibilities do not end at the finish of the school day, but continue as long as the animal remains in school, and includes evenings, weekends and holidays.

Personal responsibility exists irrespective of whether the animal in question was bought by the school or owned by staff, pupils or parents. If an animal's needs are not being adequately met while at school, criminal prosecutions could in theory be brought against all persons over the age of 16 who had responsibility for the animal.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Fire Policy and Procedures

Contents:

Statement of intent

1. Legal framework
2. Responsibilities of the School Board
3. Responsibilities of the headteacher
4. Responsibilities of the fire safety officer
5. Responsibilities of staff members
6. Responsibilities of pupils
7. Responsibilities of visitors and contractors
8. Risk assessments and checklists
9. Preventative measures
10. Educating pupils
11. Measures for people with disabilities
12. Cooking facilities
13. Fire hazards
14. Procedure in the event of a fire
15. Detection equipment
16. Protection equipment
17. Fire drills
18. Staff training
19. Monitoring and review

Statement of intent

West Kirby Educational Trust is committed to protecting and preserving the health and safety of all our pupils, staff members and visitors to the main school and all school owned properties and their outlying buildings – this includes our dedication to mitigating the risk of fires. We will achieve this by educating our pupils, training our staff and ensuring the school’s fire safety measures are checked regularly and in full working order.

In the event that a fire breaks out, West Kirby Educational Trust has put in place procedures to ensure all risk is minimised and the premises can be evacuated quickly.

The school’s FSO and headteacher are responsible for overseeing the review of this policy, as well as other relevant fire safety information, e.g. risk assessments and evacuation procedures.

1. Legal framework

1.1. This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- The Regulatory Reform (Fire Safety) Order 2005
- Department for Communities and Local Government (2006) 'Fire Safety Risk Assessment – Educational Premises'
- DfE (2015) 'Supporting Pupils at School with Medical Conditions'
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)

1.2. This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Fire Safety Risk Assessment
- Fire Evacuation Record
- Fire Evacuation Plan (FEP)
- Invacuation, Lockdown and Evacuation Policy

2. Responsibilities of the School Board

2.1. The School Board, in consultation with the headteacher, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

2.2. The School Board endeavours to provide:

- A safe place for all users of school owned properties and their outlying buildings, including staff, pupils and visitors.
- Safe means of entry and exit for all property users.
- Equipment, grounds and systems of work that are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.

- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the FSO (Fire Safety Officer) and all other staff.

3. Responsibilities of the headteacher

3.1. The headteacher will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure all members of staff implement the Fire Safety Policy across all school owned properties and their outlying buildings.
- Designate an FSO to be responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the HSE where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety Policy.
- Work with the FSO to review and update this policy accordingly, every year.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments and suggestions to prevent them occurring.

4. Responsibilities of the Fire Safety Officer (FSO) and Deputy FSO

4.1. The FSO (Estates, Operations and Health & Safety Manager) and Deputy FSO (Premises Manager) will:

- Take responsibility for the school's fire safety matters, in collaboration with the headteacher
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the fire detection and protection equipment in all school owned properties and their outlying buildings.
- Throughout the school year, but at least once per half-term, organise and undertake a full fire evacuation drill in all school owned properties – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Ensure new and existing staff members undertake appropriated training sessions at least once per year.

- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the School Board.
- Conduct risk assessments and ensure necessary procedures are in place to mitigate the risks of fires.
- Draw up a plan of all school owned properties, including the locations of all fire extinguishers, hosepipes and fire exits.
- Ensure the creation of personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills.
- Contact the emergency services in the event of a fire.
- Use fire extinguishers where necessary.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

5. Responsibilities of staff members

5.1. Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the FSO, Deputy FSO and headteacher on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the FSO or Deputy FSO of any work situation representing serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct, which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated FSO and/or the designated Deputy FSO
- Take an interest in fire safety matters, and suggest any changes they think are appropriate.

- Make suggestions as to how the school can reduce the risk of fires.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Ensure waste paper bins in their classrooms are emptied to mitigate the risk of fire.

6. Responsibilities of pupils

6.1. All pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Respond to the instruction given by staff members in an emergency, e.g. evacuation procedures.
- Observe all health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
- Report any defects in equipment or facilities to their teacher as soon as possible.

7. Responsibilities of visitors and contractors

7.1. All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures including, but not limited to, the Fire Safety Policy.
- Be aware of the school's evacuation procedure and the fire assembly points at each school owned property they work in.
- Respond to the instruction given by staff members in an emergency.
- Put a headteacher person in charge, who will take responsibility for safe practice, in the event any school owned property is used for purposes not under the direction of the headteacher, e.g. building works.
- Inform the headteacher of all potential risks to staff, pupils and visitors.
- Assist the Principle and FSO in carrying out relevant risk assessments, suggesting ways to mitigate potential risks, before any work is carried out.
- Report any defects in equipment or facilities to the FSO and/or the Premises Manager, or, failing this, the nearest member of staff.
- Discuss any concerns regarding fire safety with the headteacher or FSO.

8. Risk assessments and checklists

- 8.1. The FSO (and/or their Deputy), in cooperation with the headteacher, has responsibility for ensuring all fire related hazards are identified and risk assessments are completed for all areas of the school, in accordance with the Department for Communities and Local Government (2006) 'fire safety risk assessment – education premises' guidance.
- 8.2. Termly assessments of high-risk areas, such as kitchens, will be undertaken.
- 8.3. Annual risk assessments will be conducted for all other, lower risk, areas of the school.
- 8.4. The fire risk assessments will be reviewed by the FSO (and/or their Deputy) and, where necessary, amended after:
 - Any structural changes, e.g. alterations to the layout of the premises or refurbishment, have taken place.
 - Any change to the use of the school owned buildings and grounds, which may affect the risk rating.
 - Any change to work processes or equipment, which may introduce new fire hazards.
 - Any change to the number of people using the property owned by the school, to ensure that fire escapes and fire assembly points can accommodate the numbers safely.
- 8.5. All visitors and contractors will be made aware of the risk assessments relevant to their activities as soon as possible after entering any school owned property.
- 8.6. The FSO (and/or their Deputy) will use checklists to ensure all fire detection and protection equipment, e.g. smoke alarms and fire extinguishers, are in working order.
- 8.7. Checklists of all kitchen and electrical equipment, e.g. cookers and heaters, which pose a potential fire risk, will be taken to ensure they are in working order.

9. Preventative measures

- 9.1. Fire hazards, such as hot surfaces, naked flames, electrical equipment and flammable liquids, are identified by the FSO (and/or their Deputy) and measures are put in place to ensure these risks are mitigated and controlled.
- 9.2. Hot surfaces, such as electrical heaters, are kept uncovered and clear at all time.
- 9.3. Pupils under the age of 10 will not be allowed to carry out processes involving heat, such as welding and using bunsen burners. Pupils over the age of 10 will be supervised at all times whilst undertaking these activities.

- 9.4. All flammable materials and fuels, such as paper, cardboard and solvents are securely disposed of.
- 9.5. Where possible, naked flames and radiant heaters are replaced by fixed convector heaters or central heating systems.
- 9.6. Relevant risk assessments are undertaken before using certain equipment, e.g. the D&T Room Risk Assessment.
- 9.7. Stocks of flammable liquids, materials and gases are kept to a minimum and, where possible, outside, to ensure the risk of fires can be mitigated. If storing materials outside is viable or possible, they should be kept locked in secure cupboards, away from pupils.
- 9.8. Flammable liquids, materials and gases are kept separate from each other in storage.
- 9.9. All curtains, upholstered furniture and other soft furnishings are fire retardant, or have been treated to ensure their safety.

10. Educating pupils

- 10.1. Pupils will be reminded to remain vigilant to fire and fire hazards, including flammable materials, during fire drills and other times where there is a heightened risk of fire, e.g. cooking lessons and science experiments.
- 10.2. The school's zero-tolerance approach to pupils unnecessarily tampering with fire alarms will be communicated during PSHE lessons.
- 10.3. Any updates relevant to pupils, such as changes in responsibilities in the Fire Safety Policy, will be communicated to parents and pupils.

11. Measures for people with disabilities

- 11.1. The FSO (and/or their Deputy) and headteacher will be notified of anyone who may be unable to evacuate any school owned property unassisted – this person will be subject to a PEEP, created by the FSO. This may include being led out by a teacher.
- 11.2. To avoid serious injury, extra measures, such as editing timetables and moving classes, or residential settings will be taken to ensure disabled pupils, members of staff or visitors don't attend lessons up flights of stairs, unless reasonable provisions e.g. lifts are in place.
- 11.3. Staff are taught to modify evacuation routes for people with disabilities as part of their annual training.

- 11.4. Refuge areas are located around the school, and if appropriate in all residential settings; in the event of a fire, and if there is no alternative escape route, people with physical disabilities should go to the nearest refuge area with a member of staff and wait for assistance to evacuate.
- 11.5. Visitors, pupils and staff with disabilities will be informed of the buildings refuge areas on their arrival at the property.
- 11.6. Visual alarms, such as flashing lights and beacons are placed in all corridors throughout the school to ensure those with hearing difficulties are aware should a fire break out. This measure is monitored in residential properties.

12. Cooking facilities

- 12.1. To ensure potential fire hazards are mitigated whilst cooking, as part of the curriculum, and in residential settings, extra measures will be taken to ensure the safety of staff members, pupils, visitors and contractors.
- 12.2. The school canteen kitchen will be thoroughly cleaned at the end of each day, by the external catering team, to ensure potential fire hazards, such as excess grease, are mitigated.
- 12.3. The school's additional cooking rooms, e.g. for food technology lessons, will be cleaned after each lesson, by educational staff and daily by the domestic team.
- 12.4. The school's Head of Premises & Compliance will check all electrical equipment in the school canteen and classrooms termly, to ensure their usability and safety.
- 12.5. An electrical engineer will check all electrical equipment in the school canteen and classrooms annually, to ensure their usability and carry out any maintenance.
- 12.6. Flammable materials, such as flour, will be kept away from heat sources, including microwaves, cookers and radiators.
- 12.7. No pupils under the age of 10 will be permitted to use the cookers and microwaves.
- 12.8. Pupils over the age of 10 will be allowed to use the cookers and microwaves, under close supervision, if West Kirby Educational Trust receives permission from parents.
- 12.9. Food waste, including paper food wrappers, will be properly disposed of, and bins emptied daily to mitigate fire risks.
- 12.10. All staff members will report any defective equipment to Estates, Operations and Health & Safety Manager as soon as possible using the every business management ticketing system

13. Fire hazards

- 13.1. Relevant risk assessments will be conducted to ensure areas for concern are identified and addressed.
- 13.2. Waste paper bins are emptied daily to mitigate risks.
- 13.3. To minimise the risk of a fire, outdoor waste containers and refuse bins will be kept at least five metres from the school building at all times, and a proportionate distance from buildings in residential settings.
- 13.4. Lighters, matches and other sources of ignition are kept in a locked store cupboard, away from pupils and can only be accessed by staff.
- 13.5. Electrical equipment is reviewed in accordance with relevant school policy, and steps are taken, e.g. regular checks by the FSO (and/or their Deputy), to ensure equipment is maintained to a high standard.

14. Procedure in the event of a fire

- 14.1. The person who discovers the fire/smoke will sound the nearest fire alarm.
- 14.2. On hearing the alarm, the building will be evacuated without delay and all pupils, staff members and visitors will proceed to their designated fire evacuation point for a register called by the FSO / Deputy FSO (for staff and visitors), or for pupils, by their class teacher.
- 14.3. Lifts will not be used during an emergency evacuation.
- 14.4. As soon as the fire alarm sounds, the fire brigade will be called, either automatically by the automated fire alarm system, or by the FSO (and/or their Deputy).
- 14.5. People will only be allowed to re-enter the building once it has been deemed safe by the headteacher, FSO, Deputy FSO, or other responsible person, e.g. member of the fire brigade, or the duty manager in residential settings.
- 14.6. If the building is not safe to re-enter all staff members, pupils and visitors will be sent home until further notice. Pupils may be sent to another building if it is deemed fit for purpose by the headteacher, FSO, Deputy FSO and a trained professional, e.g. member of the fire brigade.
- 14.7. In the event someone is injured in the fire, headteacher, FSO, Deputy FSO, or another member of the Senior Leadership Team will ring for an ambulance immediately. Whilst waiting for the emergency services, the school's first aider will administer any

first aid required. In residential settings the duty manager will assume this responsibility.

- 14.8. Measures, such as multiple fire escapes and exits are put in place to ensure all staff members, pupils and visitors can escape the school, and all other school owned buildings.
- 14.9. To ensure the fire alarm is heard throughout the school buildings, manual call points are fitted on numerous floors and throughout the schools.
- 14.10. Fire exits are kept clear and are clearly signed.
- 14.11. The school has a relevant and up-to-date FEP in place.
- 14.12. The FEP will be reviewed by the FSO and headteacher once per year, to ensure it is accurate and relevant.
- 14.13. As part of their training, all staff members will familiarise themselves with the FEP.
- 14.14. Details of the school's fire evacuation points are available in the FEP.

15. Detection equipment

- 15.1. All areas and rooms, including offices and cupboards, within the school are fitted with a smoke detector. Larger rooms, such as the school hall, are fitted with a heat and smoke detector. Appropriate detection equipment is fitted in all other school owned buildings.
- 15.2. Areas with a greater risk of fire, such as kitchens and science labs, will be fitted with two smoke and heat detectors within commercial sized buildings.
- 15.3. Detection equipment will be tested by the FSO / Deputy FSO once per half-term.
- 15.4. A trained electrical engineer will test the smoke and fire detectors at the start of every term; any required maintenance will also be carried out by the engineer.
- 15.5. The school's budget is adjusted to ensure the upkeep of fire detection equipment.

16. Protection equipment

- 16.1. Fire protection equipment is available and easily accessible around all school owned buildings.

- 16.2. Fire extinguishers will be placed in each room; the type of fire extinguisher will need to be relevant to the need of the room or area, e.g. water extinguishers in textile and technology workshops. Fire extinguishers in residential settings will be in line with the individual properties fire risk assessment.
- 16.3. At least two sand buckets are provided in each science laboratory.
- 16.4. Fire blankets are available in all kitchens, laboratories and workshops.
- 16.5. All fire protection equipment, including but not limited to fire extinguishers, hosepipes and fire blankets are checked by Premises Manager termly.
- 16.6. The school's budget is adjusted to ensure the upkeep of fire protection equipment.
- 16.7. Premises Manager will keep a checklist of all service by dates on fire extinguishers, to ensure they are not kept beyond their shelf life.
- 16.8. Emergency light is installed where directed by that buildings fire risk assessment; in the event that normal lights fail during a fire these emergency lights will illuminate exit routes and help people escape if visibility is poor.
- 16.9. Emergency light will be tested annually by Premises Manager to ensure it remains in full working order.
- 16.10. Protective clothing, such as lab coats and goggles, will be provided and funds will be made available to replace or purchase additional equipment from the school's budget.

17. Fire drills

- 17.1. The FSO / Deputy FSO will carry out fire drills at least once per term.
- 17.2. All staff members, pupils, visitors and contractors will be expected to take part in the drill.
- 17.3. Pupils in main school buildings and residential settings will go to their classes or groups designated evacuation point for a registration call.
- 17.4. Staff members, pupils, contractors and visitors will only be allowed to return to their lessons/activities once all registers have been called.
- 17.5. Depending on the success of the fire drill, e.g. how long the evacuation took; the FSO / Deputy FSO may make suggestions based on how the school can ensure the safe and quick evacuation of all of its owned properties. Any improvements will be noted in those properties Fire Evacuation Record.

- 17.6. During the fire drill, teachers and care staff will take a zero-tolerance approach to pupils misbehaving or running.
- 17.7. Day and residential pupils will be expected to behave vigilantly, as they would in the event of a real fire.
- 17.8. The FSO / Deputy FSO will make notes based on the evacuation, e.g. speed and organisation, in those properties Fire Evacuation Record.

18. Staff training

- 18.1. Staff will undergo mandatory fire safety training after joining the school community. This will be led by the FSO (and/or Deputy FSO) and include details about the fire precautions in the workplace and emergency procedures, in accordance with The Regulatory Reform (Fire Safety) Order 2005 (as amended).
- 18.2. Refresher training will be undertaken at least annually, to ensure staff members are reminded of the procedures in place, and know what to do in the event of a fire.
- 18.3. All updates to the Fire Safety Policy and other relevant school documents, such as risk assessments and procedures, will be communicated to all staff members.
- 18.4. The FSO and Deputy FSO will undergo annual training from fire safety professionals, to ensure they are capable of carrying out their role.
- 18.5. To help ensure staff members are knowledgeable about fire safety, the FSO / Deputy FSO will communicate regular updates and correspondence.

19. Monitoring and review

- 19.1. This policy will be reviewed annually by the FSO and the headteacher, and after any changes to relevant legislation or statutory guidance.
- 19.2. Any changes made to this policy will be communicated to all members of staff.
- 19.3. Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

First Aid Policy

Statement of intent

To have suitable First Aid provision at all times when there are people in school.

1. Responsibility

- 1.1. The school duty nurse will take charge of First Aid arrangements during school term time.
- 1.2. The headteacher will be responsible during school holidays.

2. First Aid Boxes

- 2.1. Suitable, stocked First Aid boxes will be sited in all areas where deemed necessary.
- 2.2. These boxes will be readily accessible, clearly marked and well stocked at all times.

3. Defibrillator

- 3.1. Will be kept in the working staff room and medical room
- 3.2. All first aid staff are trained in use.

4. Information

- 4.1. Location of equipment and name of First Aid Personnel are displayed on the wall outside the main medical room.

5. Records

- 5.1. Records will be kept of First Aid treatment given and what treatment followed e.g. able to return to normal activities, rested, sent home or sent to hospital as a result of an injury [accompanied by a member of staff].

5.2. All first Aid treatment given to pupils is clearly documented in the Nursing care plans and their attendance is recorded in the Medical Room Attendance book. AVPS use CPOMs to log this data

5.3. A record is also recorded on the staff or Pupil Accident Report Sheet.

6. Off Site

6.1. Off site and in the school vehicles First Aid will be available to pupils and staff groups when away from school premises.

7. Training

7.1. All employees will be offered First Aid certificate training with refresher courses as and when needed.

7.2. Records of qualified First Aiders will be kept with dates of certificate expiry.

7.3. An up to date list of qualified First Aiders are displayed outside the medical room.

7.4. Premises Manager will make staff aware of any specific hazards in the workplace should they occur.

7.5. If an ambulance is called a member of staff should meet them and direct them to the pupil or member of staff in need of assistance.

8. Monitoring and review

8.1. This policy will be reviewed annually by the school nurse and the headteacher, and after any changes to relevant legislation or statutory guidance.

8.2. Any changes made to this policy will be communicated to all members of staff.

1.1. Changes pertaining to pupils, e.g. their responsibilities, will be communicated to parents and pupils.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Infection Control Policy

Contents:

Statement of intent

Preventative measures

1. Legal framework
2. Ensuring a clean environment
3. Pupil immunisation
4. Staff immunisation
5. Contact with pets and animals
6. Water-based activities

In the event of infection

7. Preventing the spread of infection
8. Vulnerable pupils
9. Procedures for unwell pupils/staff
10. Exclusion
11. Medication
12. Outbreaks of infectious diseases
13. Pregnant staff members
14. Staff handling food
15. Managing specific infectious diseases
16. Monitoring and review

Appendices

- a) Managing Specific Infectious Diseases
- b) Infection Absence Periods
- c) Diarrhoea and Vomiting Outbreak Action Checklist
- d) List of Notifiable Diseases
- e) Infection Control During the Coronavirus Pandemic

Statement of intent

Infections can easily spread in a school due to:

- Pupils' immature immune systems.
- The close-contact nature of the environment.
- Some pupils having not yet received full vaccinations.
- Pupils' poor understanding of good hygiene practices.

Infections commonly spread in the following ways:

- Respiratory spread – contact with coughs or other secretions from an infected person.
- Direct contact spread – direct contact with the infecting organism, e.g., skin-on-skin contact during sports.
- Gastrointestinal spread – contact with contaminated food or water, or contact with infected faeces or unwashed hands.
- Blood borne virus spread – contact with infected blood or bodily fluids, e.g., via bites or used needles.

We actively prevent the spread of infection via the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment
- Routine immunisations
- Taking appropriate action when infection occurs

This policy aims to help school staff prevent and manage infections in school. It is not intended to be used as a tool for diagnosing disease, but rather a series of procedures informing staff what steps to take to prevent infection and what actions to take when infection occurs.

1. Legal framework

- 1.1. This policy has due regard to legislation including, but not limited to, the following:
 - Control of Substances Hazardous to Health Regulations 2002 (as amended 2004)
 - Health and Safety at Work etc. Act 1974
 - The Management of Health and Safety at Work Regulations 1999
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - The Health Protection (Notification) Regulations 2010
- 1.2. This policy has due regard to statutory guidance including, but not limited to, the following
 - Public Health England (2019) 'Health protection in schools and other childcare facilities'
 - DfE (2015) 'Supporting pupils at school with medical conditions'
- 1.3. This policy operates in conjunction with the following school policies and documents:
 - Animals in School Policy
 - Dogs in School Policy
 - Health and Safety Policy
 - Administering Medication Policy
 - First Aid Policy
 - Bodily Fluid Hygiene Policy
 - Sharps Policy
 - Risk assessments for school trips are now held centrally on the Evolve system

Preventative measures

2. Ensuring a clean environment

Sanitary facilities

- 2.1. Wall-mounted soap dispensers are used in all toilets – bar soap is never used.
- 2.2. A foot-operated waste paper bin is always made available where disposable paper towels are used.
- 2.3. Toilet paper is always available in cubicles.
- 2.4. Suitable sanitary disposal facilities are provided where necessary.

Continence aid facilities

- 2.5. Pupils who use continence aids, e.g., continence pads and catheters are encouraged to be as independent as possible. Pads are changed in a designated area with adequate handwashing facilities, and disposable powder-free latex gloves

Laundry

- 2.6. All laundry is washed in a separate dedicated facility, and any soiled linens are washed separately.
- 2.7. Manual sluicing of clothing is not permitted, and gloves and aprons are worn when handling soiled linen or clothing. Hands are thoroughly washed after gloves are removed.

Cleaning in-house

- 2.8. Domestic staff are employed in-house to carry out rigorous cleaning of the premises. Cleaning equipment is maintained to a high standard and is colour coded according to area of use. Premises Manager is responsible for monitoring cleaning standards and discussing any issues that may arise with the in-house team. The same protocol is assigned when employing a contractor.

Toys and equipment

- 2.9. A written schedule is in place to ensure that toys and equipment are cleaned on a daily basis. Toys that are “soft”, such as modelling clay and ‘Play-doh’, are discarded whenever they look dirty.
- 2.10. Sandpits are covered when not in use and the sand is changed on a regular basis: four weeks for indoor sandpits and, for outdoor sandpits, as soon as the sand becomes discoloured or malodorous. Sand is sieved or raked on a weekly basis.

- 2.11. Water play troughs are emptied, washed with detergent and hot water, dried and stored upside-down when not in use for long periods. When in use, the water is replenished, at a minimum, on a daily basis, and the trough remains covered Overnight.

Handwashing

- 2.12. All staff and pupils are advised to wash their hands after using the toilet, before and after eating or handling food, and after touching animals.

Blood and other bodily fluids

- 2.13. Cuts and abrasions are covered with waterproof dressings.
- 2.14. When coughing or sneezing, all staff and pupils are encouraged to cover their nose and mouth with a disposable tissue and dispose of the tissue after use, and to wash their hands afterwards.
- 2.15. Personal protective equipment (PPE) are worn where there is a risk of contamination with blood or bodily fluids during an activity. Gloves are disposable, non-powdered vinyl or latex and CE (*Conformité Européene*) marked. If there is a risk of splashing to the face, goggles are worn.
- 2.16. Spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately. They are cleaned using a mixture of detergent and disinfectant. Paper towels or cloths are used, always wearing PPE, and they are disposed of after use. The school spillage kit is stored in Domestic storerooms.

Bites

- 2.17. If a bite does not break the skin, the affected area is cleaned with soap and water.
- 2.18. If a bite breaks the skin, the affected area is cleaned with soap and running water, the incident is recorded in the pupil accident log (Behaviour Watch), and medical advice is sought immediately.

Hypodermic needles (sharps)

- 2.19. Injuries incurred through sharps found on school grounds will be treated in line with the school's Sharps Policy. All sharps found on school premises will be disposed of in the sharps bin wearing PPE.

3. Pupil immunisation

- 3.1. The school keeps up-to-date with national immunisation scheduling and advice via www.nhs.uk/conditions/vaccinations/.

- 3.2. Each pupil's immunisation status is checked upon school entry and at the time of any vaccination by the (if information is made available and held by the NHS school nurse
- 3.3. Whilst the school encourages parents to have their children immunised, written parental consent is always sought by the NHS administering the vaccination before a vaccination is given.
- 3.4. The NHS will visit the school in order to carry out vaccinations and will be able to advise pupils if there are any concerns.
- 3.5. A risk assessment will be conducted before any vaccinations take place.
- 3.6. Any pupils who become unwell after receiving a vaccination will be treated by the healthcare team who administered the vaccine, or by the school nurse, following the school's procedures for sick and unwell pupils.
- 3.7. Any side effects from the vaccinations, such as becoming unwell, will be reported to the healthcare team who administered the vaccination, allowing them to record the symptoms and the time that the vaccine was administered.
- 3.8. Any medication required to relieve the side effects of a vaccination, such as painkillers, will be administered in accordance with the school's Administering Medication Policy.
- 3.9. Regular communication is maintained after pupils return to lessons, as some side effects can take several hours to develop.
- 3.10. Members of staff will be with pupils before, during and after vaccinations, in order to keep the pupils relaxed and create a calming atmosphere.
- 3.11. The school will ensure that the venue used is a clean, open, well-ventilated room, where pupils can access water and fresh air.
- 3.12. Needles are kept away from pupils before and after the vaccine is administered.
- 3.13. Some vaccinations may involve an exclusion period in which pupils are not required to attend school. The administering healthcare team will provide advice in such cases.

4. Staff immunisation

- 4.1. All staff will undergo a full occupational health check prior to employment, which confirms they are up-to-date with their immunisations.
- 4.2. Staff should be up-to-date with immunisations; in particular, we encourage the following:

Hepatitis B: We do not recommend Hepatitis B vaccines for staff in routine contact with infected children; however, where staff are involved with the care of

children with severe learning disabilities or challenging behaviour, or have been in contact with a child and bodily fluids i.e. been bitten and drawing blood we encourage immunisation.

Rubella: Female staff of childbearing age are encouraged to check with their GP that they are immune to the rubella (German measles) virus. If they are not immune, we encourage them to be immunised with the MMR vaccine, except during pregnancy.

5. Contact with pets and animals

- 5.1. Animals in schools are strictly controlled under our Animals in School Policy and Dogs in School Policy
- 5.2. The school only considers the following animals as school pets: hamsters, gerbils, guinea pigs and rabbits.
- 5.3. Animals in school are only permitted in the following areas: classrooms and the main hall.
- 5.4. The school has the following insurance arrangements in place for the animals we keep: details of insurance arrangements.
- 5.5. Only mature and toilet trained animals are considered for school pets. Animals are always supervised when in contact with children, and anyone handling animals will wash their hands immediately afterwards.
- 5.6. All animals receive recommended treatments and immunisations, are groomed daily. and checked for any signs of infection on a weekly basis by the class teacher.
- 5.7. Bedding is changed on a weekly basis.
- 5.8. Feeding areas are kept clean and pet food is stored away from human food. Any food that has not been consumed within 20 minutes is taken away or covered.
- 5.9. The headteacher ensures that a knowledgeable person is responsible for each animal.
- 5.10. Visits to farms are strictly controlled by the policies and protocols contained in our Farm Visit Risk Assessment.
- 5.11. Visits to zoos are strictly controlled by use of our Visit to the Zoo Risk Assessment.

6. Water-based activities

- 6.1. Swimming lessons
- 6.2. General swimming lessons are governed by the control measures outlined in our Swimming Risk Assessment.
- 6.3. Pupils who have experienced vomiting or diarrhoea in the weeks preceding the trip are not permitted to attend public swimming pools.
- 6.4. Other activities
- 6.5. Alternative water-based activities are only undertaken at reputable centres.
- 6.6. Children and staff cover all cuts, scratches and abrasions with waterproof dressings before taking part, and hands are washed immediately after the activity. No food or drink is to be consumed until hands have been washed.
- 6.7. After canoeing or rowing, staff and pupils immediately wash or shower.
- 6.8. If a member of staff or a pupil becomes ill within three to four weeks of an activity taking place, we encourage them to seek medical advice and inform their GP of their participation in these activities.

In the event of infection

7. Preventing the spread of infection

- 7.1. Parents will not bring their child to school in the following circumstances:
 - The child shows signs of being poorly and needing one-to-one care
 - The child has untreated conjunctivitis
 - The child has a high temperature/fever
 - The child has untreated head lice
 - The child has been vomiting and/or had diarrhoea within the last 48 hours
 - The child has an infection and the minimum recommended exclusion period has not yet passed

8. Vulnerable pupils

- 8.1. Pupils with impaired immune defence mechanisms (known as immune-compromised) are more likely to acquire infections. In addition, the effect of an infection is likely to be more significant for such pupils. These pupils may have a disease that compromises

their immune system or be undergoing treatment, such as chemotherapy, that has a similar effect.

- 8.2. The school nurse will be notified if a child is “vulnerable”. Parents are responsible for notifying the school if their child is “vulnerable”.
- 8.3. If a vulnerable child is thought to have been exposed to an infectious disease, the child’s parents will be informed and encouraged to seek medical advice from their doctor or specialist.

9. Procedures for unwell pupils/staff

- 9.1. Staff are required to know the warning signs of pupils becoming unwell including, but not limited to, the following:

- Not being themselves

- Not having a snack

- Not eating at lunch time

- Wanting more attention/sleep than usual

- Displaying physical signs of being unwell, e.g., watery eyes, a flushed face, clammy skin, pallor or visiting the toilet more frequently

- 9.2. Where a staff member identifies a pupil as unwell, they need to contact the medical room by telephone to discuss this further. NB: In the case of a suspected notifiable disease PLEASE DO NOT ATTEND THE MEDICAL ROOM WITHOUT DISCUSSING THE VISIT FIRST, FOR ALL MEDICAL EMERGENCIES PLEASE USE CHANNEL 8. The school nurse or medical staff which includes first aiders should be wearing appropriate PPE

- 9.3. Where the school nurse is unavailable, staff will:

- Attempt to cool the pupil down if they are too hot, by opening a window and suggesting that the pupil removes their top layers of clothing.

- Provide the pupil with a drink of water.

- Moves the pupil to a quieter area of the classroom or school.

- Ensure there is a staff member available to comfort the pupil.

- Summon emergency medical help if required.

- 9.4. Pupils and staff displaying any of the signs of becoming unwell outlined in 9.1 will be sent home, and recommended to contact the NHS helpline 111
- 9.5. If a pupil is identified with sickness and diarrhoea, the pupil’s parents will be contacted immediately and the child will be sent home, and may only return if asymptomatic for 48 hours.
- 9.6. If a staff member is suffering from vomiting and diarrhoea, they will be sent home and may not return until 48 hours have passed without symptoms. As above

- 9.7. If the school is unable to contact a pupil's parents in any situation, the pupil's alternative emergency contacts will be contacted.
- 9.8. Contaminated clothing
- 9.9. If the clothing of the first-aider or a pupil becomes contaminated, the clothing is removed as soon as possible and placed in a plastic bag. The pupil's clothing is sent home with the pupil, and parents are advised of the best way to launder the clothing.

10.Exclusion

- 10.1. Pupils suffering from infectious diseases will be excluded from school on medical grounds for the minimum recommended period.
- 10.2. Pupils can be formally excluded on medical grounds by the headteacher.
- 10.3. Where a child has a notifiable infection disease the Local Authority in conjunction with the school nurse would liaise with parents and the school directors
- 10.4. If a pupil is exposed to an infectious disease, but is not confirmed to be infected, this is not normally a valid reason for exclusion; however, the local health protection team (HPT) may be contacted to advise on a case-by-case basis.

11.Medication

- 11.1. Where a pupil has been prescribed medication by a doctor, dentist, nurse or pharmacist, the first dose will be given at home, in case the pupil has an adverse reaction.
- 11.2. All medicine provided in school will be administered in line with the Administering Medication Policy.

12.Pregnant staff members

- 12.1. If a pregnant staff member develops a rash, or is in direct contact with someone who has a potentially contagious rash, we will strongly encourage her to speak to her doctor or midwife.
- 12.2. **Chickenpox:** If a pregnant staff member has not already had chickenpox or shingles, becoming infected can affect the pregnancy. If a pregnant staff member believes they have been exposed to chickenpox or shingles and have not had either infection previously, she will speak to her midwife or GP as soon as possible.

- 12.3. **Measles:** If a pregnant staff member is exposed to measles, she will inform her midwife immediately. All female staff under the age of 25, who work with young children, are asked to provide evidence of two doses of MMR vaccine or a positive history of measles.
- 12.4. **Rubella (German measles):** If a pregnant staff member is exposed to rubella, she will inform her midwife immediately. All female staff under the age of 25, who work with young children, are asked to provide evidence of two doses of MMR vaccine or a positive history of Rubella.
- 12.5. **Slapped cheek disease (Parvovirus B19):** If a pregnant staff member is exposed to slapped cheek disease, she will inform her midwife promptly.

13. Staff handling food

- 13.1. Food handling staff suffering from transmittable diseases will be excluded from all food handling activity until advised by the local Environmental Health Officer that they are clear to return to work. Both food handling staff and midday assistants are not permitted to attend work if they are suffering from diarrhoea and/or vomiting. They are not permitted to return to work until 48 hours have passed since diarrhoea and/or vomiting occurred, or until advised by the local environmental health officer that they are allowed to return to work.
- 13.2. The school will notify the local Environmental Health Department as soon as we are notified that a staff member engaged in the handling of food has become aware that they are suffering from, or likely to be carrying, an infection that may cause food poisoning.
- 13.3. Food handlers are required by law to inform the school if they are suffering from any of the following:
 - Typhoid fever
 - Paratyphoid fever
 - Other salmonella infections
 - Dysentery
 - Shigellosis
 - Diarrhoea (where the cause of which has not been established)
 - Infective jaundice
 - Staphylococcal infections likely to cause food poisoning like impetigo, septic skin lesions, exposed infected wounds, boils
 - E. coli VTEC infection
- 13.4. 'Formal' exclusions will be issued where necessary, but employees are expected to provide voluntary 'off work' certificates from their GP.

14. Managing specific infectious diseases

- 14.1. When an infectious disease occurs in the school, we will follow the appropriate procedures set out in the Managing Specific Infectious Diseases appendix.

15. Monitoring and review

- 15.1. All members of staff are required to familiarise themselves with this policy as part of their induction programme.
- 15.2. The headteacher will review this policy on a termly basis and will make any changes necessary, taking into account the current effectiveness of infection control and prevention.

Appendix A: Managing Specific Infectious Diseases -

[headteacherhttps://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

1. Disease	2. Symptoms	3. Considerations	4. Exclusion period
Athlete's foot	Scaling or cracking of the skin, particularly between the toes, or blisters containing fluid. The infection may be itchy.	Cases are advised to see their GP for advice and treatment.	Exclusion is not necessary.
Chicken pox	Sudden onset of fever with a runny nose, cough and generalised rash. The rash then blisters and scabs over. Several blisters may develop at once, so there may be scabs in various stages of development. Some mild infections may not present symptoms.	Cases are advised to consult their GP.	Chickenpox is infectious from 48 hours prior to a rash appearing up to five days after the onset of a rash. Cases will be excluded from school for five days from the onset of a rash. It is not necessary for all the spots to have healed before the case returns to school.
Cold sores	The first signs of cold sores are tingling, burning or itching in the affected area. Around 24 hours after the first signs appear the area will redden and swell, resulting in a fluid-filled blister. After blistering, they break down to form ulcers then dry up and crust over.	Cases are advised not to touch the cold sore, or to break or pick the blisters. Sufferers of cold sores should avoid kissing people and should not share items such as cups, towels and facecloths.	Exclusion is not necessary.
Conjunctivitis	The eye(s) become reddened and swollen, and there may be a yellow or green discharge. Eyes may feel itchy and 'gritty'.	Cases are encouraged to seek advice, wash their hands frequently and not to rub their eyes. The HPT will be contacted if an outbreak occurs.	Exclusion is not necessary.

1. Disease	2. Symptoms	3. Considerations	4. Exclusion period
Coronavirus	A new, continuous cough and a high temperature are the main symptoms of coronavirus.	Cases will be sent home and advised to contact 111 for advice or 999 if they become seriously ill or believe their life is at risk. The local HPT will be contacted if an outbreak occurs.	Cases will be required to self-isolate at home for 7 days if they live alone, or 14 days if they live with others.
Food poisoning	Symptoms normally appear within one to two days of contaminated food being consumed, although they may start at any point between a few hours and several weeks later. The main symptoms are likely to be nausea, vomiting, diarrhoea, stomach cramps and fever.	Cases will be sent home. The HPT will be contacted where two or more cases with similar symptoms are reported. The cause of a food poisoning outbreak will always be investigated.	Cases will be excluded until 48 hours have passed since symptoms were present. For some infections, longer exclusion periods may be required. The HPT will advise in such cases.
Giardia	Symptoms include abdominal pain, bloating, fatigue and pale, loose stools.	Cases will be sent home. The HPT will be contacted where two or more cases with similar symptoms are reported.	Cases will be excluded until 48 hours have passed since symptoms were present.
Salmonella	Symptoms include diarrhoea, headache, fever and, in some cases, vomiting.	Cases will be sent home. The HPT will be contacted where two or more cases with similar symptoms are reported.	Cases will be excluded until 48 hours have passed since symptoms were present.
Typhoid and paratyphoid fever	Symptoms include tiredness, fever and constipation. The symptoms of paratyphoid fever include fever, diarrhoea and vomiting.	All cases will be immediately reported to the HPT.	Cases will be excluded whilst symptomatic and for 48 hours after symptoms have resolved. Environmental health officers or the HPT may advise the school to issue a lengthened exclusion period.
E. coli (verocytotoxigenic or VTEC)	Symptoms vary but include diarrhoea, abdominal cramps, headaches and bloody diarrhoea.	Cases will immediately be sent home and advised to speak to their GP.	Cases will be excluded whilst symptomatic and for 48 hours after symptoms have resolved.

1. Disease	2. Symptoms	3. Considerations	4. Exclusion period
			<p>Where the sufferer poses an increased risk, for example, food handlers, they will be excluded until a negative stool sample has been confirmed.</p> <p>The HPT will be consulted in all cases.</p>
Gastroenteritis	Symptoms include three or more liquid or semi-liquid stools in a 24-hour period.	The HPT will be contacted where there are more cases than usual.	<p>Cases will be excluded until 48 hours have passed since symptoms were present.</p> <p>If medication is prescribed, the full course must be completed and there must be no further symptoms displayed for 48 hours following completion of the course before the cases may return to school.</p> <p>Cases will be excluded from swimming for two weeks following their last episode of diarrhoea.</p>
Bacillary dysentery (Shigella)	Symptoms include bloody diarrhoea, vomiting, abdominal pain and fever. It lasts four to seven days on average, but potentially several weeks.	The school will contact the HPT.	Microbiological clearance is required for some types of shigella. The HPT will advise.
Campylobacter	Symptoms include diarrhoea, headache, fever and, in some cases, vomiting.		Cases will be excluded until 48 hours have passed since symptoms were present.
Cryptosporidiosis	Symptoms include abdominal pain, diarrhoea and occasional vomiting.		Cases will be excluded until 48 hours have passed since symptoms were present.
Glandular fever	Symptoms include severe tiredness, aching muscles, sore throat, fever, swollen glands and occasionally jaundice.	The sufferer may feel unwell for several months and the school will provide reasonable adjustments where necessary.	Exclusion is not necessary, and cases can return to school as soon as they feel well.

1. Disease	2. Symptoms	3. Considerations	4. Exclusion period
Hand, foot and mouth disease	Symptoms include a fever, reduced appetite and generally feeling unwell. One or two days later, a rash with blisters will develop on cheeks, hands and feet. Not all cases will have symptoms.		Exclusion is not necessary, and cases can return to school as soon as they feel well.
Head lice	Other than the detection of live lice or nits, there are no immediate symptoms until two to three weeks after infection, where itching and scratching of the scalp occurs.	<p>Treatment is only necessary when live lice are seen.</p> <p>Staff are not permitted to inspect any pupil's hair for head lice.</p> <p>If a staff member incidentally notices head lice in a pupil's hair, they will inform the pupil's parents and advise them to treat their child's hair.</p> <p>When a pupil has been identified as having a case of head lice, a letter will be sent home to all parents notifying them that a case of head lice has been reported and asking all parents to check their children's hair.</p>	Exclusion is not necessary.
Hepatitis A	Symptoms include abdominal pain, loss of appetite, nausea, fever and tiredness, followed by jaundice, dark urine and pale faeces.	The illness in children usually lasts one to two weeks, but can last longer and be more severe in adults.	<p>Cases are excluded while unwell and for seven days after the onset of jaundice (or the onset of symptoms if no jaundice presents), the case is under five years of age or where hygiene is poor.</p> <p>There is no need to exclude older children with good hygiene.</p>
Hepatitis B	Symptoms include general tiredness, nausea, vomiting, loss of appetite, fever and dark urine, and older cases may develop jaundice.	The HPT will be contacted where advice is required.	Acute cases will be too ill to attend school and their doctor will advise when they are fit to return.

1. Disease	2. Symptoms	3. Considerations	4. Exclusion period
		<p>The procedures for dealing with blood and other bodily fluids will always be followed.</p> <p>The accident book will always be completed with details of injuries or adverse events related to cases.</p>	<p>Chronic cases will not be excluded or have their activities restricted.</p> <p>Staff with chronic hepatitis B infections will not be excluded.</p>
Hepatitis C	Symptoms are often vague but may include loss of appetite, fatigue, nausea and abdominal pain. Less commonly, jaundice may occur.	<p>The procedures for dealing with blood and other bodily fluids will always be followed.</p> <p>The accident book will always be completed with details of injuries or adverse events related to cases.</p>	Cases will not be excluded or have their activities restricted.
Impetigo	Symptoms include lesions on the face, flexures and limbs.	<p>Towels, facecloths and eating utensils will not be shared by pupils.</p> <p>Toys and play equipment will be cleaned thoroughly.</p>	Cases will be excluded until lesions have healed and crusted or 48 hours after commencing antibiotic treatment.
Influenza	Symptoms include headache, fever, cough, sore throat, aching muscles and joints, and tiredness.	<p>Those in risk groups will be encouraged to have the influenza vaccine.</p> <p>Anyone with flu-like symptoms will stay home until they have recovered.</p> <p>Pupils under 16 will not be given aspirin.</p>	Cases will remain home until they have fully recovered.
Measles	Symptoms include a runny nose, cough, conjunctivitis, high fever and small white spots around the cheeks. Around the third day, a rash of flat red or brown blotches may appear on the face then spread around the body.	<p>All pupils are encouraged to have MMR immunisations in line with the national schedule.</p> <p>Staff members should be up-to-date with their MMR vaccinations.</p> <p>Pregnant staff members and those with weak immune systems will be encouraged to</p>	Cases are excluded for four days after the onset of a rash.

1. Disease	2. Symptoms	3. Considerations	4. Exclusion period
		contact their GP immediately for advice if they come into contact with measles.	
Meningitis	Symptoms include fever, severe headaches, photophobia, stiff neck, non-blanching rash, vomiting and drowsiness.	Meningitis is a notifiable disease.	Once a case has received any necessary treatment, they can return to school.
Meningococcal meningitis and meningitis septicaemia	Symptoms include fever, severe headaches, photophobia, stiff neck and a non-blanching rash.	<p>Medical advice will be sought immediately.</p> <p>The confidentiality of the case will always be respected.</p> <p>The HPT and school health advisor will be notified of a case of meningococcal disease in the school. The HPT will conduct a risk assessment and organise antibiotics for household and close contacts.</p> <p>The HPT will be notified if two cases of meningococcal disease occur in the school within four weeks.</p>	<p>When the case has been treated and recovered, they can return to school.</p> <p>Exclusion is not necessary for household or close contacts unless they have symptoms suggestive of meningococcal infection.</p>
Meningitis (viral)	Symptoms include headache, fever, gastrointestinal or upper respiratory tract involvement and, in some cases, a rash.	<p>The case will be encouraged to consult their GP.</p> <p>If more than once case occurs, the HPT will be consulted.</p>	No exclusion is required.
Meticillin resistant staphylococcus aureus (MRSA)	Symptoms are rare but include skin infections and boils.	All infected wounds will be covered.	No exclusion is required.
Mumps	Symptoms include a raised temperature and general malaise. Then, stiffness or pain in the jaws and neck is common. Following this, the glands in the cheeks and under the jaw swell up and cause pain (this can	<p>The case will be encouraged to consult their GP.</p> <p>Parents are encouraged to immunise their children against mumps.</p>	Cases can return to school five days after the onset of swelling if they feel able to do so.

1. Disease	2. Symptoms	3. Considerations	4. Exclusion period
	be on one or both sides). Mumps may also cause swelling of the testicles.		
Ringworm	Symptoms vary depending on the area of the body affected.	Pupils with ringworm of the feet will wear socks and trainers at all times and cover their feet during physical education.	No exclusion is usually necessary. For infections of the skin and scalp, cases can return to school once they have received treatment.
Rotavirus	Symptoms include severe diarrhoea, stomach cramps, vomiting, dehydration and mild fever.	Cases will be sent home if unwell and encouraged to speak to their GP.	Cases will be excluded until 48 hours have passed since symptoms were present.
Rubella (German Measles)	Symptoms are usually mild, with a rash being the first indication. There may also be mild catarrh, headaches or vomiting. There may be a slight fever and some tenderness in the neck, armpits or groin, and there may be joint pains.	MMR vaccines are promoted to all pupils.	Cases will be excluded for six days from the appearance of the rash.
Scabies	Symptoms include tiny pimples and nodules on a rash, with burrows commonly seen on the wrists, palms, elbows, genitalia and buttocks.	All household contacts and any other very close contacts should have one treatment at the same time as the second treatment of the case. The second treatment must not be missed and should be carried out one week after the first treatment.	Cases will be excluded until after the first treatment has been carried out.
Scarlet Fever	Symptoms include acute inflammation of the pharynx or tonsils, with tonsils reddening in colour and becoming partially covered with a thick, yellowish exudate. In severe cases, there may be a high fever, difficulty swallowing and tender, enlarged lymph nodes. A rash develops on the first day of fever and is red, generalised, pinhead in size and gives the skin a sandpaper-like texture, with the tongue developing a strawberry-like appearance.	Antibiotic treatment is recommended, as a person is infectious for two to three weeks if antibiotics are not administered. If two or more cases occur, the HPT will be contacted.	Cases are excluded for 24 hours following appropriate antibiotic treatment.
Slapped cheek syndrome,	Where symptoms develop, they include a rose-red rash making the cheeks appear bright red.	Cases will be encouraged to visit their GP.	Exclusion is not required.

1. Disease	2. Symptoms	3. Considerations	4. Exclusion period
Parvovirus B19, Fifth's Disease			
Threadworm	Symptoms include itching around the anus, particularly at night.	Cases will be encouraged to visit their GP.	Exclusion is not required.
Tuberculosis (TB)	Symptoms include cough, loss of appetite, weight loss, fever, sweating (particularly at night), breathlessness and pains in the chest. TB in parts of the body other than the lungs may produce a painful lump or swelling.	Advice will be sought from the HPT before taking any action, and regarding exclusion periods.	Cases with infectious TB can return to school after two weeks of treatment if well enough to do so, and as long as they have responded to anti-TB therapy. Cases with non-pulmonary TB, and cases with pulmonary TB who have effectively completed two weeks of treatment as confirmed by TB nurses, will not be excluded.
Whooping cough (pertussis)	Symptoms include a heavy cold with a persistent cough. The cough generally worsens and develops the characteristic 'whoop'. Coughing spasms may be worse at night and may be associated with vomiting.	Cases will be advised to see their GP. Parents are advised to have their children immunised against whooping cough.	Cases will not return to school until they have had 48 hours of appropriate treatment with antibiotics and feel well enough to do so, or 21 days from the onset of illness if no antibiotic treatment is given. Cases will be allowed to return in the above circumstances, even if they are still coughing.

Appendix B: Infection Absence Periods

This table details the minimum required period for staff and pupils to stay away from school following an infection, as recommended by Public Health England.

*Identifies a notifiable disease. It is a statutory requirement that doctors report these diseases to their local Public Health England centre.

Infection	Recommended minimum period to stay away from school	Comments
Athlete's foot	None	Treatment is recommended; however, this is not a serious condition.
Chicken pox	Until all vesicles have crusted over	Follow procedures for vulnerable children and pregnant staff.
Cold sores	None	Avoid contact with the sores.
Conjunctivitis	None	If an outbreak occurs, consult the HPT.
Diarrhoea and/or vomiting	Whilst symptomatic and 48 hours from the last episode	GPs should be contacted if diarrhoea or vomiting occur after taking part in water-based activities.
Diphtheria*	Exclusion is essential.	Family contacts must be excluded until cleared by the HPT and the HPT must always be consulted.
Flu (influenza)	Until recovered	Report outbreaks to the HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact the HPT if a large number of children are affected. Exclusion may be considered in some circumstances.

Infection	Recommended minimum period to stay away from school	Comments
Head lice	None	Treatment recommended only when live lice seen.
Hepatitis A*	Seven days after onset of jaundice or other symptoms	If it is an outbreak, the HPT will advise on control measures.
Hepatitis B*, C* and HIV	None	Not infectious through casual contact. Procedures for bodily fluid spills must be followed.
Impetigo	48 hours after commencing antibiotic treatment, or when lesions are crusted and healed	Antibiotic treatment is recommended to speed healing and reduce the infectious period.
Measles*	Four days from onset of rash	Preventable by vaccination (MMR). Follow procedures for vulnerable children and pregnant staff.
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. The HPT will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. The HPT will advise on any action needed.
Meningitis viral*	None	As this is a milder form of meningitis, there is no reason to exclude those who have been in close contact with infected persons.
MRSA	None	Good hygiene, in particular environmental cleaning and handwashing, is important to minimise the spread. The local HPT should be consulted.
Mumps*	Five days after onset of swelling	Preventable by vaccination with two doses of MMR.
Ringworm	Exclusion is not usually required	Treatment is required.

Infection	Recommended minimum period to stay away from school	Comments
Rubella (German measles)	Four days from onset of rash	Preventable by two doses of immunisation (MMR). Follow procedures for pregnant staff.
Scarlet fever	24 hours after commencing antibiotic treatment	Antibiotic treatment is recommended, as a person is infectious for two to three weeks if antibiotics are not administered. If two or more cases occur, the HPT should be contacted.
Scabies	Can return to school after first treatment	The infected person's household and those who have been in close contact will also require treatment.
Slapped cheek/Fifth disease/Parvo Virus B19	None (once rash has developed)	Follow procedures for vulnerable children and pregnant staff.
Threadworms	None	Treatment recommended for the infected person and household contacts.
Tonsillitis	None	There are many causes, but most causes are virus-based and do not require antibiotics.
Tuberculosis (TB)	Pupils with infectious TB can return to school after two weeks of treatment if well enough to do so, and as long as they have responded to anti-TB therapy.	Only pulmonary (lung) TB is infectious. It requires prolonged close contact to spread. Cases with non-pulmonary TB, and cases with pulmonary TB who have effectively completed two weeks of treatment as confirmed by TB nurses, should not be excluded. Consult the local HPT before disseminating information to staff and parents.
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.
Whooping cough (pertussis)*	Two days from commencing antibiotic treatment, or 21 days from the onset of illness if no antibiotic treatment is given	Preventable by vaccination. Non-infectious coughing can continue for many weeks after treatment. The HPT will organise any necessary contact tracing.

Appendix C: Diarrhoea and Vomiting Outbreak Action Checklist

Date:	
Completed by:	

Action	Action taken?		Comments
	Yes	No	
A 48-hour exclusion rule has been enforced.			
Liquid soap and paper hand towels are available.			
Enhanced cleaning is undertaken twice daily, and an appropriate disinfectant is used.			
Appropriate personal protective equipment (PPE) is available.			
Appropriate waste disposal systems are available for removing infectious waste.			
Toys are cleaned and disinfected on a daily basis.			
Infected linen is segregated, and dissolvable laundry bags are used where possible.			
Visitors are restricted, and essential visitors are informed of the outbreak.			
New children joining the school are delayed from joining.			
The health protection team (HPT) has been informed of any infected food handlers.			
Staff work in dedicated areas and food handling is restricted.			
All staff (including agency) are asked if they are unwell.			
Staff are restricted from working elsewhere.			
The HPT is informed of any planned events at the school.			
The school nurse is informed.			
Ofsted are informed if necessary.			

Appendix D: List of Notifiable Diseases

Under the Health Protection (Notification) Regulations 2010, the following diseases will always be reported to the health protection team (HPT):

- Acute encephalitis
- Acute meningitis
- Acute poliomyelitis
- Acute infectious hepatitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- COVID-19
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease and scarlet fever
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Lone Worker Policy

Introduction

West Kirby Educational Trust & College recognises that some staff are required to work by themselves, without close or direct supervision, sometimes in isolated work areas or out of office hours.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, an Employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances.

However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

1. Scope of The Policy

This policy applies to all situations involving lone working arising in connection with the duties and activities of staff.

'Lone workers' includes:

Those working at their main place of work where:

- Only one person is working on the premises, e.g. caretakers.
- People work separately from each other, e.g. in different locations.
- People working outside normal office hours, e.g. cleaners.

Those working away from their fixed base where:

- One worker is visiting another agency's premises or meeting venue.
- One worker is making a home visit to an individual.
- One worker is working from their own home.

2. Aims of The Policy

The aim of the policy is to:

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff related to lone working.

3. Responsibilities

The headteacher is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risks associated with lone working;
- Providing resources for putting the policy into practice; and
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed.

Line Managers and Estates, Operations and Health & Safety Manager are responsible for:

- Ensuring that all staff are aware of the policy;
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees;
- Identify situations where people work alone and decide whether systems can be adopted to avoid workers carrying out tasks on their own;
- Ensuring that risk assessments are carried out and reviewed regularly;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, and updating and refreshing this training as necessary;
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents;
- Ensuring that appropriate support is given to staff involved in any incident; and
- Providing a mobile phone, and other personal safety equipment, where this is felt to be desirable.

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
- Seeking the permission of the headteacher before working alone on the school premises outside normal school hours; and
- Ensuring they do not arrange meetings with parents or members of the public when lone working. Meetings must be arranged during school occupancy times, or when there are other members of staff on site.

4. Guidance for Risk Assessments of Lone Working

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Has an alternative to a home visit been considered?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

5. Good Practice for Lone Workers

- During their working hours, all staff leaving the workplace (or home) should leave written details of where they are going and their estimated time of arrival back at the school.
- If, in the course of a trip away from the school, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Staff should avoid meeting clients alone at the workplace.
- When this is unavoidable, staff must make a risk assessment and obtain the prior agreement of their line manager who will make any arrangements to ensure their safety. This should be recorded in the bookings diary, giving contact details of the person who is being met.
- Lone workers should have access to adequate first-aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.
- Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
- Occasionally, risk assessments may indicate that lone workers need training in first aid.

Children and Vulnerable Adults – Please refer to the relevant Policies

7. Monitoring Safety Issues

- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, using the School accident report form. This includes incidents of verbal abuse.
- During supervision, managers will ask people working on their own whether there are any safety concerns that aren't being addressed. Lone workers are encouraged to seek help and advice if any safety concerns arise.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Manual Handling Policy

Contents

Statement of intent

1. Legal framework
2. Aims
3. Responsibilities
4. Definitions
5. Risk management
6. Risk reduction
7. Policy review

Statement of intent

This policy is designed to outline the school's legal responsibilities with regard to manual handling. It sets out the processes in place to minimise any risks associated with manual handling at West Kirby Educational Trust & College. Full adherence with this policy will ensure legal compliance, and also reduce the risks of injury related to manual handling.

The guidelines in this document apply to school staff, pupils, visitors, contractors and volunteers. It applies to all activities both on and off school property, including school camps, excursions, and any other planned activities outside of the school grounds.

1. Legal framework

- 1.1. This policy has due regard to legislation, including, but not limited to the following:
 - The Health and Safety at Work etc. Act 1974.
 - The Management of Health and Safety at Work Regulations 1999
 - The Manual Handling Operations Regulations 1992
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - The Provision and Use of Work Equipment Regulations 1998
- 1.2. This policy will be implemented in conjunction with the school's:
 - Health and Safety Policy.
 - First Aid Policy.

2. Aims

- 2.1. The health and wellbeing of all members of staff will be maintained and promoted by providing a safe working environment, specifically with regards to manual handling tasks.
- 2.2. A systematic approach to manual handling will be implemented, whereby everyone will be made aware of their individual roles and responsibilities.
- 2.3. Practical and workable solutions will be provided to improve the effectiveness of working practices.
- 2.4. Equipment and information will be provided, which is necessary to ensure the health and safety of staff involved in manual handling.
- 2.5. All members of staff will be informed and trained to take care of their own health, as well as the health of others.
- 2.6. Every member of staff will ensure compliance with the relevant legislation.

3. Responsibilities

- 3.1. Premises Manager will ensure that specific manual handling tasks are carried out by the most fit and healthy adults.
- 3.2. While staff can decide whether or not they can manage the task, it is ultimately Premises Manager's day to day duty to ensure the member of staff will not be at risk when performing the task.

- 3.3. If a person has sustained recent injuries, hernias, back problems, heart conditions or other physical issues, or if there are any other concerns, the manual handling task will not be undertaken.
- 3.4. New or expectant mothers require risk assessments to be carried out for six months before childbirth, and after childbirth, in order to ensure physical injury does not occur during manual handling procedures.
- 3.5. Pregnant women will not participate in any manual handling which is a cause for concern, either to themselves or to Estates, Operations and Health & Safety Manager.
- 3.6. A member of staff's age will be taken into account where this has implications regarding their ability to safely carry out the required manual handling task.

4. Definitions

- 4.1. According to the Manual Handling Operations Regulations 1992, manual handling means "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force."
- 4.2. Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.
- 4.3. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, or a person's ability to hold or grasp the particular item in a safe and balanced manner.

5. Risk management

- 5.1. The process for risk management is to avoid, assess and reduce any hazards.
- 5.2. West Kirby Educational Trust & College will, as far as is practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.
- 5.3. Where manual handling tasks are absolutely necessary and cannot be avoided, an assessment must take place. This involves identifying the hazardous manual handling tasks. This will take account of:
 - The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.

- The actions or postural requirements involved in the task, including reaching, leaning and lifting.
 - The time, distance, duration and frequency of the task.
 - The individual's capacity for manual handling, including their age, skill, experience and strength.
 - The environment and workplace conditions such as light, access, free space and floor surface.
 - The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.
- 5.4. Once a risk assessment has been carried out, controls to manage the relevant risks will be put in place. These will include:
- Changes to the workplace and systems of work.
 - Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
 - Training and education, which is appropriate to the task.
- 5.5. Once control measures are in place, they will be monitored to ensure they are reducing the risk of injury and being used correctly. The school's Estates, Operations and Health & Safety Manager is ultimately responsible for this.
- 5.6. Every stage of this process will be recorded and dates will be provided for each step.
- 5.7. Timelines will be used to track the risk assessment process and provide deadlines for when processes are to be implemented.
- 5.8. Reports will be provided to all relevant members of staff, and Estates, Operations and Health & Safety Manager will keep a central record of all the reports.

6. Risk reduction

- 6.1. Procedures will be followed to ensure risks are reduced as is reasonably practicable.
- 6.2. Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.
- 6.3. Where practicable, equipment will be provided to assist with manual handling and reduce any risks.
- 6.4. All members of staff will receive information and training regarding manual handling in order to mitigate any risks.

7. Policy review

- 7.1. This policy is reviewed every two years by Estates, Operations and Health & Safety Manager.
- 7.2. All members of staff will be made aware of this policy.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Near-miss Policy

Contents:

Statement of intent

1. Legal framework
2. Near-miss definition
3. Key roles and responsibilities
4. Reporting a near-miss
5. Incident investigation

Appendix

- a) Near-miss Incident Reporting Form

Statement of intent

A health and safety incident is an unplanned event which may result in injury, stress or other health effects to people, or damage to property. It can also include near-misses which may not result in injury or damage, but have the potential to do so.

This Near-miss Policy is to be enforced alongside the current Health and Safety Policy of West Kirby Educational Trust & College. This information applies to staff, pupils, contractors and visitors of the school.

At West Kirby Educational Trust & College, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us and this policy reflects our dedication to creating a safe school.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring, as is reasonably practicable, adequate resources are available to address health and safety issues.

Reporting a near-miss allows the school the opportunity to take further precautions in order to avoid events that might lead to major, or even fatal, injuries.

Estates, Operations and Health & Safety Manager will undertake regular evaluations of all reported incidents, both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

West Kirby Educational Trust & College will seek to reduce such incidents to as low a level as possible with a stated aim of achieving a zero level.

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- The Management of Health and Safety at Work Regulations 1999.

2. Near-miss definition

2.1. For the purposes of this policy, a near-miss has been defined as an event that, while not causing actual harm, has the potential to cause injury, ill health or damage to property. All near misses are opportunities to learn how we can avoid similar events that might lead to major, or even fatal, injuries.

2.2. Examples of common near-miss incidents include the following:

- Slips, trips or falls
- Unauthorised vehicles entering a work area
- Moving vehicles passing unacceptably close or too fast
- Mishandling a load
- Falling objects
- Use of unsafe equipment
- Incorrect use of equipment

3. Key roles and responsibilities

3.1. As an employee of West Kirby Educational Trust & College, you must ensure that you know and understand the basic procedures you should follow (and are required by law to follow) in relation to reporting accidents and near-misses.

3.2. All school employees should follow the same procedures if the incident involves a student, visitor or contractor you are responsible for or are escorting.

3.3. It is a criminal offence for West Kirby Educational Trust & College not to report specific incidents to the Health and Safety Executive (HSE).

4. Reporting a near-miss

- 4.1. If you see or are involved in a near-miss, you should report it using the Near-miss Incident Reporting Form available from Estates, Operations and Health & Safety Manager office, in order to allow consideration of how to prevent a possible accident happening in the future.
- 4.2. If you see something you believe to be an immediate/significant hazard, you should instantly report it to Estates, Operations and Health & Safety Manager
- 4.3. Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard which could lead to a near miss.
- 4.4. Reporting should also be conducted verbally to the Estates, Operations and Health & Safety Manager as soon as possible, who will then inform the headteacher (as appropriate).
- 4.5. If an individual reports a near-miss using the required form, the remedial action must be detailed.
- 4.6. Certain serious near-misses are reportable to the HSE as 'dangerous occurrences'; failure of the school to do this is an offence.
 - A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.
 - On receipt of the Near-miss Incident Reporting Form, Estates, Operations and Health & Safety Manager will determine if a 'dangerous occurrence' has happened.

5. Incident investigation

- 5.1. All accidents and near misses, however small, will be reported and investigated by Estates, Operations and Health & Safety Manager, and the outcomes recorded.
- 5.2. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.
- 5.3. After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

Near-miss incident reporting form

Date of near-miss incident:	
Time of near-miss incident:	
Name of employee reporting near-miss incident:	
Department:	
Name of head of department:	
Location of near-miss incident (e.g. room number/corridor/entrance):	

Name and status of person(s) involved:

Status(please tick):	Name of person(s) involved:
Employee <input type="checkbox"/>	
Pupil <input type="checkbox"/>	
Visitor <input type="checkbox"/>	
Contractor <input type="checkbox"/>	
Third party <input type="checkbox"/>	

Type of near-miss (please tick most appropriate):

Unsafe equipment	<input type="checkbox"/>
Unsafe act	<input type="checkbox"/>
Unsafe condition	<input type="checkbox"/>
Unsafe use of equipment	<input type="checkbox"/>

Details of near-miss incident (including activity taking place):

Description of corrective action taken (e.g. remove the hazard, replace, repair, or retrain in the proper procedures for the task):

Were there any preventative measures in place before the near-miss incident occurred? If so, were these followed? (e.g. risk assessments, personal protective equipment, written procedures.):

What further action could be taken to prevent re-occurring near-misses and/or accidents causing injury? (e.g. replacement of equipment, review of risk assessments, further staff training, control measures etc.):

Further action taken:	Y/N
If yes, please provide details:	

Signed employee:		Date:	
Signed Head of Premises & Compliance:		Date:	

WEST KIRBY EDUCATIONAL TRUST

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Pupil Access to Risky Areas Policy

1. Policy Aim

- 1.1 The aim of this Policy is to state the School's procedures for controlling, or denying, unauthorised access by pupils to potentially dangerous or risky areas of West Kirby Educational Trust School (WKS) buildings and grounds. Rather than formalising our education of these risky areas, and pupil access thereto, for the most part the flow of pupils around site and off-site is based on common sense, staff monitoring and trust where levels of ability allow. There are times when a formal proactive or reactive instruction is required, but common sense prevails on many occasions.

2. Procedures

- 2.1 The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking, signage or otherwise physically preventing access to them. Areas temporarily out of bounds are, where possible, fenced or cordoned off and appropriate warning notices are placed to describe the danger.
- 2.2 Pupils are informed or reminded regularly by staff of the dangers of entering risky areas of the School, residential properties. They are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner.

3. Risk Management

- 3.1 A security risk assessment for the School site, residential settings and areas deemed as potential risks is regularly updated.
- 3.2 We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories and the design technology room. Doors to these areas are kept locked at all times when not in use.
- 3.3 All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.
- 3.4 Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision.
- 3.5 The surrounds of WKS are protected by CCTV.
- 3.6 The duty maintenance staff checks the School site and makes sure it is secure. Additional checks are made by residential staff for care settings.
- 3.7 All School buildings have access controlled doors. Only pupils who are residents, have access to their residential house.

4. Areas Out Of Bounds

Pupils should not enter at any time the following areas ***unless*** invited by or supervised by a member of staff:

- All offices;
- Staff room;
- Kitchen (main school site),
- Stores and wash-up;
- Laundry;
- Boiler rooms and maintenance areas;
- Administrative corridor (except Sixth Form);
- Gym and PE Store Room;
- Music Room;
- Design Technology Room;
- Science Labs;
- Art Room;
- OT suite;
- Rear grounds for Horticulture;
- *In residential settings:*
 - Staff Offices
 - Staff sleep in areas
 - Boiler rooms
 - Cellars
 - Attic spaces

Given the specialist nature and needs of our young people the common sense approach should be taken, with regards to how pupils are able to independently use communal areas of the school.

WEST KIRBY EDUCATIONAL TRUST

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Risk Assessment Policy

Risk Assessment Policy Statement:

In response to:

Health and safety at work Act
Management of Health and Safety at Work Act
The Children's Act
Section 550(a) of the Education Act
Care Standards
National Minimum Standards
Children and Families Act

Statement of Intent:

***Risk Assessment:** is a fundamental part of what we do in our daily lives. Put simply, a risk assessment is finding out what can cause harm to people and deciding if you have done enough as the responsible person to reduce the potential for harm and protect others.*

West Kirby Educational Trust (WKS) expects that comprehensive risk assessments are undertaken on all pupils. The aim of which is to identify the preventative and protective measures required to be put in place to minimise the risk of harm to pupils, staff and others. For the purpose of this statement harm is defined as: *any actual physical, emotional or psychological damage to an individual, disruption to good order which jeopardises safety and the probability of significant damage to the fabric of the organisation.* Additionally risk assessment should be used as a tool to manage predicted risk in a safe manner to support the development of children and young people.

All staff must make themselves aware of the risk assessment details concerning pupils they work with, or are likely to work with at any given time; along with those risk assessments associated with the wider organisation and activities being undertaken by children and young people under the direction of staff. Employees must not deviate from the judgements that have been reached within a pupil's, activity, organisation wide risk assessment without the prior knowledge and agreement of the headteacher / Deputy Head (DSL/Behaviour and Attitudes). Risk assessment will be monitored and evaluated as an ongoing process.

Undertaking a risk assessment:

Aim

- To identify activities, environments or the behaviours and needs of individuals which are associated with risk
- To establish the likelihood of adverse outcomes
- To estimate the consequence if such outcomes were to occur
- To take steps to avoid unreasonable risk

Objectives

- To assess individual pupils requirements within the context of positive handling strategies; may lead to Positive Handling Plans (PHPs)
- Harmonise pupil Proactive Behaviour Plans within the overall framework of agreed practice (*agreed practice* is defined as those practices endorsed within the schools policies)
- To sustain staff confidence and improve future practice
- To provide a legitimate response to situations where positive intervention strategies may be required
- To maintain the central belief of the school to respect and care for all individuals and ensure safety and security.

Context

By law the planning and delivery of education and care services must include an assessment of risk for children and young people. All pupils are entitled to have their exposure to risk comprehensively assessed and managed. Therefore the headteacher and all employees must work together in order to take reasonable measures to reduce the level of risk, particularly where adverse consequences would have significant impact on the individuals health or general well-being. Pupils as of right will make certain choices and it is possible that some of these choices made will result in adverse risk and outcomes. Employees are responsible for ensuring that the risk associated with such choices is 'reasonable' and does not involve any unreasonable risk.

Risk Assessment at Admission

Upon admission all pupils will begin an induction period of 8 weeks initial induction including risk assessment period which will be assessed by the school's Pastoral Care Team. The initial risk assessment will be reviewed prior to the induction review and a finalised risk assessment agreed at the meeting.

Reviewing Risk Assessments

All Individual risk assessments change over time and will be reviewed on a minimal termly basis by staff involved. Copies should be forwarded to all relevant agencies involved with the child or young person. This should be co-ordinated by the school's Deputy Head (DSL/Behaviour and Attitudes) and Pastoral Care manager. In respect of activities and environments this will be by the Pastoral Care Manager and Estates, Operations and Health & Safety Manager respectively as part of an annual process or response to known change of circumstance.

All pupils at the school are assessed as part of their induction period but risk assessment must also be undertaken in response to a major incident, or a series of significant incidents, or whenever new information becomes available or pertinent to the individual. Weekly meeting to view incident data are held by PCT manager, data compliance officer and DDSL to review risk assessments.

Levels of Risk Assessment

At WKS & AVPS there are three types of risk assessment applying to individual, activities and settings, they are:

- (a) Global / Environmental – this relates to generic risk assessments which provide an overview of risk and advice across a section of school' setting or provision (e.g.: Residential settings). These risk assessments are completed by the Premises Manager annually and reviewed termly with the support of staff. All employees if they become aware of a material change should notify Estates, Operations and Health & Safety Manager of a known new risk so that this can be accommodated. Any changes that require action should also be logged through the school's maintenance ticketing system
- (b) Activities – this looks at undertaking risk assessments of events and activities that involve pupils and staff as part of their access to provision arranged by the school. It is the responsibility of all staff leading an activity to complete a risk assessment when taking pupils off site. These assessments should be reviewed each time this activity is undertaken or a change is likely to have impact is identified (e.g.: the use of an alternative provider or setting to that normally accessed). This type of risk assessment should be completed in one of two formats:
 - (i) Local community access / activity
 - (ii) Planned significant event / Overnight activity / outdoor activity

Both of the above risk assessment will be added to the Evolve Visits System and the BehaviourWatch Risk Assessment tool to be agreed by the Deputy Head (DSL/Behaviour and Attitudes). AVPS will use CPOMS

- (c) Individuals – this looks at a more in depth risk assessment of a pupil and the identification of actions and strategies to reduce / mitigate risk. Individual Risk assessments are the responsibility of all staff working alongside pupils. The review of individual risk assessments is co-ordinated by the Pastoral Care Manager, and is reviewed on a weekly basis based on incident data from Behaviour Watch. They are also updated in designated time by key staff on a half-termly basis.

Assessing Risk

In completing a risk assessment it is necessary for staff to make reasonable judgements on the level of risk and the strategies to manage them. **Frequency** relates to likelihood of harm occurring, this needs to be considered alongside the **Severity**, which relates to the potential for an activity / individual to cause harm.

Those running a school trip are required to act responsibly by ensuring that they have:

- Put in place sensible precautions
- Know when and where to put into place alternate plans
- Paid heed to advice and warning from others

Calculating Risk and Hazard:

		<i>Severity</i>					
		1	2	3	4	5	
1		1	2	3	4	5	
2		2	4	6	8	10	<i>Frequency</i>
3		3	6	9	12	15	
4		4	8	12	16	20	
5		5	10	15	20	25	

(Level of judgement: 1-2 = low; 3-4 = medium; 4-5 high)

Unacceptable level of risk (score 25) – such an activity would be predicted as very likely to result in harm that could be fatal. No such activity should be considered on this basis.

Very High Risk (score: 20) – this identifies that the likelihood and impact of the activity / individuals involvement is of significant and possibly of injury. In such circumstances the event / activity involving the individual should NOT go ahead, or have a series of **specific** actions that reduce this risk to a more acceptable level. Serious consideration should be given to an alternative, or the inclusion of the individual concerned and should not go ahead without the express consent of a senior manager.

High Risk (score: 12-16) – identifies that there is either a higher degree of hazard, or likelihood of risk associated with this event, activity or individual. The risk assessment should therefore include **specific** mitigating actions and strategies that minimise the risk and potential for harm. Such activity should not go ahead without the express consent of a senior manager. This level of risk is likely to be associated with long distance / Overnight / highly physical activities (e.g.: D of E expedition)

Medium Risk (score 8-10) – identifies that there may be a high level of risk that has the potential for low hazard, or vice versa. This is likely to reflect most localised off site activities (e.g.: going to the cinema). In completing the risk assessments it is important to identify the **general** strategies being undertaken in respect of the activity / event and any **specific** actions in regard to individuals

Low Risk (score 1 – 6) – identifies activities that have only a general level of risk or potential for injury. This risk assessment should consider the **general** strategies required to minimise potential for harm. This would relate to short localised activities (e.g.: visit to shops)

Off site permission forms – these are required at the point of taking the children and young people off site and serve as a final check in regards to any changes of circumstances that have occurred (e.g. change of pupils / staff absence etc.) They are NOT a full risk assessment but do form part of the overall system. An off-site permission slip must be completed via the Evolve Visits Systems and should not replace undertaking of a risk assessment via BehaviourWatch.

Completing an Individual Risk assessment

As identified above undertaking a risk assessment is associated with comparing the level of **Severity** (the potential to cause harm), against the **Frequency** (the likelihood of occurring), when making a formal risk assessment. This applies to individuals as much as it does to an activity. However it becomes more complex in respect of factoring in the particular needs and a working knowledge of the individual concerned. You should seek help and support if you feel you do not know the child or young person well enough to make the appropriate risk assessment. However risk assessment should not be viewed as a difficult or technical process. In most cases staff will already be aware of the main hazards involved in an activity and as part of planning the access to an activity / event will have built in management of these aspects. In many cases when visiting other settings it will be possible to gain their own risk assessment and this should be done wherever possible to inform our own process.

Risk assessment and management is particularly important for children and young people with social, learning and communication difficulties. Challenging behaviours are often foreseeable, even though it may be difficult to predict exactly when they will occur or to what degree. The measures established for managing identified risks should assist all staff in their daily work. Risk management is a shared responsibility and should therefore incorporate contact / permission from home when accessing an activity / event.

The completion of the Individual risk assessment should be done collaboratively during the Induction period at the school and incorporate the development of the Proactive Behaviour Plan. From this point the review of the Individual Risk Assessment becomes the responsibility of the Form Teacher and Class based TA, or keyworker in the residential setting, as they will have the greater practical working awareness of the child on a daily basis.

Dynamic Risk Assessment

A dynamic risk assessment may be carried out following a specific incident or change in a pupil's circumstances.

Lone working

Risk assessment in such circumstances involves common awareness of needs and the availability of support. There is a generic lone working risk assessment which can be used to address specific individual needs as they may arise

WEST KIRBY EDUCATIONAL TRUST

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School Cleaning Policy

Contents:

Statement of intent

1. Legislative framework
2. Employers' duties
3. Employees' duties
4. Cleaning standards
5. Work schedules
6. Work method statements
7. Cleaning procedures
8. Risk assessments
9. Cleaning equipment
10. COSHH
11. Reporting
12. Storage areas
13. Use of containers
14. Infection control
15. Hand washing
16. Pest control
17. Graffiti
18. Chewing gum
19. Toilets
20. Kitchens
21. Computer equipment
22. Carpets
23. Windows
24. First aid
25. Slips and falls
26. Personal protective equipment (PPE)
27. Powered equipment
28. Measuring performance
29. Training
30. Productivity
31. Assisting cleaning staff
32. Environmentally friendly cleaning
33. Policy review

Appendices

- a) School cleaning schedule
- b) Cleaning risk assessment

Statement of intent

Under the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the adequate cleaning of work premises is a legal requirement. This policy is designed to manage the cleaning and maintenance of West Kirby Educational Trust.

Staff, pupils and parents have the right to expect a clean and safe environment. The School Board is dedicated to ensuring the highest possible standards of cleanliness. Cleanliness contributes to the provision of a pleasant environment for pupils and staff, minimises the spread of infections and reduces the risk of infestations.

The main objectives of the cleaning policy are to:

- Enhance the appearance of the school, ensuring a healthy and productive learning environment.
- Control the spread of infection.
- Reduce the risk of slips, trips and falls.
- Assist in the maintenance of machinery.
- Protect school property including fabrics, fixtures and fittings.
- Ensure warranties are not invalidated.

This policy is distributed to all cleaners working at the school when they begin their employment. It must not be viewed as a final job description; all cleaning staff can be called upon by their line manager to undertake additional tasks within their competence.

1. Legislative framework

1.1. This policy has due regard to legislation and guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- The School Premises (England) Regulations 2012
- The Manual Handling Operation Regulations 1992 (as amended)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment Regulations 1998
- (DfE) 'Advice on standards for school premises' 2015

1.2. This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- First Aid Policy
- COSHH Policy
- Infection Control Policy

2. Employers' duties

2.1. The employer has a duty to provide:

- A cleaning schedule that meets the statutory requirement for a clean and safe working environment.
- Appropriate training for staff.
- Additional training in the handling of cleaning chemicals and dangerous substances.
- Data sheets in line with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- Appropriate protective clothing.
- Personal protective equipment (PPE)
- All equipment required to meet the requirements of the cleaning schedule.
- Secure storage for cleaning materials and equipment.

3. Employees' duties

3.1. Employees have a duty to:

- Work to the standards outlined in the cleaning schedule.
- Attend appropriate training as required.

- As necessary, wear any personal protective equipment (PPE) provided by the employer.
- Report incidents to their line manager as soon as possible.

4. Cleaning standards

- 4.1. Cleaning standards will be established in the cleaning schedule. This will establish the quality of cleanliness required and the legal requirements for compliance with health and safety regulations.
- 4.2. The cleaning schedule will outline the degree of cleaning appropriate to each area of the school, which may include:
 - Non-complex but labour-intensive cleaning (such as in classrooms and corridors).
 - Specialised cleaning of surfaces (such as high-storey windows and air conditioning ducts).
 - High-level cleaning and dust control (such as in kitchens, food technology classrooms, gymnasiums and computer rooms).
 - The sterilisation of surfaces and instruments (such as in science laboratories and medical rooms).
- 4.3. To ensure quality, when inviting contractors to tender for cleaning work, the school will request the following for comparison:
 - The number of staff that will be employed on site
 - The length of time the specified cleaning will take
 - The recruitment methods used
 - Types and levels of staff training, supervision and PPE
 - The supplier's health and safety policy
 - Details of the equipment and supplies to be used, and whether these are included in the price
 - The extent of the contractor's insurance cover
 - References from two similar clients

5. Work schedules

- 5.1. The cleaning schedule will ensure that:
 - Daily requirements are completed; these include the daily emptying of rubbish bins and the cleaning of changing rooms, washrooms and corridors/walkways.
 - Weekly requirements are completed; these include the vacuuming of all carpets.
 - Monthly requirements are completed; these include the deep cleaning of sanitary ware, and internal window cleaning.

- High level cleaning is completed in 6-12 week cycles; these include the dusting of venetian blinds, carpets and fabric cleaning, and the deep cleaning of kitchens and equipment.

6. Work method statements

- 6.1. Work method statements provide instructions to cleaning staff; they will include the following:
- What is to be cleaned
 - The frequency of cleaning
 - The method of cleaning
 - The expected time required
 - The expected quality of outcomes
 - Any restrictions imposed
 - The equipment to be used – outlining who will provide and maintain it
 - Any materials and chemicals to be used
 - Details of any risks associated with the tasks
 - Any safety precautions that must be adopted, including the use of PPE and emergency procedures
- 6.2. If work method statements are not adhered to, it may cause manufacturers' or suppliers' warranties to be invalidated.
- 6.3. Work method statements should be made available to all cleaning staff.

7. Cleaning procedures

- 7.1. Cleaning staff should always:
- Work from the cleanest area to the dirtiest area.
 - Refer to manufacturers' instructions.
 - Use safe and appropriate equipment.
 - Ensure equipment is clean and dry before starting a task.
 - Plan their work route.
 - Use hazard warning signs when the cleaning involves wet floor surfaces.
 - Check all cleaning equipment for damage or wear.
 - Report any defective or damaged equipment to [their immediate line manager](#).
 - Ensure all electrical equipment has been tested for safety.
 - Perform necessary safety checks.
 - Briefly test each machine after performing a safety check.
 - Ensure cables are kept behind machines and do not present trip hazards.
 - Avoid adjusting fittings on a machine that is plugged in.
 - Wear appropriate PPE at all times.

- Ensure no mixing of cleaning agents.
- Ventilate any area where cleaning chemicals are being used.
- Add a cleaning agent to water, rather than adding water to the agent, to prevent the possibility of the agent being splashed into the eyes/onto skin.

8. Risk assessments

- 8.1. Health and safety risk assessments are a legal requirement. Risk assessments will be completed at the planning stage of all cleaning tasks, along with suitable work statements. The risk assessment will identify any risks or hazards that may be involved in the job.
- 8.2. All risk assessments should be reviewed annually to ensure that they still adequately control all risks involved.
- 8.3. The level of detail in a risk assessment should be proportionate to the risk.
- 8.4. Contracted employees must be provided with information on the risks they may be exposed to whilst working on the premises.
- 8.5. If a contractor's activities may introduce new risks to the school's staff, Premises Manager must be informed so that effective controls can be put in place.

9. Cleaning equipment

- 9.1. Cleaning staff will be provided with appropriate equipment to enable them to do their jobs effectively.
- 9.2. All cleaning equipment will be properly maintained in accordance with manufacturers' instructions.
- 9.3. Dirty and defective equipment will be disposed of in adherence with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 (as amended in 2015).
- 9.4. Cleaning equipment will be kept in a secure, clean and tidy location.

10. COSHH

- 10.1. COSHH regulations are intended to protect individuals from hazardous substances. Cleaning staff will understand that chemicals can be harmful and can enter the body through:

- Ingestion (eating and drinking).
- Inhalation (gases, sprays and dust).
- Absorption through the skin.

10.2. Staff will be trained to:

- Read container labels and note any risks.
- Understand that mixing chemicals is potentially dangerous.
- Use chemicals only for their intended purpose.
- Use PPE when handling chemicals.
- Store chemicals in accordance with manufacturers' recommendations.

10.3. All cleaning chemicals will be labelled in accordance with Classification, Labelling and Packaging (CLP) regulations.

10.4. The school will be provided with data sheets from suppliers that detail:

- The proper use of a substance.
- Health risks and fire hazards.
- How to use, transport and store the substance.
- Emergency action and first-aid advice.
- Other information, such as waste disposal requirements.

10.5. Where cleaning chemicals are being used, users of the building should be excluded from the immediate area whilst cleaning is in progress.

10.6. Cleaning chemicals, cleaning products and equipment will only be used by trained individuals.

11. Reporting

11.1. All accidents and incidents will be immediately reported to Estates, Operations and Health & Safety Manager, who will follow the accident reporting procedure outlined in the school's Health and Safety Policy.

12. Storage areas

12.1. Cleaning materials, equipment and chemicals will never be left unattended and will be locked away in secure cupboards when not in use.

12.2. Pupils and unauthorised staff will not have access to the storage cupboard.

13. Use of containers

- 13.1. Cleaning materials are commonly supplied in large containers and decanted into smaller containers for ease of use. Where cleaning agents are decanted:
- It must be safe to do so.
 - Containers will be appropriately labelled (unlabelled containers will never be used).
 - The re-use of bottles will be avoided, particularly those that had a different previous usage (i.e. drinks bottles) to avoid accidents.

14. Infection control

- 14.1. To prevent an infection outbreak, higher standards of cleaning are essential in first aid rooms, kitchens and toilets, and following incidents involving bodily fluids.
- 14.2. Areas of this nature require a deeper than usual level of cleaning whereby surfaces are rendered microbiologically sterile through disinfection.
- 14.3. During an outbreak, cleaning standards may be increased in all areas of the school premises.

15. Hand washing

- 15.1. Cleaners play an important role in supporting effective hand washing by:
- Ensuring high standards of regular cleaning in toilets, bathrooms, and hand washing facilities.
 - Ensuring that liquid soap and disposable hand towel dispensers are clean and well-stocked.
 - Disposing of discarded towels.

16. Pest control

- 16.1. Cleaning staff will be trained to identify and report any signs of pests, including the following:
- Sightings
 - Faeces and droppings
 - Damage and gnaw marks to woodwork
 - Holes in sacks and boxes
 - Spillages around packages
 - Feet and tail marks in dust

- Scratching or other noises

16.2. Effective pest control will be achieved by:

- Maintaining clean premises.
- Ensuring the appropriate storage of foodstuffs.
- Disposing of waste on a regular basis.
- Contracting a recognised pest Manager to inspect the school on a regular basis.

17. Graffiti

17.1. Graffiti in the form of lipstick or chalk marks will be removed with detergent.

17.2. More problematic graffiti will be removed using appropriate products and where necessary, overpainting.

18. Chewing gum

18.1. The school does not operate a full ban on chewing gum. If removal of chewing gum is required following domestic team cleaning routines, then a dry steam machine may be hired to disintegrate the gum.

19. Toilets

19.1. Toilets, washrooms and showers will be kept clean and free from dirt at all times.

19.2. Cleaners will also be required to empty bins and replenish items such as toilet paper, soaps and towels.

19.3. Sanitary disposal units are provided in toilets for girls aged eight and over, and in facilities used by female staff members or visitors. Cleaners are not required to dispose of sanitary products.

19.4. Cleaners will report cracks, leaks and broken surfaces to the Premises Manager as soon as possible.

20. Kitchens

20.1. The school will ensure high levels of cleanliness in any kitchen environment. Surfaces where food is handled must be maintained in a good condition. They must be easy to

clean and disinfect. They must also be made of materials that are smooth, washable, corrosion resistant and non-toxic.

- 20.2. A cleaning schedule will list daily, weekly, monthly and annual cleaning tasks for all kitchen areas and appliances.
- 20.3. Mops, buckets, reusable gloves and cloths will be colour coded or otherwise labelled to ensure that equipment used in the kitchen is never used elsewhere in the school.
- 20.4. Mops, sponges and kitchen cloths should be kept clean and regularly replaced.
- 20.5. Cleaning staff should take adequate precautions to prevent any contamination of foodstuffs by chemicals. Chemicals will be stored separately from food in a clearly labelled, locked cupboard. Manufacturers' instructions must always be followed.
- 20.6. Areas of damp, chipped plaster, broken tiles or chipped work surfaces should be reported to the Premises Manager as soon as possible.

21. Computer equipment

21.1. When cleaning computers, staff should:

- Use a vacuum to remove dirt, dust and hair from around the computer, on the casing and on the keyboard.
- Turn off the computer before cleaning.
- Be careful not to adjust any controls or disconnect any leads.

21.2. When cleaning computers, staff should never:

- Cause any component inside the computer to become damp or wet.
- Vacuum the inside of a computer.
- Spray or squirt any liquid onto or into computer equipment.

22. Carpets

22.1. To avoid dirt being transferred to carpets, matting is placed for six to nine steps at all significant entrances to the building.

22.2. Work method statements for carpet cleaning will depend on levels of footfall and occupancy. The basic requirement is thorough weekly vacuuming to remove loose soil and debris and reduce pile crushing.

22.3. Where necessary, immediate spot cleaning of spillages will take place to prevent their spread.

- 22.4. Dust bags will be changed when they are two-thirds full.
- 22.5. Where appropriate, wet extraction cleaning will take place every 6-12 months.

23. Windows

- 23.1. Window cleaning is contracted to Alliance UK.
- 23.2. The school will conduct a risk assessment to ensure that all legal duties are being met.
- 23.3. The school and the contractor will ensure that employees have due regard to the school's Working at Heights Policy.
- 23.4. A Working at Heights Risk Assessment is in place for all window cleaning.

24. First aid

- 24.1. First aid support will be called for in all instances where a member of staff or pupil inhales fumes from, ingests or comes into contact with a toxic cleaning substance.
- 24.2. If a corrosive cleaning agent is inhaled by a member of staff, staff should:
- Immediately move the person to an area with fresh air.
 - Rinse the affected person's nose and mouth with water.
 - Call for medical attention if any discomfort continues.
 - If a child is involved, seek medical assistance in every instance.
- 24.3. If a corrosive cleaning agent is ingested, staff should:
- Immediately remove the victim from the source of exposure.
 - Call for medical attention.
 - Rinse the affected person's mouth thoroughly.
 - Get them to drink plenty of water.
- 24.4. If a corrosive cleaning agent comes into contact with a person's skin, staff should:
- Remove the affected person from the source of contamination.
 - Remove any contaminated clothing.
 - Wash the skin with soap and water.
 - Call for medical attention if the irritation persists after washing.
 - If a child is involved, seek medical assistance in every instance.

25. Slips and falls

- 25.1. Spillages will be immediately addressed and treated as a priority.

- 25.2. Staff will use warning signs or prevent access to any floor surface that poses slipping hazards, no matter how minor.
- 25.3. Cleaning staff will wear appropriate footwear with adequate grip.

26. Personal protective equipment (PPE)

- 26.1. PPE includes uniforms, safety shoes and equipment such as gloves and goggles.
- 26.2. All cleaning staff will be issued adequate PPE and will be reminded of their responsibilities, including:
 - Only using the PPE provided at work.
 - Proper use of PPE.
 - Regularly inspecting PPE.

27. Powered equipment

- 27.1. Cleaning staff will be trained to check and maintain electrical equipment, including the following:
 - Performing visual checks to identify damage
 - Checking the condition of plugs and cables
 - Removing defective equipment from use and labelling it as 'out of order'
 - Ensuring power cables are a suitable length
 - Ensuring power cables are not strained during use
 - Ensuring equipment is cleaned after use

28. Measuring performance

- 28.1. Premises Manager is responsible for the continuous monitoring of school cleaners' performance.
- 28.2. Premises Manager will respond promptly to any reports or complaints of inadequate cleaning standards.
- 28.3. Premises Manager will carry out occasional no-notice inspections to monitor if the work schedule is being followed.

29. Training

- 29.1. Cleaning staff will be appropriately trained and supervised.
- 29.2. Training will be conducted in-house and obtained from a number of external providers.
- 29.3. New staff will be given induction training, which will include all the information needed to safely and effectively begin their duties.
- 29.4. All cleaning staff will be trained in the school's health and safety procedures and arrangements, prior to beginning work.
- 29.5. Health and safety training will include the following:
 - Manual handling
 - The safe use of equipment and PPE
 - COSHH regulations and handling chemicals
 - Fire safety arrangements
 - Working at heights
 - Lone working
 - Emergency procedures
- 29.6. Supervisory staff will undertake formal training as necessary.
- 29.7. All staff training will be recorded, with particular emphasis placed on COSHH, manual handling, working at heights and lone working.
- 29.8. Training programmes will be backed by appropriate supervision systems to ensure cleaning is undertaken to the expected standards.

30. Productivity

- 30.1. Premises Manager is responsible for ensuring cleaning staff meet the expected standards of productivity.
- 30.2. When determining expected standards, the following factors will be taken into account:
 - The standard of cleanliness required
 - The composition of floor surfaces
 - The density of areas
 - The quality of surfaces

31. Assisting cleaning staff

- 31.1. All school staff are required to help keep the school clean and tidy. School staff should liaise with cleaning staff to ensure that any specific requirements are carried out, such as chairs being stacked or placed on top of desks, at the end of the school day.
- 31.2. School staff can also assist cleaning staff by ensuring that litter is picked up and by reminding pupils of the need to keep the school clean and tidy.

32. Environmentally friendly cleaning

- 32.1. The school ensures that cleaning services are environmentally friendly by:
 - Avoiding the use of toxic chemicals in cleaning products.
 - Using biodegradable products whenever possible.
 - Ensuring cleaning products are procured from sustainable sources.
 - Supporting waste recycling and minimal waste schemes.

33. Policy review

- 33.1. This policy is reviewed every two years.

Location	Description	Frequency	Action
Entrances, hallways and corridors	These areas are generally the first areas seen by anybody visiting the school including pupils and staff members. They create a first impression.	Daily	<ul style="list-style-type: none"> • Sweep • Vacuum • Mop • Remove chewing gum, where possible • Spot clean surfaces
		Weekly	<ul style="list-style-type: none"> • Dust tops of lockers/cabinets • Clean glass partitions, display cases and interior door glass • Clean finger marks from surfaces • Dust furniture • Polish floors in non-carpeted areas • Clean entrance door and foyer glass
		Monthly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds, door frames • High dust areas above five feet • Remove large amounts of chewing gum
Classrooms and laboratories	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for burned out light bulbs on a daily basis. Laboratories can pose hazards and care should be taken in situations where specialist equipment is present.	Daily	<ul style="list-style-type: none"> • Empty bins • Clean whiteboards and/or chalkboards • Vacuum high traffic areas • Spot clean soiled areas of carpet • Wet mop tiled floors and dry them off • Clean glass in doors and partitions
		Weekly	<ul style="list-style-type: none"> • Dust furniture surfaces • Damp clean desk and table tops • Vacuum all carpeted areas • Clean door surfaces
		Fortnightly	<ul style="list-style-type: none"> • Polish floors in non-carpeted areas
		Monthly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds, door frames • High dust areas above five feet • Vacuum upholstered furniture
Offices, library and media centre	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for	Daily	<ul style="list-style-type: none"> • Empty bins • Clean whiteboards and/or chalkboards • Vacuum high traffic areas

Location	Description	Frequency	Action
	burned out light bulbs on a daily basis.		<ul style="list-style-type: none"> • Spot clean soiled areas of carpet • Dry mop or sweep tiled floors • Wet mop tiled floors and dry them off • Clean glass in doors and partitions
Offices, library and media centre		Weekly	<ul style="list-style-type: none"> • Dust furniture surfaces • Damp clean desk and table tops • Vacuum all carpeted areas • Clean door surfaces
		Monthly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds, door frames • High dust areas above five feet
Lavatories, showers and changing rooms	These are high traffic areas and require regular disinfecting.	Daily	<ul style="list-style-type: none"> • Empty bins • Thoroughly clean and disinfect toilets and urinals • Thoroughly clean and disinfect shower rooms and changing rooms • Restock dispensers • Clean mirrors • Clean sinks • Polish stainless steel and chrome surfaces • Spot wash walls, lockers and partitions • Dry mop or sweep floors • Wet mop floors with disinfectant
		Weekly	<ul style="list-style-type: none"> • Damp clean and polish partitions thoroughly • Dust walls and ceiling vents • Clean doors and wall tiles • Check drains and clean if necessary
		Twice monthly	<ul style="list-style-type: none"> • Descale fixtures • Scrub floors
Food preparation and lunch areas	These are high traffic areas where food is eaten and, as such, require regular disinfecting.	Daily	<ul style="list-style-type: none"> • Disinfect table tops • Empty bins • Dry mop or sweep floors • Wet mop floors • Vacuum carpets and mats • Disinfect drinking fountains
		Weekly	<ul style="list-style-type: none"> • Clean glass partitions, display cases and interior door glass

Location	Description	Frequency	Action
			<ul style="list-style-type: none"> • Spot clean walls • Dust furniture and fire extinguishers • Polish floors in non-carpeted areas
		Fortnightly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds and door frames • High dust areas above five feet
		Monthly	<ul style="list-style-type: none"> • Thoroughly clean furniture
Workshops	These areas contain machinery and equipment and safety precautions should be taken when cleaning.	Daily	<ul style="list-style-type: none"> • Empty bins • Dry mop or sweep floors • Wet mop areas that require it
		Fortnightly	<ul style="list-style-type: none"> • Dust windowsills and ledges • Spot clean walls
		Monthly	<ul style="list-style-type: none"> • Mop floors with detergent solution • Polish floors
Fitness suite, Dance studio and Sports hall	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for burned out light bulbs on a daily basis.	Daily	<ul style="list-style-type: none"> • Empty bins • Dry mop and spot clean floors using recommended solution • Clean glass in doors and partitions • Vacuum high traffic carpeted areas • Dust furniture • Spot clean walls and remove any graffiti
		Weekly	<ul style="list-style-type: none"> • Vacuum carpeted areas thoroughly • Clean door surfaces • Vacuum upholstered furniture • Clean and polish brass or chrome • Remove scuff marks from floors
		Monthly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds, door frame
		Annually	<ul style="list-style-type: none"> • Reseal floor using manufacturer's recommended products

School cleaning schedule

1. Cleaning and disinfection

- 1.1. Regular cleaning plays a vital role in limiting the transmission of COVID-19.
- 1.2. Reducing clutter and removing difficult to clean items will make cleaning easier.
- 1.3. Increase the frequency of cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as:
 - Door handles
 - Light switches
 - Work surfaces
 - Remote controls
 - Electronic devices
 - Keyboards
 - Telephone hand sets
- 1.4. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. NB: When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would normally be used.

2. Laundry

- 2.1. Items should always be washed in accordance with the manufacturer's instructions. There is no additional washing requirements above what would normally be carried out.

3. Kitchens and communal canteens

- 3.1. It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.
- 3.2. Food business operators should continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes, and preventative practices (pre-requisite programmes (PRPs)).

4. Bathrooms

- 4.1. Clean frequently touched surfaces regularly.
- 4.2. Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers.
- 4.3. Where cloth towels are used, these should be for individual use and laundered in accordance with washing instructions.

5. 5.0 Waste

- 5.1. Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

School Transport Policy

Statement of intent

This policy has been created to support and promote the safe and sustainable home-to-school travel of pupils, as well as school-organised travel, and to highlight good practice and provide equal opportunities for all pupils. This policy should be adhered to by all staff members, pupils, parents and volunteers.

West Kirby Educational Trust & College:

- Is committed to ensuring the safety and wellbeing of pupils.
- Recognises that additional support is required for the transport of pupils with special educational needs and disabilities (SEND).
- Is committed to ensuring that all school-related activities and events are accessible to all pupils.
- Ensures that any transport arranged by the school is suitable for the intended purpose.
- Works to ensure a consistent process regarding the transportation of pupils in both private vehicles and school-owned vehicles.

For the purpose of this policy, the term 'supervisor' is used in relation to staff members as well as volunteers, including parent volunteers.

1. Legal framework

1.1. This policy has due regard to legislation and guidance including, but not limited to, the following:

Road Traffic Act 1988 (as amended)
Motor Vehicles (Driving Licenses) Regulations 1999 (as amended)
Health and Safety at Work etc. Act 1974
Equality Act 2010
DfE (2014) 'Home to school travel and transport guidance'

1.2. This policy will be implemented in conjunction with the following school policies, documents and procedures:

Health and Safety Policy
Special Educational Needs and Disabilities Policy
Accident Reporting Procedure Policy
First Aid Policy
Behavioural Policy
Educational Visits and School Trips Policy
Supporting Pupils with Medical Conditions
Administering Medication Policy
Manual Handling Policy
Positive Handling Policy
Pupil Accident Log
Pupil Code of Conduct
Staff Code of Conduct

Part A: Home-to-school travel

2. Roles and responsibilities

2.1. The headteacher is responsible for:

Ensuring that appropriate procedures are in place for the reporting and managing of transport-related incidents.

Ensuring effective health and safety procedures relating to the use of transport are in place at the school, and that the appropriate safety measures are taken to mitigate any potential risks.

Ensuring that all necessary risk assessments have been undertaken for the various forms of transport accessible at the school.

Reviewing the school's travel arrangements on a termly basis.

2.2. The special educational needs coordinator (SENCO) is responsible for:

Liaising with pupils and parents to ensure that appropriate home-to-school travel arrangements are in place.

Ensuring that pupils' education, health and care (EHC) plans are kept up-to-date and accurately reflect the needs of pupils.

Liaising with the LA in order to arrange and implement suitable free home-to-school travel for pupils.

2.3. All drivers are responsible for:

Adhering to the procedures outlined in this policy.

Adhering to all relevant road rules and laws, including any driving hours regulations.

Ensuring that all passengers are wearing a seatbelt.

Ensuring that any necessary equipment is used appropriately, including car seats.

Conducting a safety check of the vehicle before travelling.

2.4. Pupils are responsible for:

Acting in accordance with this policy at all times.

Acting in accordance with the Pupil Code of Conduct at all times when travelling to and from school.

Following all instructions issued by the driver and any supervisors.

Wearing their seatbelt at all times during a journey.

Ensuring that they do not distract the driver.

Conducting good levels of behaviour towards drivers in other vehicles.

2.5. Parents are responsible for:

Ensuring that appropriate home-to-school travel plans are in place for their child.

Ensuring that the school is provided with any travel equipment which is required for their child, such as car seats.

Informing the school of any changes in their child's condition, including changes in treatment, equipment or medication.

3. Travelling to and from school

3.1. Walking to school

The DfE's "statutory walking distance" is 3 miles for children 8 and over. This distance is measured as the shortest route along which a child, accompanied as necessary, may walk with reasonable safety. Pupils within this distance are not be eligible for funded school transport, with a number of exceptions, as outlined in [section 4](#) of this policy. The process to access free travel is outlined in [section 5](#) of this policy.

Pupils walking to school are encouraged to walk with friends along safe routes that are pedestrian friendly. During winter months, pupils should wear reflective clothing or accessories to maximise safety on the roads.

3.2. Driving to school and 'Park and Stride'

Where parents choose to drive children to school, we encourage them to car share as much as possible. Parents driving close to the school grounds are reminded to drive slowly and to park safely in designated areas.

The school encourages parents to park within a reasonable distance of the school grounds but allow children to walk a short distance each morning. This will ease traffic around the school and promote a healthy lifestyle.

3.3. Cycling to school

Pupils are encouraged to cycle to and from school along designated routes to maximise safety. Full protective gear should be worn at all times and reflective gear, accessories and lights utilised. A suitable lock should be brought for securing the bicycle during school hours.

4. Arranged transport

4.1. Regularly transported children

Statutory entitlement to free home to school transport from the local authority applies when one or more of the following criteria are met:

The child lives 3 miles or more from the school.

The child has been placed in a school where there is no safe walking route.

The child is from a family entitled to free school meals.

The child is from a family receiving the maximum Working Tax Credit.

The child has SEND and a plan with transport requirements written into it.

4.2. School buses

Parents, and of course the pupils themselves, are responsible for their behaviour on the school journey. Pupils on buses must act in a manner reflecting the school's Behaviour Policy and as ambassadors for the school.

Correct school uniform must be worn in the established manner at all times during the school journey.

The school will impose sanctions, such as detentions, for pupils who behave inappropriately on school journeys.

The service provider has a right to withdraw services for any pupil who persistently misbehaves on the journey. Alternative arrangements may not be made in such cases to support the pupil's attendance at the school.

4.3. Minibuses

Pupils on minibuses must behave in accordance with the school's Behavioural Policy. Instructions must be adhered to at the first time of asking and seatbelts must be worn at all times.

The driver of a minibus provided by the council for the purpose of home to school travel is subject to a DBS check. The driver will follow a code of conduct which covers equality, diversity, safeguarding and child protection awareness.

For the purpose of safeguarding and clarity, it is important for parents to note that drivers of regular bus services are not subject to these regular checks.

4.4. Taxis

In some circumstances, taxis may be deemed necessary for the transportation of pupils who have no other means of viable transport. This will be agreed between the parents of a pupil and the school, and a formal arrangement will be established.

5. Free travel eligibility

5.1. Pupils with SEND or those who have an EHC plan in place may be eligible for free travel to and from school.

5.2. The following types of transport are provided by name of LA, free of charge:

Minibus

Specialist minibus

Taxi

Wheelchair accessible taxi

Permits for public transport

5.3. Information submitted during a pupil's needs assessment will be used to determine whether they are eligible for free travel.

5.4. The SENCO will liaise with parents in order to organise appropriate home-to-school travel arrangements.

5.5. The SENCO will notify the LA's transport staff of the type of support a pupil may need, including details of any equipment, car seats, restraints or supervision which may be required.

5.6. Transport arrangements will be kept under review, with the annual review of pupils' statements and EHC plans providing a formal opportunity to discuss transport arrangements.

5.7. When accessing free travel, pupils will adhere to the LA's Home-to-School Travel Policy.

6. Pupil support

- 6.1. Pupils with specific travel needs, such as those who require the use of manual handling or equipment, will have an EHC plan in place.
- 6.2. Pupils' PEEPs will be adapted as necessary to accommodate for the use of emergency procedures whilst in vehicles.
- 6.3. The special educational needs coordinator (SENCO) will liaise with pupils and parents to ensure that suitable travel arrangements to and from school are in place.
- 6.4. Where travel adaptations or specialist equipment is required, the SENCO will be consulted in order to ensure that the necessary measures are taken.
- 6.5. Pupils with SEND may be eligible for free home-to-school travel, as outlined in **section 4** of this policy.

7. Safe practice and safeguarding

7.1. Walking alone

Parents choosing to let their child walk to or from school independently should assess the risks associated with the school route and their own child's confidence. The most important factor to consider about the suitability of a child walking to and from school alone is any risk to the child.

If parents feel safety is a concern, they are encouraged to discuss this with the school with a view to identifying alternative options, such as partnering with another child on the journey home.

7.2. Drop off and collection

It is the parent's responsibility to ensure their child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised.

Where a child is dropped off or arrives at school early, the school will ensure to a reasonable extent that there are no inherent dangers, in line with the Education Act 2002.

Supervision will be in place on the school site before the beginning of the day from 8:30am. Where pupils arrive before this time, the school cannot take responsibility as there will be no supervision in place.

7.3. Late collection

Staff and parents/carers must work together to ensure pupils are safe. It must be made clear to parents that the school should be notified immediately should it become apparent the person collecting will be late.

In the event of late collection, the child will make the situation known to a member of staff and be supervised. We will allow a 15-minute window for late arrival. Following this, we will attempt to contact the parents on the phone numbers provided to the school. If this is unsuccessful, we will attempt to contact the emergency contacts.

The school will keep a record of incidents where parents are late for no explained or good reason, or where there are repeated incidents.

If a parent/carer wishes for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing.

In an emergency, verbal consent may be given for an agreed person to take their child home. A password may be requested to be used by both parties to ensure the identity of the person collecting.

7.4. Non-collection

In the event a child is not collected by an authorised adult and no contact has been established within forty-five minutes to one hour of the usual collection time, the school will follow child protection procedures and the police will be informed and a safeguarding referral to Children's Services will be made.

Under no circumstances will staff go to look for the parent or take the child home with them.

A letter will be sent to the parents notifying them of the existing arrangements in place and inviting them to discuss any changes that need to be made. It is important that the school and parents/carers do everything possible to avoid a recurrence of the situation.

Part B: School organised travel

8. Roles and responsibilities

8.1. In addition to the responsibilities outlined in Part A, the headteacher is responsible for:

Ensuring an appropriate person(s) is appointed to drive the school minibus.

Ensuring the necessary safeguarding checks have been carried out for all appointed drivers.

Ensuring that statutory ratios are being adhered to.

Ensuring all necessary risk assessments have been undertaken for the various forms of transport supplied by the school.

Informing any potential drivers who are not eligible to drive the school minibus due to licence requirements

Informing any potential drivers who do not meet the requirements set out in this policy.

8.2. In addition to the responsibilities outlined in Part A, the SENCO is responsible for:

Liaising with drivers and supervisors to ensure that they are fully aware of and understand the specific travel needs of the pupils in their vehicle.

Liaising with the educational visit lead to ensure that appropriate travel arrangements are in place for pupils on school trips.

8.3. The school's Premises Manager is responsible for:

Arranging full MOTs to be carried out on all of the school's vehicles prior to the expiry date of the current MOT.

Ensuring that all school vehicles have the appropriate tax and licensing.

Organising appropriate insurance cover and roadside assistance for all school vehicles.

8.4. In relation to school trips and educational visits, the educational visit lead is responsible for:

Liaising with the Estates, Operations and Health & Safety Manager and headteacher to ensure that appropriate individuals are appointed as drivers.

Carrying out a thorough risk assessment of the vehicle and the intended use of the vehicle.

Ensuring that the vehicles used are suitable for the pupils attending the trip.

Undertaking a safety and maintenance check of the vehicle prior to use and reporting any concerns to the headteacher immediately.

8.5. In addition to the responsibilities outlined in Part A, appointed drivers are responsible for:

Ensuring that a second driver is available when appropriate.

Keeping a record of the names and contact numbers of any pupils travelling in school vehicles, such as a minibus.

Confirming with the headteacher, or educational visit lead where appropriate, that all necessary risk assessments and safety procedures have been undertaken.

Conducting additional safety checks on school vehicles before travelling.

8.6. Supervisors, such as staff members and vetted volunteers, involved in the transportation of pupils are responsible for:

Acting in accordance with this policy at all times.

Acting in accordance with the Staff Code of Conduct at all times.

Raising any concerns regarding the school's transport with the headteacher.

Ensuring the safety of the pupils they are travelling with.

Ensuring that passengers are wearing their seatbelts and continue to do so throughout the journey.

Promoting good levels of behaviour and responding to any disruption appropriately.

Ensuring that passengers do not consume food or drink on the minibus.

Ensuring that there is at least one first aider amongst the vehicles on the journey being undertaken.

8.7. In addition to the responsibilities outlined in Part A, pupils are responsible for:

Keeping all exits clear for the duration of a journey when using the school minibus.

Acting in a clean and tidy manner when using school vehicles.

Ensuring they do not cause any damage to school vehicles.

8.8. In addition to the responsibilities outlined in Part A, parents are responsible for:

Maintaining any travel equipment which they have provided the school for their child, such as car seats.

Returning the necessary parental consent form, allowing name of school to transport pupils as required.

9. Planning journeys

- 9.1. All journeys involving pupils will be planned in advance and parental consent will be sought.
- 9.2. When planning journeys, EHC plans and personal emergency evacuation plans (PEEP) will be taken into account.
- 9.3. The suitability of the vehicle intended to be used will be checked prior to the journey by the Educational Visits Coordinator and Premises Manager, taking into account any adaptations which need to be made in order to accommodate the pupils using the vehicle.
- 9.4. Pre-determined routes and timings for travel are arranged prior to the journey, with the driver ensuring that the route is suitable and safe for the type of vehicle being used.
- 9.5. The headteacher reviews travel arrangements for all school trips.
- 9.6. A nominated person at the school, who is not on the journey, will be aware of the destination of the minibus, its route and its expected time of arrival and return.
- 9.7. Parents will be informed of the above information, and will be provided with the mobile phone number for a member of staff on the minibus.

10. Minibus travel

- 10.1. When using a minibus, whether owned by the school, long-term loaned or one-time rented, the school's Minibus Policy will be implemented.
- 10.2. Minibuses will only be driven by adults who meet the eligibility requirements outlined in the Minibus Policy.
- 10.3. Only individuals with a full D1 (or D) Passenger Carrying Vehicle (PCV) entitlement are permitted to operate the Ford minibus at WKS. The Peugeot minibus at both WKS & AVPS may be driven by those holding a Class B car licence, provided the driver is at least 21 years old, has a minimum of two years of driving experience, and does not exceed six penalty points on their licence.
- 10.4. All drivers of the minibus will be between 21-and 70-years-old.
- 10.5. Drivers of the minibus are required to have at least two years' experience as a qualified driver.
- 10.6. A copy of the minibus insurance policy will be kept in the school office.

- 10.7. Premises Manager will conduct a risk assessment of the minibus; this will be reviewed termly and in response to any services, or following a breakdown/accident.
- 10.8. The keys for the minibus are stored in the school office, and must be signed in and out by the driver.
- 10.9. Premises Manager will be responsible for ensuring the minibus is well-maintained by competent persons.
- 10.10. The minibus will be maintained to a high standard of cleanliness by all supervisors who use it.
- 10.11. Premises Manager will conduct a generic risk assessment of the minibus service, including supervising drivers, parental consent, journey planning, accident procedures, etc.
- 10.12. Additional risk assessments may also be completed for specific journeys, if necessary.
- 10.13. In the event of a school trip or visit, the educational visit lead is responsible for undertaking the required risk assessments of the travel arrangements and providing the headteacher with a copy of these documents.
- 10.14. The minibus will not be used in any situation where a cause for concern has been identified by a qualified mechanic.

11.Private car travel

- 11.1. When using a private car for the transportation of pupils, whether the vehicle belongs to a staff member, parent or volunteer, the school's Private Car Transport Policy will be implemented.
- 11.2. Parental consent is required in writing prior to travel in order to be carried in supervisors' vehicles.
- 11.3. The headteacher holds ultimate responsibility for ensuring that permission has been obtained from all parents and that all parties are fully informed of the transport arrangements to and from events.
- 11.4. The Estates, Operations and Health & Safety Manager, where appropriate, the educational visit lead is responsible for ensuring that the drivers of private vehicles have a full and valid UK driving licence, and are free of motoring convictions.
- 11.5. The Estates, Operations and Health & Safety Manager is responsible for checking annually whether or not the school's insurance policy covers all vehicles used to transport pupils, including parents' personal vehicles.
- 11.6. The school's insurance does not cover parents' use of personal vehicles to transport pupils; parents are required to seek advice individually from their insurance providers to ensure that

their policy protects them when transporting pupils. If their policy does not cover this, they are required to extend their insurance to 'business use' before transporting pupils.

- 11.7. The driver is responsible for sourcing suitable insurance for their vehicle and ensuring that this is kept up-to-date.
- 11.8. Drivers are required to provide evidence of their insurance to the Estates, Operations and Health & Safety Manager before they are permitted to transport pupils.
- 11.9. A copy of the insurance policy for each private vehicle used to transport pupils will be kept in the school office.
- 11.10. Staff and volunteers who drive pupils in their own private vehicles, are responsible for ensuring:
 - That their vehicle is roadworthy.
 - The safety of their passengers.
 - They adhere to the Highway Code.
 - That passengers use a seatbelt and appropriate restraints.
- 11.11. Vehicles used for transporting pupils will be well-maintained, and will be checked prior to each use; this is the responsibility of the driver.
- 11.12. Vehicles used for transporting pupils will be maintained to a high standard of cleanliness.
- 11.13. Prior to using a private vehicle for transporting pupils, a risk assessment of the vehicle will be undertaken, taking into account the maintenance of the vehicle and whether any adaptations are required in order to meet the needs of the pupils travelling.

12. Drivers and supervisors

- 12.1. Before any individual is permitted to transport pupils, they are required to provide their driver's licence to the Estates, Operations and Health & Safety Manager, who will record confirmation of this and make a photocopy for school records.
- 12.2. If the Estates, Operations and Health & Safety Manager is not satisfied that the driver's licence meets all the necessary requirements, they will inform the driver that they are not eligible to transport pupils.
- 12.3. Drivers with more than three points on their licence will not be eligible to drive pupils.
- 12.4. Drivers will not drive for longer than two hours without taking a break for at least 15 minutes.
- 12.5. The driver will ensure that the Highway Code is being adhered to at all times.
- 12.6. Supervisors, parents and pupils will report any concerns regarding a driver to the headteacher or Estates, Operations and Health & Safety Manager immediately.

- 12.7. Drivers and supervisors are expected to act in an appropriate manner at all times, continuously promoting good behaviour and acting in line with the school's Staff Code of Conduct.
- 12.8. Smoking, drinking alcohol and taking drugs is strictly prohibited at all times whilst in a vehicle with pupils, whether the journey is being made during school hours or not.
- 12.9. Supervisors are responsible for ensuring that pupils, as well as themselves, do not act in a manner which may be distracting to the driver.
- 12.10. Supervisors will manage any disruptive behaviour in line with the school's Behavioural Policy.
- 12.11. Prior to a journey, drivers and supervisors will be notified of any pupils who are potentially disruptive or have a medical condition which may require medication to be administered.
- 12.12. Mobile phones are not permitted for use by the appointed driver whilst they are driving the vehicle. If a driver must make a call, they will pull over to a safe stopping place to do so.
- 12.13. A mobile phone will be carried by at least one member of staff on the journey in case of an emergency.
- 12.14. The designated member of staff will have the numbers of all parents of pupils on the journey, as well as emergency contacts for the school.

13.Safeguarding measures

- 13.1. All drivers will follow a code of conduct which covers equality and diversity, and safeguarding and child protection awareness.
- 13.2. It is the school's responsibility to undertake the required safeguarding checks for drivers, including obtaining enhanced DBS checks where appropriate.
- 13.3. Where the driver is a parent or volunteer, and no supervisor will be present in the vehicle, the school will obtain an enhanced DBS check for the driver.
- 13.4. Where the driver is a parent or volunteer, and a supervisor will be going in the vehicle, obtaining any kind of DBS check will not be required; however, the driver will be suitably vetted before transporting any pupils.
- 13.5. Drivers who do not have an enhanced DBS check are not allowed to be alone with a pupil, unless it is their own child.
- 13.6. The school will keep a list of approved volunteer drivers and does not use the services of unknown volunteers.
- 13.7. Where a minibus is provided by the council for the purpose of home-to-school travel, the driver will be subject to a DBS check.

- 13.8. Name of school understands that pupils with SEND have a higher vulnerability, and, therefore, we are committed to ensuring that the appropriate safeguarding measures are in place to mitigate any potential risks and ensure the wellbeing of our pupils.

14. Health and safety

- 14.1. If a driver is not employed by the school, it is the school's responsibility to ensure that they are aware of their legal duties regarding the safety and welfare of pupils in their vehicles.
- 14.2. All vehicles used by the school for the transportation of pupils must conform to legal requirements and vehicles without seatbelts will not be used under any circumstances.
- 14.3. Pupils will not be transported in the front passenger seat, with the exception of the driver's own child at their discretion and in accordance with legal restrictions.
- 14.4. If a designated driver is taking any prescribed drugs or medicine that may affect their ability to drive, they must inform the school and will not be permitted to drive.
- 14.5. If an appointed driver feels unwell before or during the journey, and feels that this may affect their ability to drive, they are not permitted to drive. Another member of staff, who holds the relevant licence and insurance, will be available to drive in such cases.
- 14.6. A first aid kit will always be available on all modes of school transport. The contents of first aid kits will be reviewed and restocked on a termly basis.
- 14.7. Additional medicine may be taken for pupils with medical conditions, though only staff trained to administer medicine will do so, in accordance with the school's Administering Medication Policy.
- 14.8. Seatbelts and car seats will be fitted and worn in accordance with relevant legislation.
- 14.9. Additional seat belts will be used for pupils who require additional postural support.
- 14.10. The driver will instruct all pupils to wear their seatbelts throughout the journey; supervisors will ensure that they continue to do this whilst in the vehicle.
- 14.11. All supervisors in the vehicle will wear their seatbelts at all times.
- 14.12. Where possible, emergency exits of vehicles will be kept clear at all times.
- 14.13. Where car parks are not available, safe places, away from busy traffic, are chosen for parking.
- 14.14. If the driver, or the appointed supervisor, has any concerns regarding the safety or roadworthiness of the vehicle, they will inform the Premises Manager immediately, who will organise appropriate action.
- 14.15. If the driver, a staff member or an appointed supervisor, has any serious concerns regarding the safety or roadworthiness of the vehicle during the journey, e.g. a flat tyre, a call will be

made to the school office, and the breakdown procedure outlined in section 17 of this policy will be followed.

- 14.16. If the driver, or the appointed supervisors, notice any minor defects during the journey which do not compromise the safety of those on board, e.g. a broken head rest, these can be reported to the Premises Manager after the journey.

15. Handling of pupils and equipment

- 15.1. The handling of equipment will be carried out in accordance with the school's Manual Handling Policy.
- 15.2. The handling of pupils will be carried out in accordance with the Manual Handling Policy, as well as the school's Positive Handling Policy.
- 15.3. Staff should never use manual handling of pupils when it is not necessary or appropriate, for instance as a punishment.
- 15.4. Each time manual handling is required, the staff member will always calmly communicate the reasons for their actions to the pupil and explain why it is necessary in a non-threatening manner prior to carrying out the necessary actions.
- 15.5. A manual handling risk assessment should be undertaken where physical contact with a pupil is necessary, for instance, in order to move the pupil in and out of the vehicle.
- 15.6. Where physical restraint of a pupil is required, only techniques and strategies which have been previously discussed with the headteacher and safely demonstrated will be used.
- 15.7. Drivers and supervisors will be made aware of any subsequent risks associated with the handling of pupils and fully understand when it is appropriate and necessary to use such actions.
- 15.8. Where necessary, vehicles will have handrails, ramps and access doors.
- 15.9. Any specialist travel equipment which is needed for pupils will be located prior to the journey and will be ready-to-use.
- 15.10. Where equipment is required, the pupil's EHC plan will be referred to in order to ensure that the correct equipment and moves are used.
- 15.11. Where the handling of a pupil is required, inflatable cushions will be used to bring the pupil to a more suitable heights to move.
- 15.12. Only EU approved car seats or boosters are acceptable; the label is checked to see if it is marked with a capital 'E' in a circle (indicating EU approved).
- 15.13. Where necessary, the driver and supervisors will assist pupils with their seatbelts.

- 15.14. Risk assessments will be carried out for any required equipment, including ramps, restraints and hoists.
- 15.15. When transferring a child from a wheelchair to a vehicle, and a ramp is not suitable for the task, slide sheets, banana boards, hoists, turntables and chairs with removable arms will be used, as required.
- 15.16. The headteacher is responsible for appointing a designated person to ensure that all equipment is regularly maintained and replaced as necessary.
- 15.17. Where possible, the use of equipment in the rain or snow will be avoided.

16. Injuries, accidents and emergencies

- 16.1. An emergency procedure will be established by the headteacher or Estates, Operations and Health & Safety Manager prior to beginning a journey, and a copy will be kept inside the vehicle's glove compartment.
- 16.2. Vehicle emergency procedures will take into account any pupils on the journey who have a PEEP in place.
- 16.3. The emergency procedure will be communicated to the driver and all supervisors on the journey to ensure they are fully aware of the process to be followed.
- 16.4. In the event of a vehicular accident, emergency services will be contacted immediately and supervisors will remain with pupils at all times.
- 16.5. The driver or a supervisor will contact the school office as soon as possible after calling the emergency services.
- 16.6. All passengers will remain at the scene of the accident in a safe place until the emergency services and any additional transport has arrived.
- 16.7. In the event that a pupil has an accident and injuries are sustained, the names of those involved will be reported to the school office and recorded in the Pupil Accident Log.
- 16.8. If no injuries are sustained and the vehicle is not damaged, the driver will ensure that the vehicle is roadworthy and safe before continuing the journey. An incident report will be completed by the driver upon return to the school.

17. Breakdown procedure

- 17.1. In the event of a breakdown, the driver will move the vehicle off the road and switch on the hazard warning lights.

- 17.2. Passengers will be moved out of the nearside of the vehicle, and as far away from it and other traffic as possible.
- 17.3. If it may be safer for passengers to remain in the vehicle, e.g. if there is not a safe place outside, the driver and supervisors will assess the situation and make an informed decision whether to stay in the vehicle.
- 17.4. The driver or a supervisor will contact the relevant breakdown cover company immediately.
- 17.5. The driver or a supervisor will contact the school office after arranging a breakdown call out.
- 17.6. Contact details for the relevant breakdown cover and insurance provider will always be kept in the glove compartment of the vehicle.
- 17.7. If the breakdown occurs on a motorway, the driver or a supervisor will use the roadside emergency telephone, and will provide the police with the breakdown service, the vehicle's location and the number of pupils on board who have SEND, providing any necessary details regarding the severity of a pupil's condition.
- 17.8. All passengers will be kept together in one group and pupils will be constantly supervised.
- 17.9. If necessary, the driver will seek help, leaving the pupils with the supervisors. If the driver is the only adult present, the pupils will not be left alone.
- 17.10. The driver, supervisors and pupils will all wait in a safe place until it is safe to return to the vehicle.
- 17.11. If passengers are unable to return to the vehicle, appropriate transport will be arranged by staff in the school office to collect pupils, supervisors and the driver.

18. Monitoring and review

- 18.1. This policy will be reviewed every three years by the Estates, Operations and Health & Safety Manager
- 18.2. This policy will also be reviewed in response to any incidents or accidents that occur.
- 18.3. Any changes made to this policy will be communicated to all members of staff.
- 18.4. All drivers and supervisors are required to familiarise themselves with the procedures in this policy when planning a journey.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Visitors Policy

Contents:

Statement of intent

1. Authorisation
2. Visiting procedures
3. Exceptions
4. Unidentified individuals
5. Visitor conduct
6. Monitoring and review

Statement of intent

This policy is designed to outline West Kirby Educational Trust & College's policy regarding visitors to our school grounds.

This policy will enable our school to:

- Safeguard and protect the welfare of pupils and staff members.
- Prevent unnecessary disruption to lessons and other educational activities.
- Protect our grounds and facilities from vandalism and misuse.
- Engage with the community and outside educational influences in a structured and productive manner.

1. Authorisation

- 1.1. Individuals who would like to visit the school, but are not in contact with a member of staff regarding this, should arrange their visit through the school reception, who can be contacted on 0151 632 3201.
- 1.2. The reception will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable.
- 1.3. The school reception will be contacted about a proposed visitation at least 24 hours in advance. The school reception will pass all details on to the headteacher for a final sign-off before getting back to the visitors and confirming the details of their visit.
- 1.4. Teachers, or other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the PA's headteacher for the headteacher's authorisation.
- 1.5. Visitors who arrive at the school without a prior appointment may be permitted to meet with the headteacher / other staff members where these members of the school staff are happy to do so. The visitor will not be allowed into the school without the supervision of an appropriate member of staff.
- 1.6. Parents are discouraged from visiting the school during school hours unless for a school event or emergency. Where a parent arrives at the school, they must follow the visiting procedures outlined below.
- 1.7. In the case that a member of staff receives a telephone request for a visit to take place, and they are uncertain as to the credentials of the person requesting the visit, they will discuss the request with the Senior Member of Staff on duty. All prospective visitors will be asked to provide a telephone number for return contact.
- 1.8. Requests from relatives other than parents will be checked for authenticity with the main parent. If the main parent wishes to deny access to any party this will be noted on the young person's file and the decision that a visit cannot be agreed will be conveyed to the person requesting the visit. A main parent may be requested to provide evidence of a Court Order if they wish to deny access to another 'parent.'
- 1.9. In situations where the individual school has no knowledge of the alleged 'relative' who is making a request to visit, (most commonly a bogus 'uncle or aunt'), details of any such false request will subsequently be shared with social services or the local police.
- 1.10. Local Authority or other agency visitors are expected to carry identification and sight of this will be requested at the start of each visit. Access to a young person may be denied until such times as a visitor can prove their identity.

2. Visiting procedures

- 2.1. All visitors to the school, including parents, will comply with the following procedure:

Immediately report to the school reception area on arrival

Provide their details to the reception staff, including:

- Name
- Purpose of visit
- Name of pupil the visit pertains to / staff member who arranged the visit
- Name of staff member they are here to see
- Expected length of visit
- Car registration plate number (if applicable)

Sign-in using the electronic visitors' signing in / signing out systems

Display ID badges provided at all times while on school property

Sign-out using the electronic visitors' signing in / signing out systems

Return ID badges to the school reception before departure

- 2.2. Visitors are made aware of relevant school policies, including that in relation to health and safety, reporting a concern and emergency procedures.
- 2.3. Visitors are advised that our school is a non-smoking area and smoking is not permitted anywhere within school grounds.
- 2.4. Prior to the visit, all visitors are made aware of any specific parking arrangements which the school has in place.
- 2.5. Unless they have undergone the necessary DBS check, visitors to the school will not work in regulated activity and will be supervised at all times.

3. Exceptions

- 3.1. Visits to the school by contractors are governed by our Contractors' Policy.
- 3.2. Parents/caregivers/friends/relations, etc. attending scheduled open days, sports events or other 'by-invitation' school activities will be exempt from the visiting procedures outlined above.
- 3.3. Anyone attending school events should keep to the areas of the school grounds where the events are taking place (for example the sports field, school hall, etc.).

4. Unidentified individuals

- 4.1. It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and / or without a clearly displayed name or visitor's badge.
- 4.2. Any such visitors will be directed to the school reception where they can sign-in.

- 4.3. If a visitor refuses to report to the school reception, or becomes aggressive or abusive, they will be asked to leave the premises and the police may be called to assist.

5. Visitor conduct

- 5.1. Visitors to the school will be required to act in accordance with the school's Code of Conduct, Adult Behaviour Policy and other relevant school policies at all times.
- 5.2. West Kirby Educational Trust & College reserves the right to escort individuals from the premises who act in an aggressive or threatening manner towards staff members, pupils, governors, parents or other visitors.
- 5.3. Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.
- 5.4. In the event of persistent occurrence of unacceptable behaviour on the school site, West Kirby Educational Trust & College has the right to ban the individual in question from all school premises or sites.

6. Monitoring and review

- 6.1. This policy will be monitored and reviewed on an annual basis by the headteacher and School Board.
- 6.2. Amendments to the policy will be communicated to all members of the school community.

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

PESSPA Policy

Contents:

Statement of Intent

7. Aims
8. Health and safety
9. Risk assessment process
10. Inclusion
11. Extra-curricular activities
12. Cross-curricular links
13. Assessment
14. PESSPA kit
15. Changing provision
16. The curriculum
17. External qualification
18. The Fitness Suite (WKS)
19. Sauna and Steam Room (WKS)

Statement of intent

Physical Education (PE), School Sport (SS) and Physical Activity (PA) is a vital part of the curriculum at all key stages at West Kirby Educational Trust. In order for pupils to develop into happy, healthy adults, it is important that our pupils develop their physical competence and confidence and their ability to use these to perform in a range of activities.

At West Kirby Educational Trust, all students follow the current National Curriculum for Physical Education. We recognise the role that PE has to play in promoting long term, healthy lifestyles and making a positive impact on physical, mental and social health.

Our PE programme, developed in line with the Department for Education (DfE)'s recommendations intends is to provide all students with high quality PE and sport provision, not only as a participant but in leadership roles such as a coach or official. We strive to inspire our students through fun and engaging PE lessons that are enjoyable, challenging and accessible to all. Pupils are encouraged and supported to develop gross and fine motor skills through planning with our onsite Occupational Therapists. The curriculum develops healthy attitudes and lifestyles and allows pupils to learn skilfulness, physical development and knowledge of the body in action. PE also provides opportunities for pupils to be creative, competitive, cooperative and able to face up to different challenges as individuals and in groups and teams. Pupils learn how to think in different ways to suit a wide variety of creative, competitive, cooperative and challenging activities.

At BTEC level, they learn about fitness for sport and exercise learning more about anatomy, the human body and principles of training. They learn how to plan, perform and evaluate actions, ideas and performances to improve their aptitudes and abilities together with the sports performance of others. Pupils are encouraged to make choices about how to get involved in lifelong physical activity

Our aim is to create a passion for sport within a learning environment that promotes inquisitive minds, positive values, and strong physical skills that breeds a life-long enjoyment for sport.

The school follows the Association for Physical Education latest guidance from 'Safe Practice in Physical Education, School Sport and Physical Activity'.

Aims

PE is not just about the ability to play sport. PE covers a wide variety of areas including:

- Health and fitness.
- Interpersonal relationships.
- Team working.
- Problem solving.
- Safety in sport and physical activity.
- Equality in sport.

At West Kirby Educational Trust, we aim to stimulate and maintain enjoyment in sport and to encourage and nurture a desire to engage in physical activity and sport at all ability levels.

We aim to provide sporting activities that appeal to the widest range of pupils from the most to the least able. Activities include but are not limited to:

- Athletics
- Archery
- Badminton
- Basketball
- Boccia
- Cricket
- Dance
- Dodgeball
- Fitness
- Football
- Gymnastics
- Handball
- Kinball
- Netball
- New Age Curling
- Parkour
- Rounders
- Softball
- Sports Leadership
- Swimming
- Table Tennis
- Tennis
- Ultimate Frisbee
- Volleyball

Health and safety

General risk assessments will be conducted for all sports.

Specific risk assessments will be conducted for pupils with mobility difficulties and/or disabilities.

Specific risk assessments will be conducted for staff members with mobility difficulties and/ or disabilities who wish to use the fitness suite and sauna/ steam room

Pupils will follow instructions. Where pupils fail to follow instructions, disciplinary action will be taken as outlined in our Behaviour Policy.

Appropriate PE kit must be worn. School provide a PE kit for all pupils. Limited spare kit will be available for pupils who forget or lose their PE kit.

More detailed information about safety procedures can be found in our school Health and Safety Policy including:

- Accident reporting procedure.

- Location of first aid kits.

- Named first aiders outside of the department.

- Evacuation procedures.

- Off-site activities.

- Swimming.

A “high risk” does not preclude an activity being carried out in PE class, however, enhanced safety measures will be introduced where appropriate.

PE equipment will be checked annually by a professional.

PE equipment will be checked before every use by the staff member in charge of the session.

Damaged equipment will be temporarily decommissioned and stored for safety.

Before repaired equipment is put back into use it will be inspected.

All PE teachers will be trained in first aid and manual handling.

Risk assessment process

Our risk assessment process is designed to manage real risks when planning activities, while ensuring that learning opportunities are experienced to the full.

All activities and equipment are risk assessed and risk assessments are available on Every System in line with school Risk Assessment Policy.

Risk assessments are reviewed annually.

The process is as follows:

Identify the hazards:

Decide who might be harmed and how:

Evaluate the risks and decide on control measures:

Record the findings and implement them:

Review the assessment and update if necessary:

Inclusion

West Kirby Educational Trust does not discriminate.

The PE department reflects this commitment and will work hard to include all pupils regardless of gender, race, religion, ability or disability under the Equality Act 2010 in accordance with the school's Equality Policy.

In order to ensure PE is as inclusive as possible, we will implement:

Standard planned activities differentiated for pupils with various needs.

Adapted activities in line with pupils' needs

Alternative physical activities for pupils who are injured or otherwise unable to take part in standard activities.

Non-physical alternatives where required.

Extra-curricular activities

The following sporting clubs may be available outside of the curriculum:

Athletics

Badminton

Cricket

Dodgeball

Football

Fitness

Kinball

Dance

Tennis.

No extra-curricular activity is mandatory, but pupils will be encouraged and supported to join in.

Removal of sporting activities will never be used as disciplinary action.

Cross-curricular links

Cross-curricular links to PE and sport can be found in many subjects, for example:

The study of health, fitness and drugs in science.

Data recording and measuring in maths.

Map reading in geography.

Interpretation of data using programming in computing.

Assessment

Detailed information about assessment of PE can be found in our Assessment Policy.

Formative assessment takes place via observation, video recording and oral questioning on a lesson-by-lesson basis.

Summative assessment will include a self-assessment and written and physical examinations.

For BTEC assessment, non-exam assessment will contribute a total of 75% of the final grade, and will be split into the following:

Practical Performance in Sport – Internal

Applying the Principles of Personal Training – Internal Synoptic

The Mind and Sports Performance – Internal

PESSPA kit

Pupils are expected to bring PE kit that is fit for purpose according to the PESSPA activity unless they have a doctor's note which states that they are physically injured and must be excused.

A note from parents will allow pupils to participate in non-physical roles due to injury such as coach, choreographer, leader, referee/umpire.

Indoor and outdoor clothing:

Black Akoa T-shirt/Polo shirt

Black Akoa shorts/tracksuit bottoms/leggings

Optional Black Akoa hooded sweatshirt

Outdoor trainers

Trainers for Gymnasium (with non-marking soles)

Swimming costume or trunks

Long hair worn by students should always be tied back with a suitably soft item to prevent entanglement in apparatus and to prevent obscuring vision.

For classroom-based movement in a limited space or playground activity e.g. “wake and shake” type activities), it is acceptable for children to remain in their school uniform. During this type of activity, children work within a small area or on the spot, and safety concerns linked with slips, trips and falls are reduced.

In hot weather, protection from the sun is advisable; therefore children can wear caps. Sun cream will be available from school, should the necessary permissions be provided.

Religious and cultural clothing

To maximise safe and meaningful participation, the school and staff will use sensitive management when dealing with any concerns arising from wearing of certain items of clothing specific to religious requirements.

Clothing for PESSPA – staff

Clothing and correct attire for a particular PESSPA activity represent important features of safe practice that apply in equal measure to both staff and students. Staff should always endeavour to change into appropriate clothing for teaching PESSPA. On the occasions that it proves difficult or impractical, a change of footwear and removal of jewellery, should always be undertaken.

Personal effects, including jewellery and cultural or religious adornments

Personal effects, such as jewellery (including body piercings), religious artefacts, watches, hair slides and sensory aids should be removed to establish a safe working environment (unless sensory aids are indicated as essential in a pupils Personal Support Plan)

Ongoing risk assessment needs to determine what action will be appropriate. Staff should always try to avoid complete exclusion from a lesson due to not being able to remove personal artefacts.

Valuable items removed by the pupils will be stored and locked away by staff and handed back at the end of the lesson. The school would accept liability should the items be lost or damaged when under their care. Any items left at the end of the week will put into the schools lost property.

Disclaimers from parents about the wearing of any item of jewellery by a student will be declined. Such indemnities have no legal status. The duty of care remains firmly with the school and college on such matters.

Changing provision

West Kirby Educational Trust aims to ensure the dignity, decency and privacy of all its pupils.

Pupils are able to come into school provided PE kit should they wish.

Purpose built changing room (Boys and Girls) are to be used when changing for PESSPA, if pupils are not already changed. Staff are to monitor the changing rooms sensitively to ensure children are safe at all times.

Key stage 1 and lower key stage 2 pupils are allowed to change together in their classroom should changing facilities be in use by other groups. Sensitivities to Key Stage 2 girls should be considered and alternative should be provided if required.

Curriculum

Children are available to join in and participate with suitable adaptations to their level across all key stages

Key Stage 1

Our intent for PE is to develop pupils' physical competence and confidence and their ability to use these to perform in a range of activities. It promotes physical skilfulness, physical development and the knowledge of the body in action.

Physical Education provides opportunities for pupils to be creative, competitive and to face up to different challenges as individuals and in groups and teams. It promotes understanding and positive attitudes towards active and healthy lifestyles. Physical Education provides the opportunity to appreciate the skills of others and to rationalise success and failure.

Key Stage 2

The intent of physical education in Key Stage 2 is to enable all pupils in our care to work towards becoming independently active within school and the community. We encourage them to develop competence and confidence in physical skills and to value the contribution of others.

Physical Education takes place both in the school and its environment and in the wider community including residential visits, and swimming. Our teaching is based on the programmes of study contained in the National Curriculum Document and

emphasis will be placed on the process of planning, performing and evaluating within an active environment.

At Key stage 1 and 2 we use the Edsential Physical Education scheme of work

Key stage 3

Our intent at Key Stage 3 is for pupils to build on and embed the physical development and skills learned in key stage 1 and 2. Pupils have the opportunity to follow a diverse and well-structured curriculum.

PESSPA aims to ensure that all students:

- Develop competence to excel in a broad range of physical activities
- Evaluate and improve performance in themselves and others engage in competitive sports and activities
- Make informed choices on healthy and active lives.

In Key Stage 3, we deliberately place an emphasis on the importance of practical aspects of physical education, so that pupils can develop the skills and attributes underlined above by the National curriculum

Pupils will be taught to:

- Use a range of tactics and strategies to overcome opponents in direct competition through team and individual games.
- Develop their technique and improve their performance in other competitive sports.
- Perform dances using advanced dance techniques within a range of dance styles and forms.
- Take part in outdoor and adventurous activities which present intellectual and physical challenges, and be encouraged to work in a team, building on trust and developing skills to solve problems, either individually or as a group.
- Analyse their performances compared to previous ones and demonstrate improvement to achieve their personal best.
- Take part in competitive sports and activities outside school through community links or sports clubs.

Key Stage 4

At Key Stage 4 emphasis is placed on recreational and sporting activities for personal enjoyment, performance and fitness as well as promoting and transferring previous skills and abilities learnt new sports and activities.

The core Physical Education programme aims to build upon many of the activities covered in Key Stage 3 in order to develop the depth of understanding which will allow students to continue to enjoy that activity once they leave school. The core programme aims to give students the opportunity to tackle complex and demanding activities and get involved in a range of sports that help develop personal fitness to promote an active and healthy lifestyle.

Pupils will be taught to:

- Use and develop a variety of tactics and strategies to overcome opponents in team and individual games.
- Develop their technique and improve their performance in other competitive sports or other physical activities.
- Take part in further outdoor and adventurous activities in a range of environments which present intellectual and physical challenges, and which encourage pupils to work in a team, building on trust and developing skills to solve problems, either individually or as a group.
- Evaluate their performances compared to previous ones and demonstrate improvement across a range of physical activities to achieve their personal best.
- Continue to take part regularly in competitive sports and activities outside school through community links or sports clubs.

External qualification

This section is subject to change dependent on the DfE's recommendations.

We use the Pearson exam board syllabus to deliver Btec First in Sport Level 1/2 as required by the DfE.

To gain accreditation students need to complete four modules

Unit 1: Fitness for Sport and Exercise - In this unit students will:

- Know about the components of fitness and the principles of training
- Explore different fitness training methods
- Investigate fitness testing to determine fitness levels

Unit 2: Practical Sports Performance – In this unit students will:

- Understand the rules, regulations and scoring systems for selected sports
- Practically demonstrate skills, techniques and tactics in selected sports
- Be able to review sports performance

Unit 3: The Mind and Sports Performance - In this unit students will:

- Investigate personality and its effect on sports performance
- Explore the influence that motivation and self-confidence have on sports performance
- Know about arousal and anxiety, and the effects they have on sports performance

Unit 4: The Sports performer in action - In this unit students will:

- Know about the short-term responses and long-term adaptations of the body systems
- Know about the different energy systems used during sports performance

Fitness Suite usage (WKS)

12.1 Fitness Suite Equipment - The Fitness Suite consists of the following equipment:

- Lat pull down / Low row total weight stack 106.5kg
- Adjustable High / Low pulley 91kg weight stack
- Werksan Half rack with platform
- 6ft Hex bar
- 7ft Olympic bar
- Olympic EZ curl bar
- 4 x fast lock collars (pairs)
- 1-10kg hex dumbbell set and stand
- 2.5-25kg hex dumbbell set and stand
- 27.5kg hex dumbbell set
- 30kg hex dumbbell set
- 2 x Apex super bench
- 2x Concept Model D rowing machine
- 2 x Concept Ski Erg
- 2 x NoblePro treadmills
- 1 x Wattbike Nucleus
- 2 x Assault bike
- Bison Hi impact bumper plates 300kg set 4 x 25kg (red), 4 x 20kg (blue) 4 x 15kg (yellow), 4 x 10kg (green) 4 x 5kg (grey)
- 4 x 2.5kg fractional plate (red)

12.2 Who can use the Fitness Suite?

The Fitness Suite is available solely for use by West Kirby Educational Trust students and staff. Any individual who uses the Fitness Suite does so voluntarily and at the individual's own risk. West Kirby Educational Trust will not be liable for any injury sustained by any person as a result of using the Fitness Suite equipment. No student

or member of staff is permitted to use the Fitness Suite unless they have attended a safety induction and the instructor has verified that you may use the equipment.

12.3 Induction for new users

New users of the Fitness Suite must attend an induction session from a member of the school staff who is suitably trained, before using the Fitness Suite. Inductions will be arranged in small groups of no more than 5 people.

12.4 Before using the Fitness Suite Facility

- Any person with a history of heart disease, hypertension, diabetes or any degenerative joint or muscular disease should first obtain permission from their doctor.
- Do not eat a large meal for at least 2 hours before exercise.
- Seek medical advice before using the equipment if you have a medical problem.
- Always ensure that your clothing and footwear are suitable and properly fitting.
- Avoid training alone. For your own safety, try to ensure there is someone else present. **Between the hours of 2200-0700hrs, should you wish to use the facilities, training must be completed in pairs** Always warm up prior to exercise and cool down afterwards.
- Always warm up and stretch before exercise particularly before weight training. Gentle cardio work with a bike and stretching is excellent before starting on a weight training session or heavy lifting.

12.5 Use of the Fitness Suite

The Fitness Suite is provided for the enjoyment of all who use it, irrespective of whether it is recreational for keeping fit, rehabilitation from injury, or as part of a training programme for an individual sport. All students and staff will sign a contract and disclaimer before using the Fitness Suite, which will be held in staff/student files (Appendix 1). Only users of the Fitness Suite who have had an induction session will be permitted to use the Fitness Suite. Use of any Fitness Suite equipment outside the Fitness Suite opening hours is prohibited. All accidents must be reported in line with the school accident policy.

Showers are provided for students to use.

Staff must not use student showers.

12.6 Opening Hours

Fitness Suite for Students

The Fitness Suite is available for use during the timetabled PE lesson and between the hours of 1245-1320hrs Mon-Thurs.

Fitness Suite for Staff

Fitness Suite is available for use during the following hours for staff:

1540hrs – 0830hrs (Term time- Monday to Friday). Between 2200-0700hrs users of the fitness suite are to train in pairs

24hr access (Term break). Between 1700-0700hrs users of the fitness suite are to train in pairs

24hr access (weekends) users of the fitness suite are to train in pairs

12.7 Fitness Suite Etiquette

The Fitness Suite should be kept clean and tidy at all times. Suitable trainers must be worn; muddy footwear is not allowed. All litter or drinking bottles/cartons should be placed in the waste bin provided. Be considerate of other users, especially at busy times. Please bring a towel to place over benches and wipe down the equipment after use. Do not bring food or drink in the Fitness Suite, except water in appropriate plastic water bottles. Always leave the Fitness Suite how you would like to find it.

12.8 Fitness Suite Safety Rules

There is a risk of injury when using (or misusing) weight training equipment. The following points should be observed:

- Inspect equipment before each use for loose, worn or frayed parts.
- Check that wire ropes are not frayed or kinked and that pulleys rotate freely.
- Report any problems with the equipment to The Estates, Operations and Health & Safety Manager and the maintenance team using the Every system.
- Space in the Fitness Suite is limited. To avoid trip hazards, do not leave any personal belongings on the floor
- Work with weight you can manage/handle.
- Do not continue training if you feel dizzy or unwell. Remember to breathe properly during exercise particularly when lifting weights.
- Anyone under 16 must not train alone.

Sauna and Steam Room (WKS)

13.1 Who can use the Sauna and Steam Room?

The Sauna and Steam Rooms is available solely for use by West Kirby Educational Trust staff. Any individual who uses the sauna and steam room does so voluntarily and at the individual's own risk. West Kirby Educational Trust will not be liable for any injury sustained by any person as a result of using the sauna and steam room. No member of staff is permitted to use the sauna and steam room

unless they have attended a safety induction and the instructor has verified that you may use the equipment.

13.2 Induction for new users

New users of the sauna and steam room must attend an induction session from a member of the school staff who is suitably trained, before using the sauna and steam room. Inductions will be arranged in small groups of no more than 5 people.

13.3 Before using the Sauna and Steam Room

- Remove contact lenses and jewellery
- Consume plenty of fluid
- Shower before using the sauna
- Bring a towel into the sauna to reduce contact with the timbers
- Periodically shower whilst using the sauna and steam room
- Shaving in the sauna and steam room is strictly prohibited

Do not use the sauna and steam room if:

- You are pregnant
- Suffer from heart problems, diabetes, high/ low blood pressure
- Suffer from skin diseases, sores and wounds
- Suffer from an inability to perspire

13.4 Use of the Sauna and Steam Room

The Sauna and Steam Room is provided for the enjoyment of all who use it, irrespective of whether it is recreational for keeping fit or rehabilitation from injury. All staff will sign a contract and disclaimer before using the sauna and steam room, which will be held in staff files (Appendix 2). Only users of the sauna and steam room who have had an induction session will be permitted to use the sauna and steam room. Use of the sauna and steam room outside the opening hours is prohibited. All accidents must be reported in line with the school accident policy.

13.5 Opening Hours

Sauna and Steam Room is available for use during the following hours for staff:

1540hrs – 0830hrs (Term time- Monday to Friday). Between 2200-0700hrs users of the sauna and steam room are to attend in pairs

24hr access (Term break). Between 1700-0700hrs users of the sauna and steam room are to attend in pairs

24hr access (weekends) users of the sauna and steam are to attend in pairs

13.6 Sauna and Steam Room Etiquette

The sauna and steam room should be kept clean and tidy at all times. All litter or drinking bottles/cartons should be placed in the waste bin provided. Be considerate of other users, especially at busy times. Please bring a towel and wipe down the benches after use. Do not bring food or drink in the sauna and steam room, except water in appropriate plastic water bottles. Always leave the sauna and steam room how you would like to find it.

13.7 Sauna and Steam Room Safety Rules

Don't Stay in Too Long

15 to 20 minutes at a time is generally considered the max. The length of time the body can tolerate will vary from person to person. If you are sensitive to heat, start off with a short period of time

Cool Down

Take a cold or cool shower to cool down.

Rest

Relax for at least ten minutes afterward. Let your body recuperate before doing the hot, cold, relaxation circuit again.

Rehydrate

Drink plenty of water before and after. You may want to eat something salty afterward if you've sweat a lot.

Never Drink Alcohol in the Sauna

Don't go in right after a large meal or strenuous exercise.

Saunas Can Burn

Too much time in the sauna at a too high temperature can lead to blistering. If your skin starts to sting, get out.

Monitor Your Body

If you start to feel dizzy, nauseous or have a headache, leave immediately.

13.8 Booking of the Sauna and Steam Room

Staff members who wish to use the sauna and steam room can only do so by booking an available slot. Bookings can be made through the below link:

[Sauna and Steam Room Booking Form](#)

Appendix 1

Fitness Suite Usage

Contract Staff and Student Expectations

You will adhere to all Fitness Suite rules as displayed throughout the Fitness Suite. Failure to follow the rules will result in immediate action being taken.

- You will only attend the Fitness Suite during allocated times and following induction
- You will not allow other students to enter the Fitness Suite with your fob
- If your behaviour is deemed inappropriate or unsafe we have the right to deny you access to the Fitness Suite.
- You must report damage of equipment, or any items susceptible to damage to a staff member.
- You must not bring food into the Fitness Suite. Water bottles only.
- You will endeavour to be safe
- Students and staff must not use the Fitness Suite at the same time
- West Kirby Educational Trust & College staff and students only

Disclaimer

Read the following and tick the appropriate box to state that you are happy with the information presented to you today:

I am satisfied that I have been shown the appropriate techniques for performing exercise on the gym equipment safely. I have been given a copy of the policy and it has been explained to me I have been instructed effectively on appropriate ranges of sets, repetitions and percentages to lift. Alongside appropriate lifting tempos and rest times.

If you are ever in breach of this contract, we have the right to withdraw your access to the Fitness Suite areas.

Staff Member Signature:

Student Name Signature

Appendix 2

Sauna and Steam Room Usage

Contract Staff Expectations

You will adhere to all sauna and steam room rules as displayed. Failure to follow the rules will result in immediate action being taken.

- You will only attend the sauna and steam room during allocated times and following induction
- You will not allow students to enter the sauna and steam room
- If your behaviour is deemed inappropriate or unsafe we have the right to deny you access to the sauna and steam room
- You must report damage of equipment, or any items susceptible to damage to a staff member.
- You must not bring food into the sauna and steam room. Water bottles only.
- You will endeavour to be safe
- Students must not use the sauna and steam room
- West Kirby Educational Trust & College staff and only

Disclaimer

Read the following and tick the appropriate box to state that you are happy with the information presented to you today:

I am satisfied that I have been shown the appropriate operating procedure of the sauna and steam room. I have been given a copy of the policy and it has been explained to me.

If you are ever in breach of this contract, we have the right to withdraw your access to the sauna and steam room.

Staff Member Signature:

Student Name Signature

WEST KIRBY EDUCATIONAL TRUST

A charity changing children's lives

Working at Heights Policy

Contents

Statement of intent

1. Legal framework
2. Definition
3. Working at heights procedure
4. Risk assessment
5. Control measures
6. Training
7. Circulation
8. Monitoring and review

Appendices

- a) Annual Acknowledgement Statement
- b) Approved List of Working at Heights Activities

Statement of intent

At West Kirby Educational Trust & College, we recognise that there may be an increased risk to the health and safety of employees when working at heights. This policy has been established to identify risks and manage the risks accordingly.

The school has a duty under the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999, to ensure, as far as is reasonably practicable, the health, safety and welfare of employees. The school also has obligations under The Work at Heights Regulations 2005 (as amended).

Within this policy, 'working at heights' refers to situations where staff, in the course of their duties, work at heights and are physically isolated from colleagues, possibly without immediate access to assistance.

1. Legal framework

1.1. This policy has due regard to relevant legislation, including, but not limited to the following:

The Health and Safety at Work etc. Act 1974

The Work at Heights Regulations 2005 (as amended)

2. Definition

2.1. West Kirby Educational Trust & College adopts the definition of the HSE, which defines work at heights as any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

3. Working at heights procedure

3.1. Premises Manager is responsible for ensuring suitable procedures are in place for undertaking risk assessments for all situations requiring work at heights. These procedures must ensure that all involved are aware of the precautions and methods of work to be followed, including emergency action to be taken if necessary.

3.2. Working at heights should be avoided, where it is practicable to do so, but where work at heights cannot be avoided, the risk and consequences of falls should be prevented, using either an existing place of work that is already safe or the right type of equipment. This includes:

Taking into account weather conditions that could compromise safety.

Undertaking as much work as possible from the ground.

Checking that the place where work at heights is to be undertaken is safe. Each place where people will work at heights needs to be checked each time, before use.

Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.

Ensuring that workers can get safely to and from where they work at heights.

Ensuring equipment is suitable, stable and strong enough for the job, maintained and checked regularly.

Storing materials and objects safely to ensure they won't cause injury if they are disturbed or collapse.

Workers ensuring that they don't overload or overreach themselves when working at heights.

Taking precautions when working on or near fragile surfaces.

Considering emergency evacuation and rescue procedures.

3.3. An approved list of work at heights activities will be established, outlining situations where work at heights may be authorised, and the necessary precautions and work methods to be followed.

3.4. Providing the activity is on the approved list, work at heights may be deemed 'authorised'.

3.5. Unless explicitly stated on the approved list, work at heights must only be undertaken following authorisation from the headteacher.

- 3.6. It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times, in accordance with their instructions and training.
- 3.7. Any person, who becomes aware of circumstances involving work at heights, where the existing control methods are ineffective, must inform the headteacher as soon as possible.
- 3.8. Risk assessments must cover all work currently undertaken at heights (or proposed to be), where the risk may be increased by the work activity itself, or the lack of available assistance should something go wrong. Once relevant tasks are identified, the following must be considered:
- Plant and equipment: Plant and equipment used by individuals working at heights will be assessed for suitability and safety.
 - Access and egress: Some work at heights may require access to locations that are difficult to access or egress. Assessments will consider whether these tasks are safe.
 - Lone working: Work at heights will not be undertaken when working alone.
- 3.9. Work equipment should be assembled and/or installed according to the manufacturer's instructions and in keeping with industry guidelines.
- 3.10. Where the safety of the work equipment depends on how it has been installed and/or assembled, Premises Manager should ensure it is not used until it has been inspected in that position by a competent person.
- 3.11. Any equipment exposed to conditions that may cause it to deteriorate, and result in a dangerous situation, should be inspected at suitable intervals appropriate to the environment and use.
- 3.12. A record will be maintained of any inspection for types of work equipment, including guard rails, toe-boards, barriers or similar collective means of protection, and working platforms, both fixed and mobile.
- 3.13. Working platforms used for construction work and from which a person could fall more than two metres must be inspected:
- After assembly/installation in any position.
 - After any event liable to have affected its stability.
 - At intervals not exceeding seven days.
- 3.14. Where it is a mobile platform, a new inspection and report is not required every time it is moved to a new location on the school/academy premises.
- 3.15. Any equipment, such as a mobile elevating work platform (MEWP), which has come from an external supplier, must be accompanied by a clear indication to everyone involved, when the last thorough examination has been carried out.

4. Risk assessment

- 4.1. The school's risk assessment will include the following considerations:

Safety of the pupils, staff, visitors, contractors and the general public.

Hazardous nature of any general work at heights on the site (i.e. environmental conditions).

Required competency level of staff to undertake work at heights.

Required level of competence and ability to use access equipment.

Required level of supervision.

The safest equipment to use on site.

The condition of access equipment and its maintenance.

Other methods of safe access for higher risk or time-consuming jobs at heights.

5. Control measures

- 5.1. In order to manage general risks, the following control measures have been put place. Members of staff working at heights must:

Not undertake work for which they are not trained.

Take reasonable care of their health and safety.

Not put themselves in danger.

Know, and follow, safe working procedures.

Never rush or cut corners.

Follow reasonable targets.

Stop for regular breaks and, if possible, change activity after prolonged periods.

Inform Estates, Operations and Health & Safety Manager of any relevant medical conditions.

Inform Premises Manager of any hazards or accidents encountered.

- 5.2. The following communication procedures will also be put in place.

Carry a mobile telephone at all times when working at heights.

The worker will inform someone when they are working at heights, how long they will be, and when they expect to be finished.

In the event that a worker has an accident or falls into difficulties, they are to use their mobile telephone to contact Premises Manager, their nominated person, or the emergency services.

- 5.3. First aid kits will be made available throughout the premises. Their locations will be communicated to all members of staff.

6. Training

- 6.1. Estates, Operations and Health & Safety Manager will ensure that only individuals with sufficient skills, knowledge and experience are employed to perform a task at heights, providing, where necessary, the appropriate training by an accredited trade organisation.

- 6.2. Where staff members are currently undergoing training, they should work under the supervision of somebody competent to work at heights.

- 6.3. Where a working at heights activity is low-risk and of a short duration, competence requirements may be no more than making sure an employee receives instruction on how to use the equipment and appropriate on-the-job training.
- 6.4. Where a member of staff finds that they are required to use an item of access equipment on which they have not had instruction/training, or where they are unsure of correct or safe use, then they are to contact Estates, Operations and Health & Safety Manager prior to use.
- 6.5. Estates, Operations and Health & Safety Manager will maintain an up-to-date record of all instruction and training given to staff members.
- 6.6. Refresher training will be provided every three years.

7. Circulation

- 7.1. This policy will be circulated to every staff member working at heights, who shall annually sign a statement which affirms that he/she has:
 - Received a copy of the policy.
 - Has read and understood the policy.
 - Has agreed to comply with the policy.

8. Monitoring and review

- 8.1. The Estates, Operations and Health & Safety Manager will be responsible for reviewing this policy annually.

Approved list of Working at Heights Activities

This document has been created to ensure its users can map out the risks associated with working at heights. In addition to explaining the risks and the steps that will be taken to mitigate them, this list should also detail: the person carrying out the activity; any training or supervision the person requires; who is responsible for overseeing the works are carried out safely; who has approved the works and when.

In accordance with the HSE webpage 'Work at Heights – Frequently asked questions', a person is considered working at heights if they:

- Work above ground/floor level.
- Could fall from an edge, through an opening or fragile surface.
- Could fall from ground level into an opening in a floor or a hole in the ground. ¹

The examples in the table below have been completed in line with this definition and pertain to activities including changing a lightbulb, inspecting a leak in a roof and changing a wall display. This is an approved list and should be updated and maintained regularly to help ensure the safety of those carrying out the works, and to help identify any risks associated with working at heights activities.

This document should be used alongside a Working at Heights Policy and Working at Heights Risk Assessment (both available in the related documents section of the article page) and should not be utilised in place of a risk assessment.

Adverse Weather Policy

Contents:

[Statement of intent](#)

1. [School policies and procedures](#)
2. [Decision to close](#)
3. [Remaining open in adverse weather conditions](#)
4. [Health and safety](#)
5. [Limited staff numbers](#)
6. [Attendance statistics](#)
7. [Exam disruption](#)
8. [Emergency plan](#)
9. [Monitoring and review](#)

Statement of intent

It is the aim of West Kirby Educational Trust to ensure that our schools remains open during adverse weather conditions, when practically possible, providing that this can be done in a safe manner.

West Kirby Educational Trust intends to, wherever possible, make the decision to close a school before the teaching day commences, rather than defer the decision and delay the opening of any school.

The purpose of this policy is to:

- Make the appropriate procedures clear, in relation to operating the school during adverse weather conditions.
- Make clear the grounds for a school closure due to adverse weather conditions.
- Advise and inform staff and parents of the systems and procedures in place in the event of a school closure due to adverse weather conditions.

1. School policies and procedures

1.1. This policy will be implemented in accordance with the following school policies and procedures:

- Health and Safety Policy
- First Aid Policy

2. Decision to close

2.1. The decision to close a school will be made by the headteacher and CEO.

2.2. The Estates, Operations & Health and Safety Manager and the Chair of School Board will be consulted when making a decision about school closure.

2.3. In the absence of the headteacher, the Estates, Operations & Health and Safety Manager will assume the responsibility of the headteacher in relation to the Adverse Weather Policy and will discuss with the CEO.

2.4. The school will be closed if one or more of the following conditions apply:

- Travel to and from the site is considered to be unsafe, or;
- Conditions on site are considered to be unsafe and are likely to present danger to users of the site, or;
- Staff numbers are insufficient for the school to be operated safely.

2.5. In the event of school closure:

- The decision to close will be communicated by the headteacher to the Senior Leadership Team, Marketing Manager, and The Estates, Operations and Health & Safety Manager
- The Marketing Manager will (with urgency and without delay) inform staff and parents via text message and email.
- The Marketing Manager will (with urgency and without delay) post an update on the school website.
- Premises Manager will (with urgency and without delay) display 'closure' signs on the school's entrance gates.
- The Estates, Operations & Health and Safety Manager will call the local radio station (if deemed helpful). It is noted that parents will have previously been made aware that announcements concerning the school may be broadcasted via the local radio station.

2.6. In the event of the school having to close during the day, parents will be contacted via text message or telephone, using the number(s) recorded on each pupil's record card. Parents / pupils' transport providers will be asked to collect their / the child from the school. This will be coordinated by the Transport Manager with support from the Deputy Head and Assistant Head Teachers (as required).

2.7. Should a total closure of the school be announced before the school opens and staff are instructed to remain at home, they will be expected to be 'available' and 'fully contactable' for work during their contracted hours of employment.

2.8. A closure of the school during the day and an early release of staff will only be considered in extreme circumstances. Staff may be prioritised for early release in accordance with the circumstances of each event.

3. Remaining open in adverse weather conditions

- 3.1. When deciding whether the school will remain open, a risk assessment will be conducted by Estates, Operations and Health & Safety Manager and submitted to the HEADTEACHER. This will be regularly reviewed and updated during the period of adverse weather.
- 3.2. The headteacher and Estates, Operations & Health and Safety Manager will pay due regard to local and national weather updates in relation to adverse weather conditions and their development if the school remains open.
- 3.3. If the school remains open and when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates only.
- 3.4. Premises Manager will place health and safety caution signs to warn users of the increased hazards on site.
- 3.5. In the event of snow or ice, all pathways, wherever practically possible, will have been cleared and gritted.
- 3.6. A notice will be erected to inform that vehicles and pedestrians entering the school grounds do so at their own risk.
- 3.7. At the headteacher / Estates, Operations & Health and Safety Manager's discretion, during periods of adverse weather conditions (for example high winds, snow or ice), the playground and use of outdoor spaces may be out-of-bounds to pupils, staff and parents. Further restrictions may be considered and introduced that are appropriate to manage risks according to any adverse weather conditions.
- 3.8. All persons entering the school buildings are asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

4. Health and safety

- 4.1. The school has a duty of care to anyone accessing the site and surrounding grounds.
- 4.2. The school may be liable if it is found that the school has been negligent in its responsibilities and has not taken all reasonable measures, given the circumstances, to ensure the health and safety of pupils, staff, visitors and parents entering the school site.
- 4.3. The Estates, Operations & Health and Safety Manager is responsible for ensuring safety on the school site, in accordance with the school's Health and Safety Policy.
- 4.4. Staff, visitors and parents have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the school grounds.
- 4.5. Individuals must take responsibility for the health and safety of any children under their supervision.
- 4.6. If anyone believes that the site is unsafe after the Snow and Ice Risk Assessment has been completed, it is advised that they do not enter the school grounds and inform either the headteacher or Estates, Operations & Health and Safety Manager so the safety can be reassessed.
- 4.7. In the event of adverse weather conditions, Premises Manager will assess the school site and inform the Estates, Operations and Health & Safety Manager by 7.30am of the state of site.
- 4.8. A risk assessment of the site will be conducted in order to assess any potential hazards due to the weather conditions, as per 3.1.

- 4.9. Closing the school is a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions, this will be agreed by the CEO and headteacher.
- 4.10. When roads are impassable, the health and safety issue is overridden by the practical issue of access.

5. Limited staff numbers

- 5.1. During periods of adverse weather conditions, staff members are expected to make all reasonable efforts to attend work if it is safe to do so, whether this means they will be late or not.
- 5.2. Staff members are expected to assess the availability of all public transport and consider the feasibility of walking to work, if they live relatively close and are fit and able to do so, in order to attend work.
- 5.3. The school understands that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk.
- 5.4. In line with 5.3, it is therefore at the discretion of staff members as to whether they are able to attend work in adverse weather conditions.
- 5.5. Staff members are required to consider local weather conditions, distance, availability of public transport, and fitness to walk when making their decision.
- 5.6. Staff members are required to liaise with the headteacher/SLT or Estates, Operations & Health and Safety Manager to discuss options of attending work.
- 5.7. The headteacher / Estates, Operations & Health and Safety Manager may opt to limit staff numbers in the building and contact staff instructing them not to attend site (depending on the circumstances). In these circumstances any staff instructed to remain at home will still be expected to be 'available' and 'fully contactable' for work during their contracted hours of employment.
- 5.8. In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff:
- No maximum class size limits are set out.
 - A limit of 30 pupils per class will apply if the majority of children will reach the age of five, six or seven in that school year.
- 5.9. The school will continue to strive to provide high-quality education in the given circumstances.

6. Attendance statistics

- 6.1. Where the school is officially closed, all absence is registered as authorised.
- 6.2. When a pupil cannot attend the school due to adverse weather conditions, the pupil will be marked in the register as having an authorised absence and will, therefore, not affect the school's attendance statistics.
- 6.3. If the headteacher/SLT believe the pupil could have safely made it to school but did not attend, the pupil will be marked in the register as having an unauthorised absence.

6.4. Parents acting on the assumption that the school would be closed, without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school, risk their child's absence being registered as an unauthorised absence.

7. Exam disruption

7.1. If the school has to close, or if a child misses an exam due to adverse weather conditions, the school will make alternative arrangements with the relevant awarding body.

7.2. The school takes full responsibility for informing parents and pupils of any agreed changes concerning exams in adverse weather conditions. This includes:

- Using alternative venues.
- Exam results being generated by the awarding body, based on other assessments in the same subject.
- The opportunity for the pupil to sit any missed exam later in the year.

8. Emergency plan

8.1. In the case of an emergency relating to adverse weather, the school will follow their planned emergency procedure, in accordance with the First Aid Policy.

8.2. West Kirby Educational Trust emergency plan will contain:

- Information on where to find parent contact details.
- Staff contact details for out-of-hours emergencies.
- Details of which staff members have agreed to perform certain tasks during an emergency.

8.3. All nominated staff will be trained to:

- Contact and liaise with emergency services.
- Provide first aid.
- Move pupils to a safe place.
- Calm and comfort children.
- Contact parents.
- Deal with any media interest.

8.4. Each member of staff will have a copy of the emergency plan.

8.5. Paper copies of the plan will be kept at nominated staff members' homes in case of out-of-hours emergencies.

8.6. All parents will be sent a letter informing them of their responsibilities, e.g. their duty to collect children.

9. Monitoring and review

9.1. The effectiveness of this policy will be monitored by the Estates, Operations & Health and Safety Manager, (supported by the Premises Manager and headteacher, where applicable) and any necessary amendments will be made during review.

Activity	Equipment required	Main risks associated	Safety precautions	Person(s) carrying out the activity	Relevant documents	Training and/or supervision required	Responsible person	Approved by	Date of approval
Changing a lightbulb in the school hall	<ul style="list-style-type: none"> Elevated platform to carry out the works Lightbulb removal tool 	<ul style="list-style-type: none"> Falling from the platform Slipping due to choice of footwear 	<ul style="list-style-type: none"> Guard rails to be fitted to the platform. Adequate safety footwear to be worn when completing works. 	Third-party contractors	<ul style="list-style-type: none"> Health and Safety Policy Working at Heights Policy Site Safety Checklist Contractors Policy 	Premises Manager to review school hall and structure before works proceed.	Premises Manager	Estates, Operations and Health & Safety Manager	08/01/2020
Retrieving a football from the school roof	<ul style="list-style-type: none"> Extension ladder for access to roof Hard hats 	<ul style="list-style-type: none"> Ladder slipping if not properly secured Injury from overstretching if ladder isn't long enough Falling from the ladder 	<ul style="list-style-type: none"> Rubber feet fitted to the bottom of the ladder before use, and the ladder is held by the caretaker during use to ensure stability. Ladder is adequately extended before use. Premises Team to wear a hard hat to mitigate risk 	Site Premises Team	<ul style="list-style-type: none"> Working at Heights Policy Working at Heights Risk Assessment Health and Safety Checklist Stepladder safety checklist 	Premises Manager and Premises Team to review equipment and site before undertaking activity.	Premises Manager	Estates, Operations and Health & Safety Manager	08/01/2020

Activity	Equipment required	Main risks associated	Safety precautions	Person(s) carrying out the activity	Relevant documents	Training and/or supervision required	Responsible person	Approved by	Date of approval
			of injury if they fall.						
Changing a wall display in a classroom	<ul style="list-style-type: none"> Step ladder to reach highest parts of the display (if above head heights) 	<ul style="list-style-type: none"> Falling from the stepladder Injury from overstretching 	<ul style="list-style-type: none"> The stepladder is secured on the ground with rubber feet. The stepladder is placed directly and evenly on the ground. The health and safety officer checks the stepladder before use. The stepladder used is adequate for the classroom teacher to reach all parts of the wall display. 	Classroom Teacher	<ul style="list-style-type: none"> Working at Heights Policy Working at Heights Risk Assessment Health and Safety Checklist Stepladder Safety Checklist 	<ul style="list-style-type: none"> Health and safety officer will ensure the stepladder is secure before use. 	Premises Manager	Estates, Operations and Health & Safety Manager	08/01/2020

Activity	Equipment required	Main risks associated	Safety precautions	Person(s) carrying out the activity	Relevant documents	Training and/or supervision required	Responsible person	Approved by	Date of approval
Clearing the gutters	<ul style="list-style-type: none"> • Renting a mobile elevating work platform (MEWP) to avoid use of the roof as an access point. 	<ul style="list-style-type: none"> • Damaging the gutters • Falling from the MEWP • Injury from overstretching • Damaging the roof and gutters 	<ul style="list-style-type: none"> • Third party contractors will be harnessed on to the MEWP to minimise the risk of falling from the platform. • The platform will be positioned close to the relevant gutters to avoid overstretching. • Third party contractors will remove the leaves and other debris from the gutters to avoid damage to the roof. 	Third party contractors	<ul style="list-style-type: none"> • Working at Heights Policy • Working at Heights Risk Assessment • Health and Safety Checklist • Stepladder Safety Checklist 	<ul style="list-style-type: none"> • Premises Manager to remain in close proximity to the works while they're being carried out. 	Premises Manager	Estates, Operations and Health & Safety Manager	08/01/2020
Investigating a leaking roof	<ul style="list-style-type: none"> • Extension ladder • Hard hats • Safety net installed 	<ul style="list-style-type: none"> • Falling from the ladder • Falling from the roof 	<ul style="list-style-type: none"> • Rubber feet are fitted to the ladder to minimise the 	Premises Team	<ul style="list-style-type: none"> • Working at Heights Policy 	<ul style="list-style-type: none"> • Premises Manager Team to undertake 	Premises Manager	Estates, Operations and Health	08/01/2020

Activity	Equipment required	Main risks associated	Safety precautions	Person(s) carrying out the activity	Relevant documents	Training and/or supervision required	Responsible person	Approved by	Date of approval
	underneath roof	<ul style="list-style-type: none"> Falling through the roof 	<ul style="list-style-type: none"> risk of slipping. Perimeter edge protection is fitted to the roof to mitigate the risk of falling. Safety nets are installed under the ceiling in question to minimise the risk of injury should anyone fall through the roof. The roof will only be accessed at the lowest points possible to minimise injury should anyone fall through it. 		<ul style="list-style-type: none"> Working at Heights Risk Assessment Health and Safety Checklist Stepladder Safety Checklist 	<ul style="list-style-type: none"> refresher training in working at heights. Head of Premises & Compliance to supervise the works. Trained first aider to be in close proximity to the works at all times. 		& Safety Manager	

WEST KIRBY EDUCATIONAL TRUST

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Safer Eating Policy

For schools with children who are in EYFS, or who have any paediatric diagnosis of swallowing difficulty.

Safer Eating Policy Statement of Intent

The purpose of this policy is to ensure that children in our care are provided with a safe eating environment that supports healthy eating, minimises food-related risks, and ensures compliance with the Early Years Foundation Stage (EYFS) statutory framework, including the changes introduced in September 2025.

Key Principles

- Ensure all meals and snacks are nutritious, well-balanced, and cater to the individual dietary needs of children.
- Promote healthy eating habits from an early age.
- Safeguard children from food-related risks, including choking hazards and food allergies. Food Allergies and Special Dietary Requirements We recognise the importance of catering to children's dietary needs, including food allergies and intolerances. All food allergies or special dietary requirements must be disclosed to the nursery by parents and carers when a child starts at Acre View

Record Keeping:

We maintain up-to-date records of children's allergies, intolerances, and dietary preferences. This information is shared with all relevant staff members and stored securely

Risk Assessment:

A thorough risk assessment is carried out for children with food allergies, ensuring appropriate precautions are taken, including avoiding allergens in meals and snacks.

Responsibility: At each mealtime and snack time, staff are clear about who is responsible for checking that the food being provide meets the requirements for each child.

Communication:

We will ensure that all staff are aware of the allergy needs of the children in their care. Parents are encouraged to provide emergency medication where applicable.

Prohibited Foods:

Nuts, nut products, sweets, chocolate bars and chocolate spreads are not permitted at Acre view Primary School. To minimise the risk of choking and ensure safe eating environments for young children, the following practices are implemented:

Supervision: All children are supervised during mealtimes and snack time. Children will be within sight and hearing of a member of staff whilst eating.

Choking Hazards: As required by the pupils needs, staff will prepare food in a way to prevent choking and be vigilant to ensure foods sent in packed lunches have also been prepared safely. Firm, spherical foods like grapes and cherry tomatoes must be sliced into quarters or segments. Cylindrical foods such as cucumber, carrots and cocktail sausages must be cut lengthways into thin batons. This guidance on food safety for young children – <https://help->

for-early-years-providers.education.gov.uk/safeguarding-and-welfare/food-safety includes advice on food and drink to avoid, how to reduce the risk of choking and links to other useful resources for early years settings. If a child experiences a choking incident that requires intervention, staff will record details of where and how the child choked and parents and/or carers made aware. The records will be reviewed and risk assessed alongside other accidents / incidents at nursery on a half-termly basis. Appropriate action will be taken to address any identified concerns.

Mealtime Environment:

Children will sit down and remain seated while eating and be given time to chew and swallow their food properly. Children are discouraged from talking loudly at mealtimes / snack time. Other distractions such as toys at the meal table are, wherever possible, discouraged. Food sharing is not allowed. Healthy Eating and Nutrition We aim to support the health and wellbeing of all children by promoting healthy eating habits:

Snack Time:

We offer the children a mid-morning snack during their session. This consists of fresh milk or water, a selection of fresh fruits and vegetables and toast or crackers. We will always encourage the children to eat healthily.

Educational Opportunities: We will engage children in learning about food, nutrition, and healthy eating through age-appropriate activities and discussions.

Hand Hygiene: Children will wash their hands before eating and after using the toilet. Staff will ensure that all children have clean hands before meals and snack are served

Staff Training

To ensure the safety and well-being of children during mealtimes, at least one staff member with Paediatric First Aid (PFA) training must be present at all times. This training must be delivered through a combination of online study and practical, in-person sessions, and must be regulated by Ofqual to meet the EYFS requirements. Staff will be equipped with skills to assess emergency situations, prioritise actions, and manage various medical emergencies such as choking, bleeding, and anaphylactic shock. The PFA training will be regularly reviewed and updated to incorporate the latest best practices and guidelines, ensuring continuous improvement in emergency preparedness.

Parent and Carer Involvement We believe that parents and carers play a key role in the nutritional care of their children. We encourage parents to share any concerns or preferences related to their child's diet, and we will maintain open lines of communication regarding food and meal times.