




Baytree School

Health and Safety Management

Policies and Procedures

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Signed	
Lead Member of Staff	M Hazelwood

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1. Introduction and general policy statement

The Health and Safety at Work Act 1974 places overall responsibility for Health and Safety with the Employer. As the Employer, the North Somerset Council has responsibility for Health and Safety at Baytree School. The school recognises the need to identify organisational methods for implementing and controlling the Health and Safety of all persons who work within or visit the school.

The Governors and Senior Leadership Team of the school are committed to a safety management approach to Health & Safety, and thereby to an organised, well informed and pro-active approach to all health & safety and welfare related issues.

All activities will be planned and executed with a systematic approach which includes an element of 'context sensitive' risk assessment, and where necessary, control measures will be put in place to reduce/eliminate to a safer level any foreseen risks.

This policy supplements and operates in conjunction with North Somerset Council's statement on Health and Safety.

The Headteacher and Governors of Baytree School believe that the health and safety of persons within the school is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of a school, it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

The Governors of Baytree School recognise their responsibility to provide a safe and healthy environment for the learners, teaching staff, non-teaching staff and visitors who are on the premises.

It is the intention of the Governors that for Health and Safety purposes the school will operate within the structure and framework of North Somerset LA and will apply all appropriate instructions and advice issued by the Department for Education (DfE) and the HSE.

The Headteacher is required to draw up the necessary arrangements to secure compliance with all Health and Safety requirements.

It is the intent of the Senior Leadership Team (SLT) to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Alongside the responsibilities of the Headteacher and Governors are the responsibilities of each person to reflect on good practice (e.g., risk assessments) and contribute to the development of safe routines.

SLT will also ensure compliance with legislative and other relevant guidance. In order to achieve this, it is the responsibility of everyone to challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again.

It is important that all staff within the school and other persons who may visit or use any area of the school, must adopt the following standards of working:

- *To work safely and efficiently;*
- *Not to misuse any machine or substance;*
- *To use the approved protective clothing and equipment;*
- *To report any defect in any machine, accessory or electric cabling;*
- *To comply with all instructions and procedures issued for safety;*
- *To take reasonable care for the Health and Safety of another person(s) who may be present.*

We believe that health and safety standards will be maintained only with the co-operation of all staff, learners and visitors to the school. We require all staff to comply fully with this policy. In addition, we will ensure that all learners, visitors and contractors are provided with the information they require to enable them to comply with this policy.

Key points:

- ✚ *Learners should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them;*
- ✚ *It is important the learners at Baytree are supported to understand and manage the risks that are a normal part of life;*
- ✚ *Common sense and dynamic risk assessments should be used in assessing and managing the risks of any activity. Health and Safety procedures should always be proportionate to the risks of an activity;*
- ✚ *Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.*

The Law

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

- ✚ *The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff;*
- ✚ *Employees also have a duty to look after their own and other's health and safety;*
- ✚ *It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving children.*

Employers, school staff and others also have a duty under the common law to take care of learners in the same way that a prudent parent would do so.

- ✚ *Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.*

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties

2. Roles and responsibilities

In order to achieve compliance with the Statement of Intent the school's normal management structure has additional Health & Safety responsibilities assigned to them.

- *The Headteacher has responsibility for Health & Safety in the school.*
- *The Deputy Head is the School's OVC (The offsite visit coordinator).*
- *Teachers have specific health and safety responsibilities for learners in their care, both in school and off site.*
- *All staff have an individual responsibility for health and safety, and to bring to the attention of the Headteacher, any health and safety concerns they may have.*

2.1 Duties as an Employer

Under the Health and Safety at Work etc. Act 1974 the employer in a School must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- *Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;*
- *Introduce measures to manage those risks (risk management);*
- *Tell their employees about the risks and measures to be taken to manage the risks;*
- *Ensure that adequate training is given to employees on health and safety matters.*

Although employers retain responsibility for the health and safety of pupils, they can delegate tasks to headteachers or school staff.

2.2 Duties of the Local Authority (LA)

The LA has responsibility for health and safety in community special schools. It has the power to ensure that its health and safety policy is carried out in-school and on all school activities.

The LA must provide health and safety guidance to those schools and services where it is the employer. It must ensure that staff are trained in their health and safety responsibilities as employees and that those who are delegated health and safety tasks (such as risk assessment) are competent to carry them out. If an LA risk assessment shows training is needed, LA must make sure this takes place.

In addition to this statutory provision, competent advisory H&S advice is bought in via Priory Enterprises.

The LA can direct schools to release staff for health and safety training where the scheme for financing schools contains such a provision. If it does not, LAs may wish to consider the need for an amendment to their scheme. If the scheme allows, the LA can charge the school for any training the LA has provided.

Ultimately and rarely, compliance would be enforceable through courts. Substantial or persistent non-compliance with scheme requirements is a ground for suspending delegation, subject to the governing body's right of appeal.

2.3 Duties of Governors

The Governing Board has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and learners, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the agenda for every meeting of the relevant committee and of the full Governing Body.

Governors Must Ensure:

- *That in co-operation with the Head teacher, an individual school Health and Safety Policy is produced that reflects the status of the school and who is the employer, and this policy is regularly reviewed and revised as and when necessary;*
- ***That risk assessments are undertaken*** of any activity that has significant associated hazards and that a written record of these assessments is kept and reviewed regularly;
- *That sufficient funding is allocated and authorized for health and safety issues e.g., major expenditure for maintenance issues, training, provision of personal protective clothing etc.;*
- *That regular health and safety inspections of the premises are carried out on a termly basis;*
- *That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Headteacher;*
- *That a positive health and safety culture is established and maintained;*
- *That the Governing body appoint a Governor to the role of Health and Safety Governor;*
- *Ensuring that Health and Safety keeps on the agenda by including it intrinsically with business discussions.*

2.4 Duties of Headteacher

The Head teacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school.

In order for this to be achieved, their operational duties include the following:

- *Develop strong, positive health and safety attitudes among those employees reporting directly to them. Ensuring that there is a strong health and safety culture.;*
- *Ensuring that all members of staff (including new staff, supply staff, probationers and*

students, voluntary helpers etc.) are aware of the contents of the school health and safety policy and all safe working practices;

- If deemed necessary, appointing one or more members of staff, undertaking specific duties in relation to health and safety and acting as co-ordinator for the school on health and safety matters affecting the school. (This post is **not** to be confused with union appointed safety reps. This is an extra role to enable the Governing Board/Head teacher to effectively manage health and safety.) **At Baytree this person is the Assistant Headteacher and School Business Manager;**
- Ensuring that risk assessments are carried out on any activity that has significant associated hazards. North Somerset Council recommends that a group approach to risk assessment be executed, usually consisting of an individual who has received specific training in the theory of risk assessment, a teacher/head of department/assistant who has the hands-on experience of tasks being assessed, and any safety representatives that school may have. Where significant risks are identified, appropriate measures and/or safe working practices are introduced to reduce/eliminate such hazards;
- Undertaking inspections of the school premises, plant, equipment and working practices on a termly basis. Where necessary implement any changes and improvements. (Some inspection/monitoring is delegated to Site Manager and Facilities staff);
- Providing an annual report to the Governors of the school regarding safety performance. – e.g. How many fire drills have been carried out? How many accidents have occurred? Have any trends been discovered? What risk assessments have been carried out?
- Making recommendations to Governors where Health and Safety funding is required, and to advise on any safety policies that need to be introduced;
- Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Health & Safety Officer for schools (to allow North Somerset to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995);
- Personally chair the Schools Health and Safety Committee.

2.5 Duties of School Business Manager / SLT

The Assistant Headteacher is responsible to the Headteacher for the health and safety of all staff, workplaces and activities under their control.

To achieve this, their duties include the following:

- Develop strong, positive health and safety attitudes among those employees reporting directly to them;
- Ensuring that a health and safety awareness culture is also developed with the learners;
- Ensuring that all staff, probationers/students/supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy, and the safe working practices that apply to their area of activity;
- Actively encouraging the participation in health and safety and welfare matters of all learners;
- Making known to the Headteacher any identified training needs;
- Establishing and regularly reviewing Risk Assessments and safe working practices, for activities under their control;

- *Taking effective action and/or immediately referring to the Head teacher any health and safety problems brought to their attention. This includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe. This is to be enforced until safety levels are adequate;*
- *Ensuring that all work equipment items of portable electrical equipment (including new purchases) are entered on the school inventory before use, and that visual inspection of all equipment take place on a termly basis. Defective or damaged equipment must be isolated and taken out of use until repaired or replaced, (repaired by a competent person only);*
- *Checking the adequacy of fire precautions and procedures in liaison with the Headteacher;*
- *If an accident/incident occurs, assisting in the accident investigation regarding any findings and recommendations to prevent a recurrence;*
- *Establish acceptable housekeeping and safe storage standards, of all areas of their responsibility;*
- *To develop and implement relevant action plans based on risk assessments, outcomes of meetings/audits and inspections, emergency arrangements and to review existing health and safety policies and procedure in the school, to ensure all staff pupils and contractors adhere to them;*
- *Attend all Health and Safety Meetings and then report back the School's Governing Board Meeting;*
- *Baytree Admin to Produce on a weekly basis accident/incident report for all learners and staff for the Headteacher and Deputy Headteacher who then report back to the Governing Board Meeting (3 times per year);*
- *To carry out the annual COSHH review and list appropriately on the COSHH sheets and keep a log of any hazardous substances used in school or kept on school premises;*
- *Record all training and needs for training or update training in a register – Moving, Handling and Hoisting; First Aid at Work Training; Admin of Medication Training; Pediatric First Aid Training.*

2.6 Duties of Health and Safety Lead

- *Keeping Health & Safety Policy up to date and Reviewed on an annual basis at Governors Meeting;*
- *Baytree H&S Rep, H&S Meetings (3 times per year/termly);*
- *Responsible person for H & S Audit and outcome;*
- *Completing H&S Inspections as well as Governors H&S Inspections (3 times per year/termly);*
- *Compiling information for Accident and Incident Reporting for Assistant Headteacher to report back in Governors Meetings;*
- *Fire Warden Responsibility;*
- *Keeping all Risk Assessments up to date and reviewed annually by Governors;*
- *Compiling new Risk Assessments where necessary;*
- *Reporting immediate urgent problems to the Facilities Team;*
- *Statutory Reporting to North Somerset Council and other agencies;*
- *Reporting RIDDOR;*
- *Evolve Officer and point of Contact for Baytree School;*
- *Safety Co-ordinator for Baytree School;*

- *Future Information Governance and Security Co-ordinator for Baytree School – to report any incidents or ‘near misses’ to NSC IG and Security Team as well as ICO (link person for Baytree School);*
- *Keeping Business Continuity Plan up to date;*
- *Responsible for the safe, clean and presentable environment for all staff, learners and visitors;*
- *Responsible for the safe, clean and presentable environment at the school flat for all staff, learners and visitors;*
- *To attend any Health & Safety Training where and when necessary and to feedback to staff any highlighted issues;*
- *Responsible for ensuring that all school fleet vehicles are roadworthy and meet all legal requirements;*
- *To maintain a School COSHH register;*
- *Display Screen Awareness Checks;*
- *Organizing Health and Safety Training for staff;*
- *Infection Control;*

2.7 Duties of Teaching Staff (Including Supply Teachers)

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- *Ensuring that the Health and Safety culture developed within the school is further developed with the learners, by way of agreed health and safety rules. Also, by including briefs of health and safety, and referral to specific risk assessments, especially before any hazardous/high risk activities and lessons;*
- *Ensuring that all students/probationers, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them;*
- *Implementing the health, safety and welfare procedures for learners at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand;*
- *Exercising effective supervision of learners and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc.;*
- *Being aware of the Risk Assessments and seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to;*
- *Setting an example by personally following safe working practices;*
- *Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use;*
- *Reporting to the Head teacher or Head of Department any defects in equipment or identified inadequacies in procedures. N.B Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labeled ‘awaiting repair’, ‘until repaired’ or ‘replaced’;*
- *Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons - e.g. The use of equipment in technology lessons;*
- *Highlighting any training needs deemed necessary to fulfill their role to their immediate line manager;*

- *Ensuring their direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment;*

2.8 Duties of Non-Teaching Support Staff

Assistants have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- *Implementing the health, safety and welfare procedures for learners at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand;*
- *Exercising effective supervision of learners and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting etc.;*
- *Being aware of the Risk Assessments and Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to;*
- *Setting an example by personally following safe working practices;*
- *Ensuring that where necessary, the appropriate protective clothing, guards etc. are available, in good condition and are used. All electrical equipment must be visually checked before use;*
- *Reporting to the teacher or Head of Department any defects in equipment or identified inadequacies in procedures. N.B Where any defect renders the equipment potentially hazardous, it should be isolated and clearly labeled 'awaiting repair', 'until repaired' or 'replaced';*
- *Highlighting any training needs deemed necessary to fulfil their role to their immediate line manager.*

2.9 Duties of Health Lead and Health Care Assistants (HCA's)

HCA's have a duty of care under Health and Safety Legislation. In order to achieve this, their duties include the following:

- *Contributing to the provision of a safe and healthy environment for pupils;*
- *Providing essential care to learners as identified within Health Care Plans an in agreement with the main carers of the pupils and the school;*
- *Monitoring Health Care Plans;*
- *Applying simple first aid and administering controlled drugs where authorised to do so;*
- *Training in and carrying out as necessary specific procedures to pupils.*

Procedures include:

- ❖ *Tracheotomy care;*
- ❖ *Emergency Tracheotomy change;*
- ❖ *Action in the case of an Apnoea attack – resuscitation;*
- ❖ *Suction via tracheotomy;*
- ❖ *Oral suction;*
- ❖ *Catheterisation;*
- ❖ *Gastrostomy care and feeding;*
- ❖ *Administration of preventative and emergency medication for epilepsy and other procedures as manifested by individual pupils;*
- ❖ *Signing in medication on arrival to school, keeping in safe storage and administering routine medication;*
- *Safe storage and administration of oxygen.*

2.10 Duties of the Site Manager

The Site Manager has a day-to-day responsibility for ensuring compliance with the School Health & Safety Policy, taking effective action as directed by the Headteacher (or as required), and for immediately referring to the Headteacher any health and safety issues brought to their attention (including the stopping of any practices or the use of any tools, equipment etc., which are considered unsafe).

The Site Manager manages the Maintenance Team. They ensure the school remains in a good state of repair, and bring any health and safety considerations to the attention of the Headteacher and Directors.

2.11 Duties of Volunteers & Parent Helpers

Volunteers are provided with information and guidance which includes Health & Safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the Headteacher whilst on the school site.

2.12 Duties of Visitors

Every visitor to school shall sign in at main reception using the electronic signing in system and be issued with a visitors badge which they must wear at all times whilst on site and sign out on exit. Fire instructions for their safety in the event of the alarm being activated are allocated in reception and around school and they should follow these if necessary.

2.13 Duties of Contractors

The school has responsibility for Contractors as their presence is requested and controlled by the Facilities team. All contractors must report to the Site Manager before any work takes place and prior to each working session. Ideally, they should not be on site while learners are present.

2.14 Duties of Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Head teacher to fulfil their duties as well as being released for any appropriate training. They will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

The Headteacher will also consult regularly with the Safety Representative on Health & Safety matters. They will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures. Health & Safety Executive (HSE): The HSE has many powers, including the right to visit the school and have sight of all relevant policies and documents. HSE staff have the right to turn up for announced or unannounced visits, however they will usually visit in connection with an accident that has been reported to them. If contact is made within the school by the HSE either by visit, phone or writing, the school will make contact with the Education Safety Officer to make them aware of the reason for contact.

3. Critical Incident Management

A critical incident is a sudden, unexpected and traumatic incident or sequence of events that cause serious distress and disruption to the school community. The trauma caused by critical incidents challenges individuals mentally, physically, emotionally and spiritually.

Examples of Critical Incidents affecting schools may include:

- *The sudden death of a member of the school community e.g., learner, staff member, significant other, through accident, murder, illness, drug overdose or suicide;*
- *A serious incident involving learners and school personnel on or off school premises;*
- *A violent attack or intrusion onto school premises e.g., an armed intruder or bomb alert;*
- *Fire, flood, building collapse or major vandalism in school;*
- *A hostage situation;*
- *A disaster in the community e.g., transport accident, explosion;*
- *A national tragedy.*

One or more of these elements may intensify the impact on the school community

- *An incident which took place on school premises;*
- *Number of victims;*
- *Number of witnesses;*
- *Degree of violence or threat of violence.*

4. Critical Incident Management Team

A Critical Incident Management Policy sets out the planning, roles and responsibilities and actions which will ensure we adhere to these requirements under Health and Safety legislation for all staff and pupils.

Critical Incident Management Team

- *Headteacher*
- *Member of the Governing Body (preferably the appointed H&S Governor)*
- *Deputy Headteacher, Assistant Headteacher and senior leadership team*
- *School Business Manager*
- *Health and Safety Co-ordinator / Site Manager*

*** See section 7 in Critical Incident Management Policy for Short Term Procedures for Headteachers dealing with a Critical Incident in School – first 24 hours and the next few days and beyond.*

Planning Meetings

The group meets and allocates roles to members so the group can move into action without delay to meet the incident and review procedures, Organise opportunities for initial and ongoing training and review roles and responsibilities and procedures

5. Fire Procedures

It is the overall aim of Baytree School to minimise the risks to staff and learners, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

This policy identifies the responsibilities of key personnel at a local level both as part of the overall fire safety management arrangements and the actions that they will take in the event of a fire or other emergency when there is a requirement for the building to be evacuated. It also highlights the management arrangements for related training and record-keeping.

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and learners, and all others affected by our operations, by putting in place suitable arrangements and measures, to reduce the risk of fire and in the event of a fire starting, and to comply with all relevant legislation, including:

- *Health and Safety at Work etc. Act 1974;*
- *Management of Health and Safety at Work Regulations 1999;*
- *The Regulatory Reform (Fire Safety) Order 2005;*
- *The Equality Act 2010.*

The arrangements will be monitored on an ongoing basis by the Responsible Person and should be formally reviewed on an annual basis or:

- *there is reason to suspect that it is no longer valid;*
- *there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions;*
- *if there is an emergency situation / event such as a fire.*

6. Bomb threat and Lockdown Management

Unlike fire evacuations, it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Critical Incident Management Team will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, learners, visitors, by an appropriate means.

Any member of staff who receives information or sees any person/s that may require the school to go into potential lockdown must immediately inform the Headteacher or a member of the Senior Leadership Team in their absence.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all learners and staff. Lock down procedures may be activated in response to any number of situations, but some of the more typical might be:

- *A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and learners in the school);*
- *An intruder on the school site (with the potential to pose a risk to staff and learners);*
- *A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);*

- *A major fire in the vicinity of the school;*
- *The close proximity of a dangerous dog roaming loose.*

7. First Aid procedure

There will be sufficient staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time.

First aid boxes are kept around the school and the main medical room. The Medical room provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. The first aid room in Baytree school also holds a central supply of first aid materials.

Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and details disseminated to staff as appropriate.

All injuries which come to staff attention, no matter how slight, should be recorded on the relevant form.

Always err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a learner to hospital. In these cases, the learner will be accompanied by a member of staff.

In the event of an accident the following procedure must be followed:

- *Render inoperative any equipment involved in the accident;*
- *Summon assistance;*
- *If the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider;*
- *If the injury is of a major nature, then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians;*
- *If the injured is mobile then they should be taken for emergency treatment to the Hospital. The Headteacher or a member of the School Leadership Team is responsible for arranging for a member of staff to transport the pupil/staff to hospital.*

No learner will be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:

- *Stay with the injured person and return with them;*
- *Stay with the injured person until the parent/guardian arrives at the hospital and return to school.*

All staff must report any accident (or near misses) involving themselves or visitors/volunteers. Details of this are recorded to the on-line incident reporting system. Learner accidents, depending on the severity will be reported either on the minor injuries form and/or the on-line incident reporting system.

Specified categories of incidents are reportable to the HSE.

All accidents will be investigated to prevent re-occurrence. The Health and Safety Lead will monitor the accidents to identify trends.

8. Health Issues

Schools must comply with health and safety law and put in place proportionate control measures. Schools must regularly review and update their risk assessments, treating them as 'living documents', as the circumstances in your school and the public health advice changes.

Please read alongside additional Baytree School Health Issues policies:

- *Smoke Free Policy*
- *Drugs policy*
- *Safeguarding/Child Protection Policy*
- *Administration of medication policy*
- *Stress Policy*
- *Accessibility Policy*
- *Curriculum Policy*
- *PSHE Curriculum statement*

8.1 Smoking

From 1st of July 2007, smoking was prohibited in all workplace premises. The Policy takes all possible reasonable steps to protect colleagues and learners from second-hand smoke exposure and to comply with legislative requirements. Baytree school acknowledges that some colleagues use electronic cigarettes ("e-cigarettes") and although they fall outside the scope of smoke free legislation, the same conditions will apply throughout this policy, in that the School prohibits the use of e-cigarettes in the workplace and all its associated buildings and grounds.

8.2 Alcohol and Drug Abuse

The school also believes that the supply of alcohol to underage people is an offence and will not be tolerated in or around the centre, as is the consumption in or around Baytree School facilities.

In order to ensure staff and centre user safety, all drug incidences should be reported to a supervisor or manager. A 'drug incidence' refers to any information that would suggest drug (legal or illegal) use/misuse.

Most drug incidents are likely to involve suspicions, observations, disclosures, or discoveries of situations involving illegal and other unauthorised drugs and include:

- *Finding drugs or associated drugs paraphernalia on or around the school facilities;*
- *A member of the public is believed to be in possession of illegal substances;*
- *A member of the public is believed to be supplying/sharing drugs on or around the school premises;*
- *A member of staff is believed to be under the influence of drugs on the school premises;*
- *Anybody is believed to be supplying alcohol to under age people;*
- *Alcohol is being consumed illegally on or around the school premises.*

Staff under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager, so that additional arrangements may be made to safeguard you while at work.

8.3 Staff Wellbeing

Baytree School places a high value on maintaining a healthy and safe working environment for all its employees and it recognises that its duty of care extends to mental health as well as physical health at work. It is committed to providing a supportive working environment that maintains and promotes the health and well-being of all its employees.

Stress is defined by the Health and Safety Executive as:

“The adverse reaction people have to excessive pressures or other types of demands placed on them.”

This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive, they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

8.4 Administration of Medication

The administration of medicines is primarily the responsibility of parents and carers. Wherever possible, medicine should be given to children before or after school. If children require medication for infections and illnesses, it is appropriate for the school to ask if the child should be attending school due to the possibility of spreading infections to others.

School/Staff Responsibilities

There is no legal duty that requires School Staff to administer medicines. However, any member of staff can volunteer to receive training to support a child and/or administer a controlled drug to the child for whom it has been prescribed. Staff

administering medicines should do so in accordance to the prescribers' instructions and only after receiving training.

Staff who have been trained to administer medicines will administer medicines and keep a record that they have been given. However, other school staff may administer medicines as long as they follow the medicine label and have notified the relevant member of staff so that the learner record is updated. For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicine to be administered.

Staff managing the administration or supervision of medicines should receive appropriate training and support from health professionals.

Any member of staff giving medicines should check:

- *Child's Name;*
- *Prescribed dose;*
- *Expiry date;*
- *Written instructions (provided by prescribed).*

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labelled with the learner's name and dosage instructions.

If in any doubt staff should check with parent or health professionals before being taking further action.

The school has a separate policy on the arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

8.5 Accessibility

Schools and the Education Authority must not discriminate against learners with special educational needs due to their disability. They should promote the inclusion of special educational needs pupils in their admission arrangements and in all aspects of school life.

"A person suffers a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities."

Because of the nature of Baytree School most learners have been, or are likely to be, deemed disabled under this definition. The school aims to include all learners in the full life of the school through the implementation of all its policies.

The Accessibility Plan addresses the statutory requirements of the Equality Act 2010 and the Special Educational Needs and Disabilities (SEND) Code of Practice of September 2014. These acts place a responsibility on the Governing Body to ensure that the school is socially and academically inclusive.

In particular, the Equality Act requires the school to develop a plan to show how it will develop services in the following three areas:

- *Not to treat disabled pupils less favourably for a reason related to their disability;*

- *To make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage;*
- *To plan to increase access to education for disabled pupils;*
- *To improve the physical environment of the school to ensure disabled students are able to take advantage of education and other benefits, facilities or services provided or offered by the school.*
- *Increase the extent to which disabled pupils can participate in the curriculum.*

9. Water Supply / Legionella

Duties under the Health and Safety at Work Act etc. 1974 extend to risks from Legionella arising from work activities. In addition, all harmful microorganisms are subject to the Control of Substances Hazardous to Health Regulations 2002 (COSHH), and accordingly, require an assessment, to prevent, or adequately control exposure under these regulations.

Legionnaires disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, immunosuppressant, smoking etc. The disease is caused by the bacterium legionella pneumophila and related bacteria. The collective term used to cover the group of diseases caused by legionella bacteria is legionellosis.

On average there are approximately 200-250 reported cases of Legionnaires disease each year in the UK. Infections which originate in the UK are often sporadic outbreaks associated with hot and cold water systems in factories, hotels, hospitals and other establishments.

The primary method used to control the risk from Legionella is water temperature control. Water services should be operated at temperatures that prevent Legionella growth:

- *Hot water storage cylinders (calorifiers) should store water at 60°C or higher;*
- *Hot water should be distributed at 50°C or higher (thermostatic mixer valves need to be fitted as close as possible to outlets, where a scald risk is identified);*
- *Cold water should be stored and distributed below 20°C.*

A competent person should routinely check, inspect and clean the system, in accordance with the risk assessment.

You must identify 'sentinel' outlets (furthest and closest to each tank or cylinder) for monthly checking of the distribution temperatures. You should also check the hot water storage cylinder temperatures every month and cold water tank temperatures at least every six months.

Stagnant water favours Legionella growth. To reduce the risk, you should remove dead legs/dead ends in pipe-work, flush out infrequently used outlets (including showerheads and taps) at least weekly and clean and de-scale shower heads and hoses at least quarterly. Cold-water storage tanks should be cleaned periodically and water should be drained from hot water cylinders to check for debris or signs of corrosion.

Design systems to minimise Legionella growth, by:

- *keeping pipe work as short and direct as possible;*
- *adequately insulating pipes and tanks;*
- *using materials that do not encourage the growth of Legionella;*
- *preventing contamination, e.g., by fitting tanks with lids and insect screens.*

Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise. The Site Manager is responsible for ensuring the annual survey is undertaken and that any identified risks are included in a plan and dealt with. A copy of the annual survey is kept in the School Office.

10. Hydrotherapy pool

Water-based activity in hydrotherapy pools requires higher levels of supervision, often on a one-to-one basis in the water. Individual learners' medical profiles and health care plans need to be examined, alongside relevant medical staff in order to arrive at safe ratios.

Hydrotherapy pools in Special Schools need to pay particular attention to the development of risk-management schemes for:

- *moving and handling, which includes all aspects of lifting and carrying of learner or transfers between equipment, such as in and out of wheelchairs;*
- *transporting learners between changing rooms and the pool;*
- *entry and exit from the pool;*
- *dressing/undressing areas and support staff;*
- *emergency equipment and procedures for pupils with disabilities/spinal injuries;*
- *pool accessibility (i.e., ramps, hoists, and changing facilities);*
- *increased Teacher: Pupil ratio;*
- *pool temperature may be set higher for disabled swimmers (e.g., 32 degrees C for Special needs school pools);*
- *assistant/helper in the water.*

The Equality Act ensures that disabled persons may not be treated less well than any other person. Policies and procedures or physical changes to the environment (reasonable adjustments) may need to be put into place to ensure learners with disabilities are able to learn to swim. However, there remains the caveat that justifiable actions for the protection of an individual's life or health and safety override the duty to include.

Adults in the water are only able to supervise the swimmer they are assisting and should not be counted in the supervision ratios, although they do count in the bather load (thus pool capacity). Lifeguarding/pool watching duties must be carried out by qualified staff on the side of the pool.

Physiotherapists should have completed a course in managing hydrotherapy activities.

A variety of skills are required stemming from an assessment of each pupil's individual requirements. For schools with hydrotherapy pools, at least two members

of staff on poolside should have undertaken a minimum of Swim England Support Teacher of School Swimming Certificate.

Staff supporting pupils in the water should work with experienced staff. This induction can take place within or between schools.

11. Working at height

No school staff are allowed to work at height (beyond normal requirements to display children's work). We have a set of safety steps and staff must not work at height that they cannot reach safely from these steps.

The maintenance team are responsible for all work at height in the school. They have the relevant training and keep and maintain their own equipment. Staff also have a responsibility to ensure their own health and safety, and to assist in the operation of any systems designed to provide for their safety.

12. Noise

Baytree School is aware of our responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place (currently we have no specific Health and Safety concerns around Noise). It should be noted that particular care is required to manage excessive noise for benefit of our learners as many are hypersensitive to noise.

13. COSHH

The Control of Substances Hazardous to Health (COSHH) is a set of regulations that were initially created in 1999. COSHH directives legally require employers to exercise control concerning exposure to hazardous substances and prevent ill health on their premises. This includes in schools and special steps must be taken to ensure that **COSHH regulations are adhered to** in education establishments.

In schools, COSHH helps to protect staff and students from unnecessary harm, ensuring that all harmful substances are secure, monitored, and only accessible to allocated members of staff. The guidelines also help to guarantee that Personal Protective Equipment (PPE) is available and used appropriately by all parties.

Hazardous Substances

Hazardous substances include any substance that has **one or more dangerous properties**. This includes toxicity, explosiveness, ability to oxidise, and flammability.

Very few Hazardous substances are used or stored in the school. Where hazardous substances are used, a designated employee carries out Risk Assessments and adopts control measures, first and foremost seeking to eliminate or substitute the risk.

COSHH Sheets are obtained for all Hazardous substances used in school. All Hazardous substances are kept securely in school in locked cupboards, which learners do not have access to.

COSHH data sheets for any substances used in practical activities are in the COSHH File in the School Office. Cleaning staff maintain COSHH data sheets for any products used in the cleaning cupboard. A copy of all COSHH Sheets is kept in the School Office in COSHH File.




14. Moving and Handling

This policy focuses on learners with special needs and is not a general manual handling policy although many of the principles are the same. The authority recognises its responsibility to ensure the health, safety and welfare of its employees as far as is reasonably practicable. Central to this policy is the avoidance of injury and minimisation of risk.





At Baytree school, the safety of the learners and the staff who support them is central to everything we do. We work within the ethos and principles of Conductive Education and therefore allowing our learners to be as active as possible is integral to our curriculum.

Some learners may require specialist moving and handling, treatment or facilities.




The school aims to:

-  *Avoid unnecessary handling tasks where ever possible;*
-  *Train and educate staff in correct methods of assessment, handling techniques and principles;*
-  *Design equipment and work places to make them ergonomic (user friendly).*

School's provision:

-  *Staff are provided with education and training for handling and moving operations and in the use of aids and equipment;*
-  *The school will ensure provision of appropriate equipment for handling and moving;*
-  *Suitably trained staff must assess all operations involving manual handling procedures judged to be potential hazardous, and reduce the risk to the lowest level which is reasonably practicable (suitably trained staff may be LA trainers, Physio/OT staff);*
-  *All potentially hazardous handling and moving operations should be assessed on any annual basis.*

Staff responsibilities:

-  *It is the responsibility of staff involved in handling and moving operations to request assessment / reassessment;*
-  *It is the responsibility of staff to carry out safe systems of work that have been identified by the assessor;*
-  *It is essential that staff wear appropriate clothing and footwear for their own and others' safety;*

- *It is the duty of all staff to report and record all accidents and injuries to themselves or to learners.*

15. Playground Supervision & Maintenance

The inclusion of SEN school playground equipment can have a positive impact and provide a sense of freedom for children with special educational needs (SEN). It combines structured and free play to improve social skills, promote self-confidence and provide sensory stimulation for all children.

15.1 Supervision

Playground equipment can provide children with valuable opportunities to learn and develop skills, but they can also pose safety risks if not used correctly. As a supervisor of children on playground equipment in a school setting, it is important to take certain precautions and be aware of potential hazards to ensure a safe and enjoyable experience for all.

Why is Playground Supervision Important?

Studies have shown that working as a group to learn about playground supervision creates strong, active supervision, which in turn can reduce the number of playground injuries. However, we cannot assume that everyone knows how to properly supervise children on a playground. Improper or lack of supervision knowledge can negatively impact not only children's safety but also their play experiences. A well-prepared play supervisor should know how to promote healthy, active, challenging play without compromising safety.

In order to enhance the value of play, you must know how to positively support play in safer and more meaningful ways. Play has innate value for all children. As a playground supervisor, how you approach the supervision of the playground may impact children's physical safety and the opportunities they may have to develop physically, cognitively, communicatively, emotionally, and socially. With diabetes, obesity, and social issues reaching epidemic proportions, playground supervisors can have a significant role in facilitating healthy, active outdoor play and learning.

Most playground injuries are minor bumps, bruises, cuts, and scratches; unfortunately, sometimes playground injuries can be more serious. However, by providing information and education about proper playground supervision, we may reduce the severity and number of injuries that occur on the playground while also increasing play value.

How and Why Children are Injured on Playgrounds

A playground supervisor can make the playground safer simply by having an understanding of how and why children are injured on playgrounds. Children are injured on playgrounds for various reasons. In no way does this Health and Safety guide include a comprehensive listing of possible hazards or injuries, but it does outline some of the potential hazards. Through observation, experience, and discussion with other playground supervisors, you will begin to recognize play patterns that could lead to injury.

On the playground, pay close attention to the following:

- *Children getting on and off of play equipment:*

Children are more likely to experience challenges as they begin and end an activity.

- *Young children, who may not have fully developed motor skills:*

- ✓ Children should not be allowed to lift another child onto overhead climbers;
- ✓ Young children may be more susceptible to falls because they are still developing spatial awareness skills.

Supervise younger children closely when they attempt to use upper body equipment like overhead ladders (monkey bars) where the child is supporting their full body weight with their hands.

- *Children displaying lack of caution:*

- ✓ Nearly 1/3 of playground injuries are self-inflicted;
- ✓ Teach children to be cautious as they move through the play environment.

Discourage running on and around the playground equipment.

- *Overcrowding on play activities, such as slide entrances:*

- ✓ Be aware of overcrowding especially in the first few minutes of recess as children often rush to their favourite activities.

If a component is frequently overcrowded due to its popularity, consider developing guidelines that ensure that all children have a chance to use the equipment.

- *Items brought into the play environment that could become strangulation hazards*

- ✓ Openings in playground equipment are not designed to accommodate children wearing sports helmets and could entrap a child's head;
- ✓ Items worn around the neck, such as mittens, scarves, long necklaces, and canteens, should not be worn;
- ✓ Strings attached to children's clothing pose hazards.

Require children to remove helmets (unless worn for medical reasons in a supervised environment) and other strangulation hazards before using equipment.

- *Children interacting with playmates*

- ✓ Over half of playground injuries are caused by children's interaction with others.

By knowing the temperaments of the children in your care, learn to be proactive and intervene if necessary. It is important to provide children with opportunities to develop valuable interpersonal and conflict resolution skills.

Ask the children to help you develop rules that will promote safety and fun on the playground.

- *Falls*

- ✓ Falls are the number one cause of playground injury.

Approved safety surfacing should be maintained under and around the playground equipment to help protect from falls.

15.2 Maintenance

The Site manager is responsible for the safety management of the outdoor play equipment. The Site Manager is responsible for the following:

- *Arranging annual safety inspections of the outdoor play equipment;*
- *Carrying out visual inspections of the equipment as part of regular grounds inspection;*
- *Monitoring and reacting to defects identified during formal inspection;*
- *Contributing to risk assessments which are cascaded to staff;*

- *Carrying out daily litter and damage inspections of the grounds prior to school opening.*

16. Building Contractors

The Headteacher and Site Manager are responsible for overseeing the management of all contractors on site. This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site. The management of all contractors is undertaken by Site Manager (in consultation with the Headteacher as required), including identifying timescales for work methodology (e.g., noisy work, carried out when school is unoccupied wherever possible), access requirements, emergency access requirements etc.

Selection of Contractors

The school will only select contractors to carry out work who have demonstrated:

- *Competence to carry out the work required (by way of training, knowledge and experience);*
- *Assessment of the risks associated with the work;*
- *A safe scheme of work;*
- *Appropriate management of the work;*
- *Appropriate vetting procedures for their employees where appropriate;*
- *Appropriate employers and public liability insurance.*

Management of Contractors/Supervision of contractors will, to an extent, depend on the type of work being carried out:

- *New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of the school's staff;*
- *Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer;*
- *Permit to work will be issued where necessary. All contractors will be required to carry visible identification. Direct supervision will not be necessary where the area of work is physically separate from the school (for example: where there is construction on site).*

DBS checks for contractors in schools

Baytree school should ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS Check (where that is necessary or appropriate) and that adequate supervision is in place whilst on the premises.

Contractors engaging in regulated activity will require an enhanced DBS Check (including a Children's Barred List Check). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS Check (not including a Barred List Check) will be required.

Under no circumstances should a contractor for whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

If a contractor working at a school is self-employed, the school should consider obtaining the DBS Check as self-employed people are not able to make an application directly to the DBS on their own account.

Where a school uses off site educational providers the school needs to hold written assurances that all checks including DBS Checks have been carried out (via a Letter of Assurance).

Schools should always check the identity of contractors and their staff on arrival at the school and ensure that signing in arrangements are in place and are adhered to. For contractors visiting the school on a regular basis, details must be noted on the school's Contractor folder and cross referenced with a 'letter of assurance' from the employer to confirm that other required checks have been undertaken.

Where contractors only make occasional visits, it is not necessary to add their details to the SCR.

Construction Works

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the school and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

17. Snow & Ice Gritting

Under the Workplace (Health, Safety and Welfare) Regulations 1992, we are expected to manage, so far as is reasonably practicable, the risks relating to slips, trips and falls from ice and snow within the boundaries of our premises. The same regulations also require that internal traffic routes are managed during adverse weather conditions.

Baytree school recognises that it has a responsibility to provide employees, learners and others who enter the premises with a safe environment in which to work and learn.

Hazard

During the winter the risk of injury from slips, trips and falls is increased by the presence of snow and ice, especially at the start of the school day, on foot paths and other areas of pedestrian traffic.

Winter Gritting Procedure

Baytree school will take the following steps to ensure safe access and egress during inclement weather, when the risk of injury from slip and trip accidents is increased due to snow and ice:

- ✚ The school will treat access routes and priority areas the night before if there is good reason to believe that local conditions would otherwise be hazardous due to snow and ice. It is acknowledged that the school will not always know beforehand on all occasions.*

- ✚ That the designated person will clear, and grit access routes and priority areas identified in the site plan attached as soon as possible on the morning of inclement weather. This will occur, if reasonably practicable, before the arrival of other staff and learners and keep records of the time and date that they have gritted.
- ✚ During the school day further applications of grit will be applied when required to ensure safe egress from the site at the end of the school day and again records will be kept.
- ✚ Whilst every effort will be made to clear snow and ice it must be remembered that individuals have a responsibility for their own safety and that of others. This means being aware of the potential hazards of walking or driving in icy conditions and acting reasonably in the circumstances.
- ✚ The school will review the effectiveness of the winter gritting policy before each winter or if circumstances change.

Salt/grit and tools are kept on site and a sufficient supply of grit/salt is available to ensure the site is safe. The Site Manager is responsible for ensuring the site is safe and informing the Headteacher before the school.

18. Personal Protective Equipment (PPE)

In the context of special schools, PPE is usually in the form of disposable gloves and aprons and does not include items like face shields and surgical masks which might be described as 'additional to and different from' the basic PPE provided and in daily use. DfE guidance states:

'The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases where children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.'

Managers and staff are required to assess (on the basis of risk assessment and COSHH assessments) if, where and when there is a need for Personal Protective Equipment (PPE) as an identified control measure. Where it is assessed, that PPE is required, PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.

19. Equipment

All school equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers will be labelled with the any necessary hazard signs and contents.

19.1 Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any potential hazards should be reported immediately. Only trained staff members can check plugs. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person. The electrical equipment must be PAT tested to show it is safe.

If there is any doubt about the safety of the equipment it must not be used. Any potential hazards will be reported to the Site Manager immediately. The Headteacher must be made aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a learner. The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions or Christmas decorations.

19.2 Specialist equipment for children and young people

The Children and Families Act (2014), SEN Code of Practice (2014) and Equality Act (2010) is clear that children and young people with special educational needs (SEN) are included in this entitlement, however they often need additional and different support and provision in place in order to achieve these outcomes. Early years settings and schools should use their best endeavours to ensure that effective provision is in place to support this. This means doing everything they can to meet children and young people's SEN.

Specialist equipment is defined as needed by a learner with special educational needs within a private, voluntary or independent early years settings, maintained early years settings and schools, and post 16 settings in order to facilitate better access to the provision/curriculum provided in the setting/school/home. It is defined as the type of equipment which would not ordinarily be available in the home, school or setting.

This will typically include items such as:

- *Specialist seating and standing equipment;*
- *Specialist communication aids;*
- *Specialist positioning equipment;*
- *Toilet aids specific to that particular CYP needs, hoists, slings, freestanding height adjustable changing tables;*
- *Sensory equipment such as radio aids or portable sound field systems and Perkins or electronic Brailers or Braille notes.*

19.3 Display Screen Equipment (DSE)

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

Some employees may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be

experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

Members of staff who regularly use display screen equipment (DSE) will take the necessary precautions to limit their exposure to risk.

The HSE has defined DSE as:

- *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.*

Maintaining the workstation

- *A comfortable typing position will be used. The space between the user and the keyboard will be practical and comfortable. Teachers will ensure learners are not hunched or stretching unnecessarily;*
- *The mouse will be to the right of the keyboard, if the user is right-handed. For left-handed users, a left-handed mouse will be made available. 5.3. Items will be placed at an accessible distance;*
- *Adjustable chairs will be used to ensure all users are seated in a comfortable position. Teachers will ensure that all learners are aware of how to adjust their seating position;*
- *Foot rests will be made available for users who require them;*
- *Display screens will be fully adjustable. This includes being physically adjustable by tilting or swivelling, or through the electronic settings such as adjustable brightness and colour saturation;*
- *Any learners or staff with special educational needs or disabilities (SEND) will be provided with any additional support they require.*

Maintaining the learning space

- *If a room is used primarily for ICT equipment, lighting levels will be slightly lower than otherwise required;*
- *Blinds will be installed in work spaces that are primarily used for ICT. This will be done to reduce occurrences of glare, which can lead to eye strain;*
- *The flooring in ICT rooms will be anti-static and non-slip;*
- *The school will adhere to the British Educational Communications and Technology Agency (BECTA)'s recommendations of a space of between 1 and 1.5 metres between workstations, and a space of 1.2 metres will be left in gangways to allow ease-of-access for wheelchair users;*
- *All electronic wires and cabling will be covered, using trunking and rubber cable covers, to prevent tripping.*

Changes in activity

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. The school aim is to plan, so users can interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution. The following may help users:

- *Stretch and change position.*
- *Look into the distance from time to time, and blink often.*
- *Change activity before users get tired, rather than to recover.*
- *Short, frequent breaks are better than longer, infrequent ones.*

Timing and length of changes in activity or breaks for DSE use is not set down in law and arrangements will vary depending on a particular situation.

Portable computers

These same controls will also reduce the DSE risks associated with portable computers. However, the following may also help reduce manual handling, fatigue and postural problems:

- *Consider potential risks from manual handling if users have to carry heavy equipment and papers;*
- *Whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse;*
- *The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised (raiser blocks are commonly used to help with screen height);*
- *More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels;*
- *While portable systems not in prolonged use are excluded from the regulations some jobs will use such devices intermittently and to support the main tasks. The degree and intensity of use may vary. Any employer who provides such equipment still has to risk assess and take steps to reduce residual risks.*

20. Housekeeping

Under the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the adequate cleaning of work premises is a legal requirement.

Staff, learners and parents have the right to expect a clean and safe environment. The governing 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 Baytree school 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.*

It must not be viewed as a final job description. All cleaning staff can be called upon by their supervisor to undertake additional tasks within their competence.

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site Manager will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc.

It is the duty of all staff to be vigilant and aware of possible hazards.

If any spillages occur, these should be dealt with immediately:

- *The school will be cleaned as per the cleaning schedule and will be monitored by the Site Manager. All waste will be disposed of according to appropriate health and safety guidelines;*
- *The Site Manager will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas;*
- *The Site Manager will monitor the efficiency of the waste collection service.*

20.1 Cleaning standards

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. 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 medical rooms).*

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.*

20.2 Work schedules

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;*

- *Monthly requirements are completed: these include the deep cleaning of sanitary ware;*
- *High level cleaning is completed: these include the dusting of venetian blinds, carpets and fabric cleaning, and the deep cleaning of kitchens and equipment.*

Instructions are provided 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.*

20.3 Cleaning procedures

Cleaning staff should always:

- *Work from the cleanest area to the dirtiest area;*
- *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 supervisor;*
- *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.*

20.3.1 Toilets

Toilets, washrooms and showers will be kept clean and free from dirt at all times. Cleaners will also be required to empty bins and replenish items such as toilet paper, soaps and towels. Sanitary products and disposal units are provided in toilets for girls aged eight and over, and in facilities used by female staff members or visitors. An outside agency is hired to dispose of sanitary products. Cleaners will report cracks, leaks and broken surfaces to the supervisor as soon as possible.

20.3.2 Kitchens

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. A cleaning schedule will list daily, weekly, monthly and annual cleaning tasks for all kitchen areas and appliances. 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. Mops, sponges and kitchen cloths should be kept clean and regularly replaced. 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. Areas of damp, chipped plaster, broken tiles or chipped work surfaces should be reported to the supervisor as soon as possible.

20.3.3 Computer equipment

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.*

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.*

20.3.4 Storage areas

Cleaning materials, equipment and chemicals will never be left unattended and will be locked away in secure cupboards when not in use. Learners and unauthorised staff will not have access to the storage cupboard.

21. Risk Assessments

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of what could cause harm to people, and ensuring enough precautions are in place to prevent such harm. It should be completed with due reference to the environment in which the activity is to take place and the people involved.

How to complete a Risk Assessment?

While using a template as a starting point is useful, risk assessment needs to be a deliberate action not a tick box exercise. Risk assessments do not have to be written

down but it is worthwhile being able to evidence that it has been done. The following steps are to be taken:

- *Identify possible hazards and risks;*
- *Identify who may be at risk e.g., members of staff (especially inexperienced staff), learners (especially SEND needs or those with particular pastoral needs), lone workers, pregnant women, visitors and contractors;*
- *Consider what needs to be done to minimise hazards and risks or if any hazards or risks are too great, what modifications need to be undertaken to the planned activity;*
- *Define the risk control measures, i.e., the measures and procedures that are put in place in order to minimise the consequences of the risk;*
- *Identify people to be responsible for their actions;*
- *Set a time frame for completion;*
- *Implement the actions arising from the risk assessment;*
- *Monitor completion of the actions prior to the activity taking place;*
- *Review the risk assessment after the activity has been completed to evaluate its effectiveness.*

Specific risk assessments are required for activities involving fire, manual handling and substances while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held on the school system.

How should a hazard or risk be identified?

- *A hazard is something with the potential to cause harm - Harm includes death, bodily injury or damage to physical or mental health*
- *A risk is the chance or possibility of injury, loss or danger to people, property or buildings;*
- *A risk assessment is the resulting assessment of the severity of the outcome;*
- *Risk/safety control measures are the measures and procedures that are put in place in order to minimise the consequences of the risk.*

Who should complete a Risk Assessment?

Anyone can complete a risk assessment, and does so as they go about their daily life without even realising. The co-ordinator of a specific activity, or person responsible for a physical area or duty will be responsible for completing the risk assessment.

The following staff will complete risk assessments for the areas highlighted below:

Premises	Site manager / Site team
Curriculum	SLT, Teaching staff, Support staff where appropriate e.g., Teaching Assistant for a learner
Off-site Visits	SLT, Teaching staff, Support staff where appropriate e.g., Teaching Assistant for a learner

Individual/specific	SLT, Teaching staff, Support staff where appropriate e.g., Teaching Assistant for a learner
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Contractors

Contractors are expected to have their own Health & Safety Policy, risk assessments and Method Statements, together with evidence of their current liability insurance, all of which should be shown to the Site Manager prior to commencement of work. Catering and IT support are operated under contract and their risk assessments are presented to the school on an annual basis for review. Approved contractors are also checked through the safeguarding procedures for unaccompanied access. Other contractors are not permitted open unaccompanied access during term time and a risk assessment should be carried out to ensure measures have been put in place to prevent risks to staff and pupils.

All Contractors are required to be given an induction briefing prior to starting work on site.

Safeguarding

In accordance with 'Keeping children safe in education' (KCSIE), the school recognises its specific safeguarding duties with regards to risk assessments:

- ✚ **Allegations against staff** – where an allegation is made against a member of staff, the Head is to carry out a risk assessment to determine what measures are required while the matter is being investigated;
- ✚ **Bullying** - Bullying, harassment, victimisation and discrimination are not tolerated at Baytree. A variety of forums are in place in order to monitor learner behaviour and incidents. In addition, staff receive training on safeguarding and awareness of the signs of bullying. The Assistant Head is required to undertake a generic risk assessment and should be prepared to undertake an individual risk assessment for any learner that is considered at risk of bullying;
- ✚ **Child Protection** – Baytree School Safeguarding & Child Protection Policy and training for all staff form the core of the school's child protection risk management. The Designated Safeguarding Lead (DSL) oversee Child Protection for their area of the school. The DSL is required to undertake an individual risk assessment for any learner that is considered at risk.
- ✚ **Prevent:**
 - ❖ All staff have undertaken online training on "The Prevent Duty". In addition, a "Prevent Duty – Visitor Form" is completed by coordinating staff members when individuals/groups are invited in to speak to the learners so that we can ensure that our learners are not at risk of being influenced and potentially drawn into terrorism.
 - ❖ The DSL is required to undertake a generic risk assessment to determine the appropriateness of any filters and monitoring systems needed to address the risk of learners being drawn into terrorism.
 - ❖ The DSL should be prepared to undertake an individual risk assessment for any pupil that is considered at risk of being influenced and potentially drawn into terrorism.

✚ **Sexual violence and sexual harassment** - Where there is an allegation of sexual violence or sexual harassment, one of the DSLs will undertake a risk assessment to address the following:

- ❖ *The victim – particularly their protection and support;*
- ❖ *The alleged perpetrator;*
- ❖ *All other learners (and adult students or staff if appropriate) at the school, especially any actions required to protect them.*

Any risk assessments conducted by other professional authorities, e.g., social services, following an incident will be used by the DSL to inform the school's risk assessment. The school's risk assessment will not act as a replacement to risk assessments conducted by other professional authorities.

Where a learner is convicted or receives a caution for a sexual offence, the DSL will update the relevant risk assessment to ensure relevant protections are in place for all learners at the school and consider any suitable action in light of the school's Behavioural Policy.

The DSL will engage with children's social care services and specialist services as required. In cases of reports of sexual violence, it is likely that professional risk assessments by social workers or sexual violence specialists will be required. Any such assessments will be used to inform the school's approach to supporting and protecting pupils and updating risk assessments.

The school will not wait for the outcome of investigations by children's social care services or the police before taking steps to protect the victim, alleged perpetrator and other pupils, as outlined within risk assessments.

22. Violence at Work

A definition of violence at work that is consistent with the Health and Safety Executive (HSE) definition of work-related violence, which is:

“Any situation where a person is abused, threatened or assaulted in circumstances relating to their work”

This definition is taken to include verbal abuse or threat, threatening behaviour, any assault, any serious or persistent harassment, including racial or sexual harassment and extends from what may be seen to be minor incidents to serious assault and threats against the employee's family.

Legal Requirements

Health and Safety law applies to risks of violence, just as it does to other risks from work. The main relevant legislation is:

- ✚ The Health and Safety at Work Act 1974 (HSAW Act) - Employers have a legal duty under this act to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees while they are at work.
- ✚ The Management of Health and Safety at Work Regulations 1999 - Employers must consider the risks to employees (including the risk of reasonably

foreseeable violence), decide how significant these risks are, decide what to do to prevent or control the risks and develop a clear management plan to achieve this.

- ✚ The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) - Employers must notify their enforcing authority in the event of an accident/incident at work to any employee resulting in death, major injury or incapacity for normal work for more than three days. This includes any act of non-consensual physical violence against a person at work.

Policy

The governors of Baytree School believe that all violence to employees at Baytree School is unacceptable and is committed to providing full support to any employee who suffers violence in the course of, or arising out of, their official duties.

Violence is unacceptable and the governors of Baytree School will take legal proceedings if necessary to maintain the safety and wellbeing of its employees.

All incidents of verbal abuse or physical violence will be treated seriously and responded to appropriately. On no account will such incidents be treated lightly or dismissed as part of everyday life, nor will a violent incident be viewed as a reflection on an individual employee's ability.

All incidents of verbal abuse or violence must be reported to the Headteacher and investigated, and appropriate action taken to minimise the risk of a recurrence. This may include the need to share information with colleagues and across the school to establish any pattern of violence from particular areas. All incidents are recorded.

Where serious threats are made to an employee in the course of their employment, the Headteacher and/or Chair of Governors will take appropriate and supportive action to prevent any recurrence. This may include sending a formal letter to the person concerned warning that legal action will be taken if a breach of the law occurs.

An employee who has been occasioned harm in any way, including threats or psychological damage or who has suffered damage to their property, should be actively encouraged to report the matter to the Police. Every opportunity should be taken to prosecute offenders either by the Police, or in certain circumstances, individuals may wish to initiate legal proceedings themselves. Baytree School will ensure that employees are supported through the prosecution process.

Aftercare and support

Baytree School is committed to providing full support, including aftercare, to employees who have suffered violence in the course of their duties. Support will include:

- *Line management support/debrief to ensure the incident is discussed, recorded appropriately and consideration is given to further action;*
- *Access to further support provided by the local authority and/or school partners;*

- *Where appropriate, access to Trades Union Welfare Officers.*

Immediately after reporting a violent incident, the individual who has been attacked should be offered local support to ensure their needs are met. This should include consideration as to whether it is appropriate for the employee to remain at work following the incident. Debriefing should take place as soon as possible after the event to minimise the risk of longer-term trauma and harm. The purpose of the debriefing session is to enable the individual to talk about his/her feelings of distress. It is normal for people to feel vulnerable, helpless or powerless to react, and there may be feelings of guilt, anger and fear of another attack. These feelings may not manifest themselves immediately and may take time to come to terms with. Individuals should be encouraged to talk openly about their experiences; what happened, how they responded and how they felt.

Even the most sophisticated policies and procedures relating to violence and personal safety cannot guarantee that a violent incident will never occur. It is important therefore, that post incident support is available to anyone subjected to violence in the course of their work. Such services ensure that support, practical help and access to sources of specialist help are provided subject to availability.

23. Use of Minibuses and Other Vehicles

Children and young people with special educational needs may get help with travel to school or college, but it is not an automatic right. Parents and carers make an application directly with the Integrated Transport Unit (ITU).

Baytree School utilise a number of vehicles and the Guidelines for Minibus Operation apply to all minibuses and other large passenger carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on school business.

Eligibility to Drive

All drivers must:

- ✓ *be aged 25 and under 65 and have held a full current driving licence for at least three years without 'own fault' claim or conviction; this minimum age is reduced to 23 for teachers appointed to teach physical education;*
- ✓ *be authorised by the Headteacher/Head of Phase to drive a minibus;*
- ✓ *have passed appropriate minibus driver training and assessment.*

Drivers of vehicles on the school site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 10 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify the Site Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

24. Training and Information

A training needs analysis will be undertaken by the Headteacher, in conjunction with the SLT identify any mandatory health and safety training required for members of staff and this will be regularly reviewed. The Headteacher will ensure that staff are released for this training.

All members of staff will receive a health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention.

The Headteacher will:

- *Inform staff of any changes in the policy;*
- *Assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;*
- *Assess the training needs of new members of staff.*

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

25. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team (SLT) in conjunction with the school governors by the following:

- *SLT will include health and safety as part of the agenda of their regular meetings;*
- *The Headteacher will conduct an annual premises inspection with the health and safety co-ordinator and/or Site Manager;*
- *The Headteacher's report to the governors will have health and safety as an item.*

Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed a health and safety audit will take place at least every 4 years. The action points identified through the audit will be shared with Lead Governors for Health and Safety and agreed what action is necessary.

26. Visitors

Baytree school assures all visitors a warm, friendly and professional welcome, whatever the purpose of their visit. The school also has a legal duty of care for the health, safety, security and wellbeing of all learners and staff. This duty of care incorporates the duty to safeguard all learners from subjection to any form of harm, abuse, nuisance or inappropriate influence.

It is the responsibility of the Governing Body, Headteacher and senior staff to ensure that this duty is followed at all times. In performing this duty, the school recognises that there can be no complacency where child protection and safeguarding procedures are concerned.

Baytree School therefore requires that all visitors (without exception) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the school site.

Visitors Invited to the school:

Before any visitor is invited to the school, the Headteacher, or a member of the senior leadership team, should be informed, with a clear explanation as to the relevance and purpose of the visit and intended date and time of the visit. Once the proposed visit is entered into the school calendar this will be discussed as part of the regular review of the diary and at senior leadership team meetings.

When inviting visitors to the school the member of staff hosting the visit should ensure they are asked to bring in formal identification (including photo id) with them at the time of their visit and be informed of the procedure for visitors as set out below: Members of staff arranging for and hosting visitors must inform the school office in advance so that this information can be entered into the school calendar.

All visitors to the school will be asked to sign in at the school reception and sign out when they leave and are required to wear a badge. All visitors will be required to read and accept visitor agreement.

The visitor agreement includes:

- *All visitors will be required to provide their name, organisation (if applicable), who they are visiting and vehicle registration (if applicable);*
- *A photograph will be required;*
- *All visitors will be required to follow the school “no phones” policy and leave mobile phones or other devices with camera in the lockers in the reception area;*
- *All visitors will be required to wear a visitor identification badge. The badge must remain visible throughout their visit;*
- *Visitors with a current and valid enhanced DBS will be issued with a yellow lanyard. Visitors without a current and valid enhanced DBS will be issued with a red lanyard. All visitors who are given red lanyard will be required to be escorted at all times by school staff.*

To safeguard all children and staff, if visitors are not wearing an identification lanyard, staff will politely challenge visitor for the nature of their visit. The visitor will then be escorted to reception so that an identification lanyard can be issued. The admin team will then contact and locate school member of staff hosting the visitor.

All staff will politely challenge visitors with red lanyards, if roaming unescorted in school. All staff will ask for the visitors' reason for visiting school and which staff member they are seeing. Staff should then locate school the member of staff hosting the visitor. If hosting staff member cannot be found, the visitor shall be escorted to reception. The visitor must wait at reception until hosting staff member is located. All visitors will be given the opportunity, subject to nature of visit, to read the school's safeguarding and child protection policy, general information about schools' premises, health and safety policy, and Fire Evacuation Plan.

Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to the school reception to receive the visitor. The contact will then be primarily responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless the school has completed the relevant checks (though DBS) or has received details of this through the organisation employing the visitor.

Approved Visitor List

Baytree school will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors, supply staff and health professionals). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- *They have a current clear enhanced DBS check and a copy of this has been registered on the Schools Central Record;*
- *A current clear DBS children's barred check has been undertaken;*
- *Visitors on the Approved List MUST follow the same procedures on entry to the premises (i.e. come to reception and receive an ID badge having been entered onto the visitors register). The School Administrator who is responsible for HR and the Single Central Record keeps a list of such approved visitors.*

Unknown/Uninvited Visitors to the School

Any visitor to the school site who is not wearing a visitor badge should be challenged politely in relation to who they are and their business on the school site. They should then be reminded of the school procedure and escorted to reception to be issued with a visitor badge if approved. The procedures under "Visitors to the School" above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed. The SLT member will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for. Under the Summary Offences Act, the Headteacher reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school.

All staff accepting of visitors will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

27. Health and Safety Policy Review

Baytree school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues. The School will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.

Please read alongside the following policies:

- Baytree School Critical Management \Policy
- Baytree School Fire Safety Management Policy – Clevedon
- Baytree School – Lockdown Policy
- Baytree School Smoke Free Policy
- Baytree School Drugs Policy
- Baytree School Stress Policy

- Baytree School Administration of medication Policy
- Baytree School Accessibility Policy
- Baytree School Legionella and domestic water policy – Clevedon
- Baytree School Hydrotherapy Pool PSOP – Clevedon
- Baytree School Moving and Handling Policy