



Play Policy

Archibald First School

1. Commitment

Our school undertakes to refer to this play policy in all decisions that affect children's play. Our school is committed to providing the strategic and operational leadership needed to provide and maintain quality play provision for all of our children.

2. Rationale

Our school believes that all children need opportunities to play that allow them to explore, manipulate, experience and affect their environment. The school acknowledges the UN Convention on the Rights of the Child, especially Article 31, and supports the child's right to play. We believe play provision should be welcoming and accessible to every child, irrespective of gender, sexual orientation, economic or social circumstances, ethnic or cultural background or origin, or individual abilities.

The OPAL programme rationale is that "... better, more active and creative playtimes can mean happier and healthier children, and having happier, healthier, more active children usually results in a more positive attitude to learning in school, with more effective classroom lessons, less staff time spent resolving unnecessary behavioural problems, fewer playtime accidents, happier staff and a healthier attitude to life."

The OPAL programme links closely to our core values. We believe children should be Courageous, Curious, Creative and Caring, the OPAL programme will help children to develop these skills, and many more, through free and independent play opportunities in a fun and inclusive environment. Children will use different areas of play to learn, grow and thrive.

3. Definition and value of play

Play is defined as any freely chosen activity that a child finds satisfying and creative. It may or may not involve equipment or other people. We believe play has many benefits, including:

- Play is critical to children's health and wellbeing, and essential for their physical, emotional, social, spiritual and intellectual development.
- Play enables children to explore the physical and social environment, different concepts and different ideas.
- Play enhances children's self-esteem and their understanding of others through freely chosen social interactions, within peer groups, with individuals, and within groups of different ages, abilities, interests, genders, ethnicities and cultures.



- Play requires ongoing communication and negotiation skills, enabling children to develop a balance between their right to act freely and their responsibilities to others.
- Play enables children to experience a wide range of emotions and develop their ability to cope with these, including sadness and happiness, rejection and acceptance, frustration and achievement, boredom and fascination, fear and confidence.
- Play encourages self-confidence and the ability to make choices, problem solve and to be creative.
- Play maintains children's openness to learning, develops their capabilities and allows them to push the boundaries of what they can achieve.

At Archibald First School, we believe children learn through play and should have valuable play opportunities throughout the school day. Play is vital to the development of each child in all areas and can create happier children who settle in class easier. Valuable play opportunities can improve behaviour and develop faster core skills. At Archibald First School we put happiness and wellbeing at the forefront of our values and by embracing the OPAL programme, we can ensure children are happy, resilient and confident throughout their school years.

4. Aims

In relation to play our school aims to:

- ensure play settings provide a varied, challenging and stimulating environment.
- allow children to take risks and use a common-sense approach to the management of these risks and their benefits.
- provide opportunities for children to develop their relationships with each other.
- enable children to develop respect for their surroundings and each other.
- aid children's physical, emotional, social, spiritual and intellectual development.
- provide a range of environments that will encourage children to explore and play imaginatively.
- provide a range of environments which will support children's learning across the curriculum and learning about the world around them.
- promote independence and teamwork within children.
- build emotional and physical resilience.

5. Rights

Our school recognises the UN Convention on the Rights of the Child, which includes *the right to play, recreation and leisure* (Article 31) and the *right of children to be listened to on matters important to them* (Article 12). We acknowledge that we have a duty take these rights seriously and listen to children's views on their play.



At Archibald First School, we believe in the power of play. Children have the right to enjoy valuable and inclusive play areas. Different forms of play can support all aspects of growth and development and help children to self-regulate and problem solve independently.

6. Benefit and Risk

'Play is great for children's wellbeing and development. When planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits. No child will learn about risk if they are wrapped in cotton wool.'

Managing Risk in Play Provision: An Implementation Guide (2012)

The school will use the Health and Safety Executive guidance document *'Children's Play and Leisure – Promoting a Balanced Approach'* (September 2012) as the principle value statement informing its approach to managing risk in play. In doing so, the school will adopt a risk-benefit approach as detailed in *'Managing Risk in Play Provision': An Implementation Guide*.

Risk-taking is an essential feature of play provision, and of all environments in which children legitimately spend time at play. Play provision aims to offer children the chance to encounter acceptable risks as part of a stimulating, challenging and managed play environment. In the words of the play sector publication *'Best Play'*, play provision should aim to *'manage the balance between the need to offer risk and the need to keep children and young people safe from harm'*.

In addition to standard risk-benefit assessments the school will practice dynamic risk management with children, encouraging them to identify and manage risks in an environment where adults are present to support them.

One of Archibald Firsts School's core values is to be courageous, children are encouraged to take sensible risks in play, identify the risk and manage the risk benefits to make their own decisions.

You will need to add the full H&SE Managing Risk Statement as an Appendix to your Play Policy.

7. Supervision

The law requires that children in school have supervision but for primary school playtimes there are no stated ratios. During the school day there should be one or more adults present outdoors. The school recognizes OPAL's three models of supervision: Direct, Remote and Ranging. Except for new children in reception, the school does not believe direct supervision is possible or beneficial. Supervision will take remote and ranging models, so that children can quickly find an adult, and adults can patrol large sites to gain an awareness of the kinds of play and levels of risk likely to be emerging.



8. The adult's role in play

The school will help children maximize the benefits they can gain from play by the provision of trained staff who are informed by and work in accordance with the Playwork Principles. Staff will use and refer to these principles when appropriate interventions are needed, and ultimately will strive for facilitating an environment that nurtures children's self-directed play.

The playworker's core function is to create an environment that will stimulate children's play and maximise their opportunities for a wide range of play experiences. A skilled and experienced playworker is capable of enriching the child's play experience both in terms of the design and resources of the physical environment and in terms of the attitudes and culture fostered within the play setting. Playworkers are a channel of access to new materials and tools and they can act as a stimulus to children to explore and learn. They are also available to participate in the play if invited.

At Archibald First School, we believe the adult's role in play is:

- ***To facilitate, not police.***
- ***To create an outdoor space perfect for play.***
- ***To source suitable resources.***
- ***To ensure the environment is safe and suitable.***
- ***To allow children to independently risk assess and make sensible decisions.***

9. Equality and diversity

Through providing a rich play offer meeting every child's needs we will ensure all children, regardless of age, gender, race, disability or other special needs, can develop and thrive, build strong relationships and enjoy school

10. Environment

We believe that a rich play setting should ensure that all children have access to stimulating environments that are free from unacceptable or unnecessary risks and thereby offer children the opportunity to explore for themselves through their freely chosen play.

We will strive to continually improve the quality and diversity of our school's grounds to enhance play. We will use the document 'Best Play' to guide us on what a quality play environment should contain.

<http://www.playengland.org.uk/resource/best-play/>



Appendix

ARCHIBALD HEALTH AND SAFETY POLICY

INTRODUCTION

The Governing Body of Archibald First School recognise and accept its responsibilities under the Health & Safety at Work etc. Act 1974, and other health and safety legislation, to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by the school's activities.

To meet this responsibility, the Governors and Head Teacher will:

- Comply with all relevant Health and Safety Legislation;
- Adopt and follow all relevant Newcastle City Council Corporate Health and Safety Codes of Practice;
- Adopt and follow all relevant Local Authority Health and Safety Codes of Practice and Guidance;
- Follow all relevant Department for Education guidance;
- Draw advice from Newcastle City Council Health and Safety Officers to establish suitable and sufficient precautions to ensure the health, safety and welfare of school employees, pupils and others;
- Ensure that all staff receive sufficient health and safety information, training and supervision to enable them to carry out their activities safely;
- Consult with employees on health and safety matters; and
- Review and revise this policy as necessary at regular intervals.

All staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

Suitable risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them.



AIMS & OBJECTIVES

The aim of these procedures is to:

- Establish and maintain a safe and healthy environment throughout the school;
- Establish and maintain safe working procedures among staff and pupils;
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute to a safe and healthy environment;
- Establish agreed policy and procedures necessary to maintain a safe and healthy school environment; and
- To maintain up-to-date written Risk Assessments for the premises, school activities and educational activities.
- Make arrangements for ensuring safety and absence of risk to health in connection with the use, storage and transport of articles and substances;
- Maintain all areas under the control of the Governors and the Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and exits from the school that are safe and without risk;
- Formulate effective procedures for use in case of fire and for evacuating the school premises;
- Lay down procedures to be followed in case of accidents;
- Teach safety as part of pupils' duties where appropriate;
- Provide and maintain adequate welfare facilities; and
- Contribute positively to safety training as appropriate and when provided;
- Ensure that all support staff have first aid in the workplace training including paediatric first aid and that this is updated as appropriate. Enhanced named first aider accesses the three-day course and refresher training as appropriate. School to identify additional staff to be trained up at the enhanced level

LEGISLATION

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept



- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

ROLES AND RESPONSIBILITIES

THE GOVERNING BODY

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

The governing body has a duty to 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 the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

HEADTEACHER

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary



In the headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

HEALTH AND SAFETY LEAD

The nominated health and safety lead is Rebecca Turner.

SITE MANAGER

The Site Manager will:

- Ensure that they are familiar with the Health and Safety Policy and Procedures;
- Meet regularly with the Head Teacher and the governor responsible for Health and Safety to conduct site checks and discuss any issues relating to Health and Safety;
- Ensure that all cleaning staff are aware of any implications relating to Health and Safety as it affects their work activities e.g. safe storage and use of equipment, materials and substances;
- Report to the Head Teacher any defects of hazards that are brought to their attention;
- Inform the head teacher and any other relevant people whenever contractors are due to enter the school to undertake maintenance, service or works contracts;
- Ensure that means of access and exits are safe for the use of hirers of any school space;
- Ensure that all equipment that is made available to hirers is safe and that hirers are fully aware of how to use any such equipment safely;
- Ensure that fire exits are clearly marked for the benefit of unfamiliar users of the building, particularly during hours of darkness;
- The site manager or the Head Teacher will ensure that hirers are briefed about the location of telephones, fire escape routes, fire alarms, fire-fighting equipment and first aid supplies; and
- Make arrangements for checking the security and conditions of the premises and equipment used after vacation by the hirer.

STAFF

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

PUPILS AND PARENTS/CARERS

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.



CONTRACTORS

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

HEALTH AND SAFETY PROCEDURES

ACCIDENT & INCIDENT REPORTING (See Policy)

Accidents, incidents and near misses shall be reported to the Administrative Officer who will maintain a dated log of them.

ADVERSE WEATHER CONDITIONS (See Snow and Gritting Policy)

In the event of adverse weather conditions, such as snow and ice, the Site manager will ensure that pathways are cleared and made safe before staff, parents, and pupils enter the school grounds.

Parents / guardians shall be given notice of the school's closure due to adverse weather conditions by means of an announcement on local radio stations. If the school needs to be closed during the working day parents / guardians shall be contacted and pupils will be cared for at school until a known, responsible adult arrives to collect them.

ANIMALS

Wash hands before and after handling any animals

Keep animals' living quarters clean and away from food areas

Dispose of animal waste regularly, and keep litter boxes away from pupils

Supervise pupils when playing with animals

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

ASBESTOS (See Policy)

Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe

A record is kept of the location of asbestos that has been found on the school site

CLEANING OF BLOOD AND BODY FLUID SPILLAGES

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface



Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Make spillage kits available for blood spills

CLINICAL WASTE

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Head Teacher is responsible for ensuring that appropriate assessments, controls and records related to COSHH regulations are implemented. A COSHH assessment for hazardous substances in school must be completed, and a list giving details of these substances must be compiled and maintained.

Risk assessments are circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary. All substances used should be used in accordance to supplier's instructions and the Head Teacher will monitor this. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

CRISIS (See Critical Incident Plan)

In a crisis situation (i.e. an incident or situation deemed by staff as a threat to the safety of the children e.g. intruder/dogs/swarm of bees in the grounds). School staff are to move all children to a safe place, returning to their classrooms (if possible) quickly but calmly. Doors and windows should be secured if appropriate. School staff are to keep children in a safe place until the incident is resolved.

Any person discovering a crisis situation should immediately report it to the HT/DHT or, a member of SMT.

The Senior Supervisor will alert staff and give any necessary instructions, including confirmation that the event has ended.

CRITICAL INCIDENTS

Refer to the Critical Incident Policy and Procedures.

EDUCATIONAL VISITS

Refer to Education Visits Policy and Procedures.

The Head Teacher is the educational visit co-ordinator; all visits and trips away from the school site must have a specific risk assessment which will be submitted to the Head Teacher at least two weeks prior to the visit.

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed



- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on schools trips and visits

ELECTRICAL EQUIPMENT

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely

Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them

Any potential hazards will be reported to the Headteacher or Site Manager immediately

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed

Only trained staff members can check plugs

Where necessary, a portable appliance test (PAT) will be carried out by a competent person

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

EMERGENCIES (See Critical Incident Plan)

In the event of an electrical fault, fire, flood, gas leak or other emergency, the school shall be evacuated in line with the procedures followed in all evacuation drills.

If an evacuation of the school is not necessary but the closure of the school is, parents and carers will be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless accompanied by a known, responsible adult.

EVACUATION DRILL

Practice evacuation drills will be carried out once per term and the results will be recorded by the Head Teacher in the Fire Precautions File.

Fire Plan / Evacuation procedures are to be followed by all staff to ensure the safety of all pupils and staff.

Information notices containing details of the Fire Plan and Evacuation procedures are to be displayed in all classrooms, communal areas of school, toilet facilities and any working rooms.

EXCLUSION PERIODS FOR INFECTIOUS DISEASES

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

FIRST AID (See Policy)

The Head Teacher is responsible for ensuring that there are adequate numbers of qualified First Aiders, and that adequate and up-to-date provisions of First Aid equipment and boxes are provided.

The names of the persons qualified and appointed to administer First Aid shall be displayed in prominent places throughout the school.



GAS SAFETY

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained
All rooms with gas appliances are checked to ensure that they have adequate ventilation

INDUCTIONS AND TRAINING

The Head Teacher is responsible for ensuring that all new school staff members are given an appropriate Health and Safety induction, including issuing to new starters all necessary information and documentation
All staff shall receive Health and Safety training as required. The Head Teacher is responsible for maintaining records of induction, training and documentation issue, by way of signed record sheets.
Health and safety issues shall be a standing item at the start of the academic year on the annual training day and will be itemed on a termly basis – or earlier as appropriate – in staff meetings or staff briefings. It will also be on the agenda of the termly governors' business meeting, and all meetings of the Governors' Premises Committee.

INFECTION PREVENTION AND CONTROL

We follow national guidance published by Public Health England when responding to infection control issues.
We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

LAUNDRY

Wash laundry in a separate dedicated facility
Wash soiled linen separately and at the hottest wash the fabric will tolerate
Wear personal protective clothing when handling soiled linen
Bag children's soiled clothing to be sent home, never rinse by hand

LEGIONELLA

Water Risk Assessments are completed through the purchase of a SLA with the local authority. The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book.
This risk assessment will be reviewed every annually and when significant changes have occurred to the water system and/or building footprint.

LONE WORKING

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.



If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

LUNCHTIME SUPERVISION PROCEDURES

The Senior Lunchtime Supervisor will have a Walkie Talkie at all times, and is responsible for ensuring that the relevant Supervisors, Outside Supervisors and EYRS Supervisors have Walkie Talkies as necessary.

MAINTENANCE WORK AND REPAIRS

Whenever maintenance or construction work is needed in the school the Governors shall select contractors whose competence has been verified by either the School Architect or Newcastle City Council.

Before maintenance or construction work takes place within the school building or premises a meeting of the Head Teacher, members of the Governing Body Premises Committee, Site manager and Chair of Governors (if deemed appropriate) with the contractor shall be held at which Health and Safety method statements will be discussed and agreed.

All construction work shall be securely fenced off so as to prevent pupil access to the area. The Head Teacher shall intervene with the contractors and stop the work immediately if any Health and Safety concerns arise.

MANUAL HANDLING AND WORKING AT HEIGHT

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help

Take the more direct route that is clear from obstruction and is as flat as possible

Ensure the area where you plan to offload the load is clear

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

MEDICATION IN SCHOOL (See Policy)

MOVEMENT IN AND AROUND SCHOOL

Some of our school rules are concerned with safety in and around the school building. Staff reinforce these with the children and the Head Teacher does this in assembly on a half termly basis or more frequently as deemed appropriate. Children and staff should always walk inside school, on the stairs and in the corridors they should keep to one side. Door safety is stressed to the children; door finger jam protectors are in place.

OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.



Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

OFF-SITE VISITS

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- There will always be at least one first aider on school trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

PE EQUIPMENT

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager

PERSONAL PROTECTIVE EQUIPMENT

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)

Wear goggles if there is a risk of splashing to the face

Use the correct personal protective equipment when handling cleaning chemicals

Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

PLAYTIME SUPERVISION

Early Years staff are responsible for the children in the Foundation Stage Unit. Early Years TAs & teachers will assist with playtime duties.

The teachers who are on duty must be the first out with their classes. If there is a delay (this should not occur but sometimes unforeseen events happen) then staff must stay out with their class until the duty staff are outside. During wet playtimes one member of staff will supervise each year group. Year 4 children designated by their teacher can act as monitors in the classrooms.

PREGNANT WORKERS AND NURSING MOTHERS

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified.

PUPILS VULNERABLE TO INFECTION

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.



RISK ASSESSMENTS

The Head Teacher will ensure suitable and sufficient Risk Assessments are in place for the activities the school undertakes. These risk assessments shall be reviewed on an annual basis or as and when necessary to reflect any significant changes. Staff will undertake risk assessments for areas / activities within their control and discuss these with the Head Teacher.

SMOKING (See Policy)

Smoking is not permitted anywhere on the school premises.

SPECIALIST EQUIPMENT

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal, storage and replacement of oxygen cylinders.

SUPERVISION OF PUPILS (See Supporting on a School Visit Booklet)

Suitable supervision will be organised by the Head Teacher for all school activities. All relevant staff will be informed of their requirements and directed to relevant policies as necessary.

VEHICLES ON-SITE

To ensure the safety of children at the beginning and end of the school day, vehicle movements on-site (including deliveries to and collections from the school) shall not be made between 8.30 am and 9.15am, and between 2.45pm and 3.45 pm.

To ensure the segregation of pupils from vehicles, all cars shall only be parked or maneuvered within the areas provided.

VIOLENCE AT WORK

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

VISITORS IN SCHOOL (See Policy and booklet)

WASTE DISPOSAL

Waste disposal arrangements are undertaken by LA Service Providers as part of the School's Service Level Agreements. The Site manager and Staff are required to assist with general housekeeping and waste management of their classrooms and other School areas, to ensure a safe school environment is maintained.

WORKING AT HEIGHT

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.



In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

OCCUPATIONAL STRESS

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

LETTINGS

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

ACCIDENT REPORTING

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. **(See Policy)**

REPORTING TO THE HEALTH AND SAFETY EXECUTIVE

Senior Admin Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Senior Admin Officer will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or



- Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days not including the day of the incident). In this case, the Office Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>



NOTIFYING PARENTS/CARERS

The Headteacher will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

REPORTING TO CHILD PROTECTION AGENCIES

The Headteacher will notify Children's Social Care of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

REPORTING TO OFSTED

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

TRAINING

Our staff are provided with health and safety training as part of their induction process. Staff are given training that is relevant to their roles

MONITORING AND REVIEW

This policy was reviewed and agreed by the Governing Body. We are aware of the need to review the Health and Safety Policy regularly. It will be formally reviewed by the Finance and Premises Committee every 3 years.

Date of last review: Autumn 2023

Date of next review: Autumn 2026

Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan
- Critical incident plan