

Health and Safety Policy

Clarity Independent School

Bridge Barn Farm
Woodhill Road
Sandon
CM2 7SG

Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and care-givers to keep children safe."

Clarity Safeguarding Policy September 2023

Written by Debbie Hanson
Head Teacher and Proprietor

This is version [8]
Written: 30.10.18
Updated Date: September 2023
Updated by Name: Debbie Hanson

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Health and Safety Policy Statement

Clarity Dyslexia Consultancy recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective. We also recognise;
- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.
- our duty of care towards others that are not in our employment, particularly the school children/students. These people also include; parents, visitors and contractors with whom we interact both within Clarity Independent School premises and the local environment.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Debbie Hanson, Head Teacher



Signed: *[Handwritten Signature]*

Date: 1st September 2023

Legal Duties and Responsibilities of Employers

It is our duty and responsibility as employers under the **Health and Safety at Work etc. Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into **Clarity Independent School**
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a persons' health or safety
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees
- As far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress (outlet) from it
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter **Clarity Independent School**

We are particularly conscious of our responsibilities towards the children, and their parents, of **Clarity Independent School**.

We also recognise that a breach of health and safety legislation may constitute a criminal offence. An Enforcing Authority may take criminal proceeding against **Clarity Independent School** and or its management. This can result in penalties, i.e. fines and/or imprisonment.

Legal Duties of Employees

In addition to the previously described general responsibilities, the **Health and Safety at Work etc. Act 1974** places legal duties on all employees.

These are:

Section 7 'Health and Safety at Work etc. Act 1974'

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school children
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed

Section 8 'Health and Safety at Work etc. Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual.

Such action can result in penalties, i.e. fines and/or imprisonment.

Health and Safety Responsibility

Overall

The overall responsibility for health and safety within **Clarity Independent School** rests with the Head Teacher.

The above will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **Clarity Independent School** keeps within the requirements of the **Health and Safety at Work etc. Act 1974**, the above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc. Act 1974**.

Specific Responsibilities of the Head Teacher

The Head Teacher is responsible for implementing this policy within the school. In particular the above will:

- Monitor the effectiveness of the Health and Safety Policy and the safe working practices described within it and shall revise and amend it on a regular basis
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded.
- Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines
- Make arrangements for accident recording and reporting procedure and draw this to the attention of all staff at the school as necessary
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed.
- Identify defects in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken.
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head Teacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Individual Responsibilities

The duties of those employees with responsibility for health and safety are set out within our Policy.

Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

Head Teacher

Other duties will include:

- Identifying hazards present within any school activities
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion
- Liaising with the Enforcing Authorities as and when required
- Identifying any training needs
- The development and implementation of safe systems of work
- The maintenance of the workplace and buildings
- Fire and emergency management
- Ensuring waste is managed
- Ensuring accidents are reported and investigated
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated

Responsibilities of Staff Towards Pupils and Others in Their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils
- Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used

N.B. When any member of staff considers that corrective action is necessary, but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher via the:

Hazard reporting forms on the bright pink clipboard in the medical room.

Competent Assistance

The competent assistance and advice is provided by:

Peninsula, Business Safe Advice Service, Victoria Place, Manchester, M4 4FB

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **Clarity Independent School** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Peninsula will carry out annual audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no more than twelve-monthly intervals.

Arrangements for Health and Safety at Work

Health and Safety Information for Employees Regulations 1989

Regulations require information relating to health, safety and welfare be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health + Safety Executive (HSE).

The regulations require the name and the address of the Enforcing Authority and the Employment Medical Advisory Service to be written in the appropriate spaces on the poster, and when the leaflet is provided, one should specify the information in a written notice.

The poster 'Health and Safety Law' – 'What You Should Know' will be displayed in a prominent position in the workplace where it can be read by all our employees (Main Office Reception and Staffroom).

Information on the poster states who has overall responsibility for health and safety within **Clarity Independent School** and the name of any safety representatives that have been identified.

Notices

All notices whether on **Clarity Independent School** premises or elsewhere issued in accordance with the **Health and Safety at Work etc. Act 1974** and its associated legislation must be complied with.

All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how we may improve health and safety within **Clarity Independent School** should be communicated to your line manager for assessment and feasibility.

There is a regular section of the weekly staff meeting specially dedicated to health and safety in the school.

All employees and others who may be affected by the contents of this Policy are advised that a copy of the 'Health and Safety Policy' statement for **Clarity Independent School** electronic version is on the school website for all stakeholders' access. The policy contains detailed information relating to the school activities and a copy is available for everyone to read.

Clarity Independent School consider themselves responsible employers, we will ensure that all employees read the policy during the induction process, sign the cover sheet, and any areas that are not understood are explained to them in detail.

Professionals and contractors not employed by the school receive a summary of our health and safety policy, especially practices relating to COVID, prior to their arrival on the premises. This can be seen in our 'Professionals and Contractors Working in the School' policy on the school website.



The Health and Safety (Consultation with Employees) Regulations 1996

Where there are employees, who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997**, the employer must consult those employees in good time on matters concerning their health and safety at work. This will be carried out in staff meetings, through minutes of such, trainings, use of the staffroom notice board and open communication and includes:

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the employees
- The employer's arrangement for appointing or nominating an employee's representative and their responsibilities and any resources that may be required to allow them to carry out the duty
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology

To allow the school to carry out this duty, consultation with employees will be the responsibility of:

Debbie Hanson

The elected or nominated person/s to act as the employees' representative is:

Steve Hanson

Health and Safety will be a regular topic on agendas at the weekly staff meeting.

Regular health and safety information will be posted around the school in relevant areas as well as on a specific notice board. The notice board is located in:

Staffroom

Identifying and Managing Health and Safety Risks

Risk Assessments

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our school activities or premises. Before embarking on this task, it is important to note the following:

- The **hazard** is something with the potential to cause harm (the noun)
- The **risk** is a measure of the likelihood that harm will be caused (the adjective)

Clarity Independent School will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our school activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The person responsible for ensuring that risk assessments are undertaken is:

Debbie Hanson / Business Manager / Site Manager

The risk assessments will be made available to all our employees, who will read them. After reading and understanding the content of the risk assessment, the employee must sign our confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employees as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner.

Control of Substances Hazardous to Health (CoSHH)

The **Control of Substances Hazardous to Health Regulations 2004 as Amended** require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. These data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that as a result of some activities hazardous substances may develop e.g. chemical experiments. These activities will also be assessed and controlled.

The person responsible for carrying out the CoSHH assessments is:

Debbie Hanson / Site Manager

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employees as is required.

The effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.



Local Exhaust Ventilation (Lev)

Where necessary, local exhaust ventilation is provided to remove the hazardous substance away from the operative and workplace. This reduces the risks from operative hazardous substance exposure and we will ensure our employees use the extract systems at all times.

The following paragraph is not perceived to be applicable currently but has been included in this policy as a reminder for review, in case it becomes necessary in the future.

A competent person will inspect the extraction system every fourteen months. The competent person for inspecting the LEV system is:

Not applicable

Records of these inspections will be retained and available for inspection by the enforcing authority and insurance provider when required.

Biological Hazards

Control of Infection

To control the risks associated with biological hazards such as viruses' from blood, faeces and urine, there must be **infection control policies** put into place as a separate item to the Health and Safety Policy, although they should both support each other.

The person responsible for the Infection Control policy is:

Debbie Hanson

The Infection Control Policy must address such issues as:

- Education and training of employees and especially children in infection control issues especially hand washing and personal hygiene.
- Disinfection and decontamination including domestic cleaning.
- Ill health reporting and recording
- Monitoring, surveillance, and auditing.
- Use of personal protection equipment including powder free latex gloves
- Generation, collection, and disposal of clinical waste.
- Legionella – see Legionella policy

The policy must be reviewed annually or when any significant change occurs whichever is soonest.

The policy will be reviewed by:

Debbie Hanson



Drugs and Medicines

If a child suffers asthma, diabetes or epilepsy or other long-term illness, this is recorded and he/she may require daily medication. If so, the parent should bring the medicine to school in a *clearly labelled container* to be kept in a box in the child's classroom (refer to asthma policy).

The medicine will be administered by a qualified First Aider, to level 2 minimum. Staff with this qualification are displayed on the First Aid room door by certification.

A register of children requiring such medication is to be available at reception and provided to First Aiders. All medication will be accepted/stored/dispensed in accordance with the Medical needs and First Aid Policy (Administering Medications).

Manual Handling

The **Manual Handling Operations Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable, then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is:

Site Manager

Responsibility for implementation of manual handling assessments and any controls that are required, rests with the nominated person above, supported by any other employees as required.

All employees will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider:

The Task - What you are going to do

The Individual – The persons own capabilities

The Load - The weight, size and shape of the load

The Environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

Personal Protective Equipment

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is:

Debbie Hanson

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to:

Debbie Hanson

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

Work Equipment

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for
- The environment where it is going to be used
- Who is going to use it?
- All equipment purchased or hired by **Clarity Independent School** must comply with the minimum safety standards, as are required by **The Supply of Machinery (Safety) (Amendment) Regulations 2009**.

We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

Debbie Hanson

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below.

All **portable electrical equipment** will be inspected at regular intervals (PAT tested) dependant on its type and usage.

The competent person responsible for arranging inspection of electrical equipment is:

Business Manager / Site Manager

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. play equipment, gym equipment, ladders and stepladders) require such inspections. They will be inspected at regular intervals dependant on type and usage.

Records of repair and maintenance are kept electronically in:

Apple Desktop (Office)



All defects of any work equipment must be reported to:

Site Manager on a hazard report (pink clipboard in first aid room)

The following paragraphs are not currently necessary, as we do not have work equipment requiring statutory inspection but have been included for amendment in case of future need.

*Should we require it to be fitted, all lifting equipment will be inspected at six or twelve-month intervals as required by the **Lifting Operations and Lifting Equipment Regulations 1998 as Amended**, records will be retained.*

The competent person responsible for inspection of lifting equipment is:

Not applicable

Pressure systems will be inspected at regular intervals as determined by the written scheme of examination.

The competent person responsible for inspection of pressure equipment is: **Not applicable**

Records of these inspections are kept in: **Not applicable**

Use of Sharps

The school audits each sharp implement / piece of equipment which could be harmful to a pupil, member of staff or damage the building and equipment, through its incorrect or careless use, through self-harm or a heightened pupil's behaviour. Sharps are locked away in locked cupboards in classrooms and offices, and locked drawers in the kitchen, and are only brought out following verbal risk assessment of pupils' position regarding their regulation level. Sharps are counted out and back into their secure location each time of use. The location of each sharp implement such as scissors, craft knives, compasses, staplers and staples, and board staplers and removers is recorded and audited termly.

Each class teacher is responsible for the sharps in their classroom, and each worker for their office. The site manager is responsible for the sharps in the tools cupboard, kitchen, staff room and meeting room. Sharps are not to be left in communal areas, nor borrowed from one room to another. Misplaced sharps must be reported to SLT immediately, an incident form completed on the **pink hazard clipboard** and a monitored search will be undertaken by teaching staff to retrieve the lost item before the pupils leave for home.

Overall responsibility for sharps is held by **Debbie Hanson**.

Machinery Guarding

Under the **Provision and Use of Work Equipment Regulations (PUWER) 1998, Dangerous Parts of Machinery or Equipment (Regulation 11)**, require that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Where this isn't a practicable, alternative safety devices and jigs will be provided for the safety of its employees.

Employees are also reminded that they have a duty under the **Health and Safety at Work etc. Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety.

Failure to do this may lead to disciplinary action.

Stop Buttons and Guards

Under the **Provision and Use of Work Equipment (PUWER) 1998 Regulation 16**, requires that emergency stop buttons will be fitted to all machinery and equipment where appropriate. The need will be determined by the specific risk assessment carried out on each machine or equipment.

In order to ensure that all guards, covers and emergency stops are maintained and in efficient working order, they will be tested and inspected at regular intervals (e.g. daily checks).

The Technician (of head of department) for the department will ensure that all machinery or equipment guards or covers and stop buttons are tested regularly and the test recorded.

Records of maintenance and repair of any work machinery or equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of a fault or incident.

Any maintenance carried out on equipment that may be hazardous to people in his vicinity (e.g. work at height) will be carried out under strict isolation procedures. This may necessitate the need to raise a permit to work.

Display Screen Equipment (DSE)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present in relation to essential display screen users as defined in the regulations.

Prior to carrying out the assessment, a checklist will be completed so as to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary. The person responsible for the assessment of display screen equipment is:

Debbie Hanson

The assessments will be reviewed annually in September or when any significant change occurs.

Eyesight Tests and Corrective Glasses

Clarity Independent School accepts their responsibility under these regulations. Should an employee classified as an essential user under the regulations have difficulty with their eyesight whilst using the display screen for their work, then we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

Clarity Independent School will not pay for any other type of eyewear, such as bifocal or varifocal if an employee requires these then they must pay the cost difference.

The Workplace

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide employees with a safe place of work and adequate welfare facilities.

We will also ensure that the premises as well as any fixtures, fittings and plants within it do not present a health and safety risk to any children, visitors and contractors that may come into contact with our school activities and premises.

Premises inspections that provide for the early identification of defects and omissions will be carried out at regular intervals by representatives of both the staff and an external consultancy. When defects and omissions are identified then a time scale and person responsible for repair or implementation will be set.

Inspections of the buildings and outside environment will be carried out every:

1 year, by Peninsula H+S Consultancy

All defects and omissions must be reported promptly so that they can be dealt with. The person responsible for dealing with workplace defects is:

Site Manager

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

Site Manager / Debbie Hanson

Any electrical defects must be reported to:

Site Manager / Debbie Hanson

In order to maintain a safe and healthy workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They will ensure that their work areas and equipment are kept in a clean and tidy condition, items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables are to be routed away from traffic routes.



Smoking

“Smoking” (of any substance including vaping and e-cigarettes) is not allowed in any part of our internal or external premises including the playgrounds and entrances. It is also our policy to ensure that this legislation is *fully* applied and also includes our vehicles and therefore “Smoking” whilst transporting our children or staff, in a school vehicle or privately-owned vehicle to a school event or activity, is also not allowed. In the event of a person smoking in the workplace areas (inside and outside), or whilst conducting work activities (on or off site), disciplinary action will be taken.

Good Housekeeping is Everybody’s Responsibility

Gas Safety

Under the **Gas Safety (installation and use) Regulations 1998** we have a duty to ensure that any installations within the premises are installed and maintained by a competent person. Currently, we do not have gas supplied to the premises. However, should we have this in the future, our annual checks will include the effectiveness of any flue, the supply of air for combustion, the operational pressure and the safe function of appliances. The person responsible for ensuring a Gas Safe registered engineer inspects gas installation is:

Not applicable

Control of Contractors

All contractors (for example electricians, window cleaners, painters, and decorators, plumbers) must report to reception on arrival and departure from the school. This is to ensure that the Head Teacher can make necessary arrangements to ensure the safety of staff and pupils. Please see our 'Professionals and Contractors Working in the School' policy for more details.

We also understand that the controls must also protect the contractor from any risk them from any hazards that may arise as a result of our school activities.

Prior to any contractor carrying out any work at our school premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance
- Copies of any accreditations applicable to the job they may have
- A method statement for the task they are to carry out
- Copies of all risk assessments relevant to the job
- Any other information that may affect the health and safety of anybody involved

The person responsible for the control of contractors is:

Business Manager / Debbie Hanson

The School uses its own designed 'Contractor Verification Checklists' to check the credentials and suitability of contractors working in the school, which are kept in line with the current safer recruitment guidance from DfE in KCSIE Part 3. These are updated regularly.

Asbestos

Under the Health and Safety at Work Act 1974 Section 2 and the Control of Asbestos Regulations 2012 we are required to protect the health and safety of our employees and others who may be affected by our undertaking, whether the work is for us or not.

Asbestos substances or materials will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

The person responsible for ensuring that a risk assessment has been undertaken and an Asbestos Survey or Register is obtained before any work that is undertaken is the responsibility of:

Debbie Hanson

We recognise that Asbestos Exposure requires us to provide health surveillance of our employees. The level of health surveillance is dependent upon the level of exposure and the hazardous substance involved. This will be determined at the Asbestos assessment stage and form part of the control measures required.

There is no asbestos at the premises; it has been re-built after 2000.

Lone Working

Clarity Independent School has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the **Health and Safety at Work, etc. Act 1974** is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Clarity Independent School will manage the risks associated with lone working by:

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.
- We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means.
- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out:

Debbie Hanson

The person responsible for developing procedures for the lone working activity is:

Debbie Hanson

Home Visits

ALL HOME VISITS CONDUCTED BY STAFF MUST BE AUTHORISED BY A DESIGNATED SAFEGUARDING LEAD TEACHER (THE HEAD TEACHER OR DEPUTY HEAD TEACHER).

In addition, wherever possible parents/carers/guardians should be informed of the home visit prior to arrival, there will be exceptions to this for example a visit to confirm that an absent child is at home when parents/carers/guardians are not responding to telephone calls/text messages or emergency safeguarding visits.

Home Visit Definition:

A home visit is a visit that requires member(s) of staff to enter the home of a parent, carer, or guardian in the case of an emergency visit or a procedural visit (such as, a safeguarding and attendance visit, a pre-service agreement meeting or an introduction as part of an integration programme).

Aims

At Clarity Independent School, we recognise that parents/carers/guardians are children's first and most enduring educators and we value the contribution they make.

The aim of a home visit is:

- To establish a partnership between parents/carers/guardians and staff so that all parties share their knowledge about the child to enable the individual needs of the child to be met.
- To develop and strengthen relationships with parents/carers/guardians for the best interests of the child.
- To develop and strengthen relationships between the child and key members of school staff to foster a nurturing, safe and effective working relationship.

Reasons for home visits:

Home visits are important in helping the school to make contact with new or hard to reach parents/carers/guardians. As many of our pupils live significant distances from our school, it may be difficult for those parents/carers/guardians who do not drive to travel to the school in its rural location. Home visits are particularly useful as they enable the parents/carers/guardians to still have contact with the school, but in their own environment.

Home visits are to be used when:

- To meet with parents/carers/guardians to discuss an issue regarding their child where it is in the best interest of the child to have that discussion in their own home rather than at school or where it would be difficult for a parents/carers/guardians to attend school for a meeting and information needs to be shared in a face to face meeting in a timely manner
- When there is an identified, agreed need for a child to be educated at home (*under special circumstances and for a short term only*)
- When there are attendance issues/concerns or students are not attending
- In the case of safeguarding over attendance visits, when all other means of contact with a family has failed
- To try and establish that a child is safe if they are absent from school and attempts to contact parents/carers/guardians have not elicited a response and we have any welfare or safeguarding concerns for the student



- To work with and support parents/carers/guardians in developing strategies to help their child attend school where attendance is an issue
- To collect from or drop a child off at home where there are concerns for a child's welfare if they travelled by other means
- To drop off or collect work for a child when they are completing schoolwork at home e.g. following a fixed term exclusion or medical issue
- To visit a child who has been off school for a period of time, for example due to a medical issue, so that they do not feel isolated from school
- To investigate situations when there are suspicions that someone may be on holiday contrary to earlier indications (for example when a child is not at school and reported as being ill during the same period for which a request for exceptional leave in term-time had been refused)

Benefits

Home visits have many benefits. For parents, carers, guardians and children, a home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with. Other opportunities are to:

- Establish a positive contact with a key member of staff who is supporting the child
- Meet family members that are important to the child
- Talk about the child and their needs

Procedures

The aim of the home visit policy procedure is to ensure good working practice and to provide guidelines in reducing risks to members of staff when undertaking home visits.

Before the Visit

- Be familiar with the school's policy and procedure for home visits.
- Be clear about the purpose of the visit. Make sure that a home visit is really necessary. (If possible and/or practical, arrange for parents/carers/guardians to come into the school)
- Make a written record of the purpose of the visit and the staff members involved.
- Make sure you are well informed about the subject of the visit. Collect any necessary documentation. Check on school's policy and practice.
- Consider who you need to see, e.g. one or both parents/carers/guardians, with or without the child.
- Make sure you are well informed about the family and are aware of personal circumstances.
- Wherever possible make an appointment to establish a time convenient to the family and to ensure that everyone you want to see will be present. Either make a phone call or send a letter.
- Refer to the 'Lone Working & Home Visits Analysis of Risk Assessment' (appendix 1).
- Discuss and request authorisation for the visit with the Head Teacher [Debbie Hanson] or Deputy Head Teacher **prior to informing pupils/parents/carers.**

During the Visit

- Park in a well-lit area and in a position where you do not need to reverse on leaving.
- Dress appropriately.
- Ensure that there are no animals in the room where a meeting takes place.
- Introduce yourself, show them your school identification card and explain again the purpose of the visit.
- Do not enter the premises unless invited in by a responsible adult.



- Do not enter the premises if invited to do so by a child that is on the premises unsupervised by a responsible adult.
- Only speak to an adult with parental responsibility (parents/carers/guardians) or another responsible adult whom a parent/carer/guardian has delegated to be there in their absence, and they have given us **written** permission to speak to about the student for whom we are making the home visit.
- Do not speak to siblings other than to ask if their parents/carers/guardians are available. Do not discuss the purpose of the visit with siblings or any other unknown young person or adult at the premises.
- Do not go upstairs in a property unless accompanied by a responsible adult and then **ONLY** if you deem it completely safe to do so and necessary.
- Do not enter a child's/young person's bedroom.
- If you are concerned that a child/young person is in the home inappropriately alone/unsupervised/in danger contact the schools Designated Safeguarding lead straight away to discuss your observations or to seek immediate advice from them if you are uncertain whether the child is alone/unsupervised/in danger. The Safeguarding Lead may contact the school's local CPO or make a referral to social care.
- If you feel that a child/young person is in immediate danger contact emergency services 999.
- Assure parents/carers/guardians that you will treat anything they tell you sensitively and will only tell the head teacher or other appropriate staff. Explain that you may need to take notes during the meeting. Do not promise not to relay information to school. Remember that under the child protection procedures you must report disclosures or suspicions to the designated teacher for child protection.
- Be sensitive to the culture, religion etc. of the home.
- Be professional; give professional advice and information rather than personal opinions.
- Be sympathetic but remain neutral. Don't get personally involved. Be discreet but assertive about the direction of the conversation; do not gossip about the school or staff.
- Do not stay too long. Keep to the point.
- Do not carry large sums of money when making a home visit.
- Complete Home Visit Form to evidence visit.

After the visit

- Report back to the school; if possible, give written feedback to the appropriate staff in line with school policy.
- If you are not returning directly to school, telephone the school after the visit to say you have left the home visit.
- Any Child Protection concerns arising from home visits should be reported to the Designated Safeguarding Lead immediately on your return to school or on leaving the home (in a private and secure place) if not returning to school.
- At school do not discuss individual home visits with staff who are not involved with those particular children.

Home Visit Form (see Appendix 1)

- It is essential that staff write a short report on every visit they make.
- If an incident does occur the visitor should record all details as soon as possible after the incident, before precise recollection of events fall from their memory.
- If an accusation of abuse is made against the visit/visitor advice should be sought from the Head teacher and DSL as soon as possible.

Making Safe Home Visits: summary

Before

- Complete/hand in, 'Lone Working & Home Visits Analysis of Risk Assessment'
- Be clear about the purpose of the visit.
- If there is a safeguarding concern, arrange for an appropriate person to accompany you.
- Be well informed about the subject of the visit.
- Always ensure that the school knows where you are going.

During

- Carry a mobile phone with you.
- Consider who you need to see.
- Make a prior appointment to establish a time of visit.
- Carry school identification.
- Do not stay too long.
- Introduce yourself.
- Be professional.
- Don't carry large sums of money.

Action to take if you are threatened

- If you are threatened or prevented from leaving stay calm and try to control the situation. Use empathic script and de-escalation stance. Try to appear confident, speak slowly and clearly and avoid being enticed into an argument. Try to diffuse the situation by saying you will seek advice from a senior member of staff or colleague.
- Keep your distance, never touch or turn your back on someone who is angry.
- If staff attend as a pair wait outside the property until all staff involved have arrived. Consider whether sending out two members of staff may escalate the difficulties.
- If working as a pair agree a code word (safe word = Shirley) or phrase to alert a colleague that you need assistance or should leave.
- The same code word should be used if you contact school to alert them that you are in danger and need support.
- Staff must leave the property and reach a place of safety if you have any concerns about personal safety and inform school immediately.

After

Report back in school.

or

If you are not returning directly to school, telephone the school after the visit to say you have left the residence.

If you are concerned about your safety do not visit.

It is strongly recommended that no one makes an evening home visit.

Safe word: To be agreed and recorded on the 'Home Visits Analysis of Risk Assessment Intent to Visit'.

Transporting Students

In certain situations, e.g. out of school activities, adults may agree to transport students. Transport arrangements should be made in advance by the member of staff who will be responsible for planning and overseeing all transport arrangements and respond to any concerns that may arise. Before arrangements are made for transporting pupils, authorisation **must** be requested and confirmed with the Head teacher or Deputy head teacher. A Risk Assessment for the journey must be completed for the individual pupil and authorised by the Head Teacher or Deputy head teacher.

For staff members whom have been authorised to transport a student in a private vehicle, a valid Insurance certificate for business purposes, current valid car tax and a current MOT certificate must be provided and held in the school prior to the journey taking place.

Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. The driver should be aware of the current legislation concerning the use of car seats for younger children where applicable. It is best practice that students travel in the back seats of the vehicle. **It is illegal to drive using hand-held phones or similar devices and the driver must ensure that they adhere to all driving regulations.**

It is inappropriate for adults to offer lifts to a student, unless the need has been agreed with the Head Teacher or Deputy Head Teacher and, if this falls outside of their normal working duties, has been agreed with parents/carers/guardians.

There may be occasions where a student requires transport in an emergency situation or where not transporting student may place them at risk. Such circumstances must always be recorded and reported to the Head Teacher or Deputy Head Teacher and parents/carers.

Please see our 'Driving at Work' policy for further information.

Educational Visits and Off-site Activities

Staff should take particular care when supervising students in the less formal atmosphere of an educational visit or off-site activity, particularly in a residential setting, or public leisure facility. Staff remain in a position of trust and the same standards of teachers' conduct apply.

Authorisation for Educational visits or off-site activities must be made using the 'Tipr Authorisation Form and Checklist'. This must be agreed and signed by the Head teacher or Deputy head teacher prior to any arrangements being made and prior to pupils/parents/carers being informed.

Individual Risk Assessments for each individual pupil for each venue must also be completed and authorised by the Deputy head teacher or subject lead, prior to any arrangements being made, and must include the venue's own Risk Assessment.

All staff and pupils going on visits must be signed out on the 'Off-Site Register' before leaving the building, even if this is a regular timetabled activity.

Security

School security is of paramount importance. All staff are responsible for being vigilant and acting decisively and quickly should they notice a breach of security or security risk e.g. stranger on or near premises without identification etc.

The Head Teacher and staff regularly review security arrangements for the site.

1. Access is via the main entrance only, once the school day has begun. Staff may open external doors to the playground for lunchtimes and breaks. These doors, once open, are monitored at all times and closed and locked (except fire doors) when not in use.
2. Signs point out the main reception and detail the need to register with the school office staff.
3. Signing in must be completed by **all** visitors and green / red lanyards are issued to identify authorised visitors. (Employed staff wear yellow lanyards).
4. Children arriving late or needing to leave the school before the end of the day **must** register at the reception office.

However, the whole community is encouraged to keep our school safe and secure by:

1. Not letting visitors in the playground gate, instead notify the Office who will come and greet the person.
2. Notifying police immediately of any trespassers on the premises in or out of school working hours or of any unauthorised use of any part of the premises.
3. Notifying police / fire brigade if the alarm light is flashing or siren sounding.
4. By reporting any unusual suspicious sightings of cars or persons in the close proximity to the school.
5. Reporting of incidents that happen to their child or themselves e.g. asked to get in a car, offered sweets, asked questions about school routines etc.

First Aid

The **Health and Safety (First Aid) Regulations 1981** requires us to provide adequate first aid equipment and a sufficient number of trained people to administer first aid when required.

We have carried out a first aid risk assessment on the St John's Ambulance website; this enabled us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

The School's appointed first aider will take charge of first aid arrangements.

Factors considered will be:

- The number of people involved.
- The level of risk that our school activity presents (low, medium or high risk).
- The proximity of our school (location e.g. rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons for pupils are all trained to level 3 First Aid essentials annually and listed by certificates on the medical room doors.

The qualified first aid people or appointed persons for the workplace, for staff are:

Debbie Hanson, Sharyn Ailara, Richard Clow

The first aid boxes are located in the:

Medical Room, Staffroom, and all trip bags for external trips

All accidents are to be reported and entered in the relevant accident book, which is located in:

**Medical Room for adults /
Main office for children (locked in tall end cupboard by Business Manager's desk)**

All accidents will be investigated and remedial actions identified. This will prevent reoccurrence of the same or similar incidents. The level of investigation will depend up on the seriousness of the accident.

The person responsible for investigation of accidents is:

Debbie Hanson



Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995 (Amended 2013)

Under these regulations specific work-related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the **Incident Contact Centre (ICC)** using an online form, provided at <http://www.hse.gov.uk/riddor/report.htm>.

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

- Fatalities –These must be reported as soon as possible by the quickest method possible, usually by telephone.
- Major injuries such as broken bones and back injuries etc.
- Injuries that causes the employee to be away from his/her normal work activity for more than seven days incapacitation (not counting the day on which the accident happened). Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.
- Any incident that leads to a member of the public being taken to hospital by any means
- Diseases
- Dangerous Occurrences

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) **must** be reported. The report must be made within 15 days of the accident.

The person responsible for reporting incidents is:

Debbie Hanson

A record of the accident **must still be kept** if the worker has been incapacitated **for more than three consecutive days**.

If you are an employer, who must keep an accident book under the **Social Security (Claims and Payments) Regulations 2022**, that record can be treated as a record for the purposes of RIDDOR.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident
- The status of the injured person (employee or visitor/contractor)
- The location of the incident
- A brief description of the incident or disease



- The date, time and method of reporting

Injuries, dangerous occurrences, diseases, flammable gas incidents and dangerous gas fittings can be reported by the following methods:

- **Online** Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. <https://www.hse.gov.uk/riddor/report.htm>
- **Telephone**
All incidents can be reported **online** but a **telephone service** remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Fire Safety

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999**, employers are required to undertake a specific risk assessment of the risks posed by fire within their school's undertaking.

A specific fire risk assessment will be undertaken, and the findings implemented (please see Fire Safety Policy).

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

Essentials

Fire prevention is part of everyone's duties. In particular attention should be paid to:

- Checking the premises before leaving at night to ensure nothing has been left which could lead to a fire developing whilst the premises are unoccupied
- In line with good practice and managing the environment all electrical appliances should be switched off when not in use rather than left in standby mode. This should include closing down computers, kettles etc.
- If equipment is needed to be left on or in standby mode, they should be kept clear of combustible material in case of a fault developing when unattended.
- The volume of combustible rubbish must be kept to a minimum in order to reduce the risk of fire.
- Arrangements must be made to have any large amounts of combustible rubbish removed from the building and bins stored away from buildings.

Emergency Evacuation Drills

In the event of a fire being discovered the nearest call point should be broken and, only if safe to do so, a fire extinguisher used to attempt to limit the fire spread.

In the Autumn term the staff and children will be informed before the first drill is to be held and all staff and pupils will be walked through the procedure. No warning will be given on subsequent occasions and there will be additional drills during the year.

The alarm system will be tested weekly using a different call point, with records maintained by:

Site Manager

The person responsible for carrying out the evacuation practises at least three times each academic year and then recording the results is:

Debbie Hanson

The fire marshals are:

Sharyn Ailara, Richard Clow, Mary Weidner, Lauren Gray, MJ Yasruddin,

All fire extinguishers are visually inspected monthly by a competent person, and annually (working inspection) and must be replaced when discharged. The competent person for fire extinguisher inspection is:

**Site Manager (monthly visual inspection) and
Anglia Fire Protection (annual working inspection)**

The emergency lighting will be tested monthly and any defects found reported and repaired. The person responsible for this is:

Site Manager

Emergency exits and evacuation routes will be kept clear at all times and checked daily. The person responsible is:

Site Manager

Flammable Liquids and Compressed Gases

At present we do not have flammable liquids or compressed gasses, but this section is to be kept in the policy for review and future consideration.

All flammable liquids and gases will be stored safely. Flammable liquids will be kept in a flameproof locker and employees will return them to the locker after use.

Flammable Liquids are not to be left near sources of heat or ignition.

Compressed gases are kept in a compound away from other sources of ignition and fuel. When a bottle is exchanged, the empty will be returned to the compound immediately and not left in the working area.

Dangerous Substances and Explosive Atmospheres

The **Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)** require employers to control the risks to safety from fire and explosions.

DSEAR stands for the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Dangerous substances can put peoples' safety at risk from fire and explosion.

DSEAR puts duties on employers and the self-employed to protect people from risks to their safety from fires, explosions and similar events in the workplace, this includes members of the public who may be put at risk by work activity.

What Are Dangerous Substances?

Dangerous substances are any substances used or present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion. They can be found in nearly all workplaces and include such things as solvents, paints, varnishes, compressed gases (such as oxygen cylinders, calor gas, etc).

What Does DSEAR Require?

Employers must:

- Find out what dangerous substances are in their workplace and what the fire and explosion risks are
- Put control measures in place to either remove those risks or, where this is not possible, control them
- Put controls in place to reduce the effects of any incidents involving dangerous substances
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances
- Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas

The person responsible for identifying, controlling risks, reducing risks and preparing plans to deal with accidents / incidents and emergencies involving dangerous substances is:

Debbie Hanson

Stress

Clarity Independent School recognises that work-related stress can cause ill health and will put controls in place to help prevent stress. However, **Clarity Independent School** cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that **they** report any undue stress that they may feel from different work activities.

Stressful situations can be reported in confidence to:

Debbie Hanson (Head Teacher) / Deputy Head / Business Manager

Stress counselling is provided for staff and any person living in their household over the age of 18 years, by a 24 hour free helpline:

Employee Assistance Programme (Health Assured)

Tel: 0800 047 4097

Username: Peninsula Password: EAP

Language

Clarity Independent School are considerate employers and respect people's Religious beliefs or other preferences. We believe people should be able to work in an environment without concerns that their Religious beliefs or other matters of conscience appearing negatively or inappropriately in the choice of their employer's or employee's vocabulary, whether directed at a person, situation or inanimate object. We believe in taking a higher moral standard, so as not to offend our staff, children, families and visitors or anyone coming to the school. ***If you are unsure, don't say it.*** Blasphemous, obscene or offensive language is not tolerated at any level in the workplace, since employers and employees (teaching and non-teaching staff) are required to set an example; unsuitable language is not considered fitting to use in front of children.



Violence / Aggression / Harassment

Violence and aggression in the workplace are unacceptable and are recognised hazards; therefore, to reduce the risk to any of our employees, a specific risk assessment will be carried out and reviewed as and when required but at least annually.

Please see Complaints Policy for more information about positive communication between all stakeholders.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

Pregnancy: New and Expectant Mothers

It is important to **Clarity Independent School** that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and realise that if any of our employees become pregnant, they must inform the Head Teacher immediately. This will be treated in confidence. This can be verbally but must be followed up by a written confirmation from their doctor.

The Head Teacher will carry out an individual specific risk assessment of the work that the employee does for the company to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by:

Debbie Hanson

Where the risks are significant, then assistance or alternative employment will be provided.

Pregnant employees must not:

- Carry out manual handling tasks (Lifting and Carrying)
- Use or come into contact with any chemicals
- Work at height (stand on stepladders, step ups etc.)

Pregnant employees must:

- Work to the controls put in place by the risk assessment
- Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed

To maintain a safe working environment for any pregnant employees, a suitable rest area will be provided for them to rest if required (staff room / medical room).

Seating will be provided for the employee to carry out their work.

Young Persons (As Employees)

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal minimum school leaving age (the school year in which they turn 16 years of age) but has not reached the age of 18 years.

Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks. A risk assessment will be carried out to determine any risks that the young person may be exposed to.

The risk assessment will be carried out by:

Debbie Hanson

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will **not** be allowed:

- To carry out work that is beyond their mental and physical capability
- To be exposed to substances that are toxic or carcinogenic
- To carry out tasks that can involve risks assumed to be beyond their recognition
- To be exposed to extremes of heat, cold, noise and vibration

The young person **must**:

- Carry out all reasonable instructions given to them by their mentor
- Refrain from horseplay or practical jokes
- Report anything that they feel unsure or unsafe about

Food Safety

A Food Safety Policy is required for our food handling activities. This must be developed alongside this Health and Safety Policy. Guidance on food safety within our premises is available from the local Environmental Health Department.

Food preparation safety falls under the requirements of this Health and Safety Policy. This requirement covers housekeeping, cleaning, layout of the food preparation area, the equipment in use and the condition of floors and surfaces etc.

The people responsible for food safety are:

Site Manager (Level 3 Food Hygiene)

Cookery Teacher (food activities during lessons)

All employees have a responsibility to ensure that a **high degree of personal hygiene** is maintained particularly when preparing food for service user consumption. Records of daily cleaning procedures are kept by any staff using the kitchen and monitored.

All employees have a duty to ensure a high degree of housekeeping is maintained but the person identified below has the duty to ensure this is carried out.

The person responsible for general kitchen housekeeping is:

Site Manager

Waste Management

The **Environmental Protection Act 2021** places a “Duty of Care” on producers of waste to ensure that it is disposed of correctly.

The duty has 5 aspects:

- To prevent the keeping, treatment or disposal of waste without a licence
- To prevent the escape of waste
- To transfer waste only to an authorised person
- To ensure that there is clear labelling and information of the waste
- To retain documentary evidence

To enable the premises to carry out this duty a written system and procedures for the identification, segregation, and disposal of waste is in place.

The person responsible for the development and implementation of this system of waste management is:

Site Manager

There are two categories of waste produced by the premises, domestic waste and special/controlled/clinical waste.

Domestic waste will be collected and disposed of by:

Chelmsford City Council

Special/Controlled/Clinical waste (including COVID test waste and PPE waste) will be collected and disposed of by properly licensed and authorised waste disposal agency:

PHS washroom services

Records of waste transfer will be kept in the **Main Office** and a receipt **must** be obtained from the disposal agency on collection of the waste.

The waste management system will be audited and reviewed annually to ensure that the system works and is being adhered to.

The system will be audited by:

Business Manager

Noise Exposure

The **Control of Noise at Work Regulations 2005** requires us to monitor noise levels within the workplace. This is to ensure that all our employees and any contractors or visitors are not exposed to noise levels likely to cause short or long-term hearing damage.

The current noise exposure levels are set as follows:

The **Lower Exposure Action Values** are:

A daily or weekly exposure level of **80dB(A)**

A peak sound pressure level of **135dB(C)**

The **Upper Exposure Action Values** are:

A daily or weekly exposure level of **85dB(A)**

A peak sound pressure level of **137dB(C)**

The **Exposure Limit Values** are:

A daily or weekly exposure level of **87dB(A)**

A peak sound pressure level of **140dB(C)**

The **Exposure Limit Value** will take into account the effectiveness of any hearing protection that is provided and worn.

So as to ensure that our noise levels are maintained to the lowest levels possible, we will ensure that a suitable and sufficient risk assessment is carried out. It is the policy **Clarity Independent School** to use equipment with low noise emission levels or to provide covers, enclosures or sound damping equipment to reduce the amount of noise in our business premises and activities.



Personal protective equipment such as earplugs and ear defenders will be provided as a last resort. This personal protective equipment will be suitably assessed and meet the relevant British and European standards.

The actions implemented will follow the hierarchy below:

- At the **Lower Exposure Action Level** hearing protection will be provided and employees and visitors will be advised to wear the hearing protection.
- At or above the **Upper Exposure Action Level** hearing protection will be provided for all employees and visitors. In areas where the noise levels are above 85 dB(A) it will be mandatory for employees and visitors to wear the hearing protection. Employees found to be in breach this rule will be subject to disciplinary action. Any visitors refusing to wear the hearing protection will not be allowed in the area. Signs will be placed to warn staff and visitors that they are entering a hearing protection zone.

Health Surveillance programmes will be put in place where necessary. Employees that are regularly exposed to noise levels above the Upper Exposure Action Level will be expected to attend audiometric testing.

The person responsible for carrying out and reviewing the noise risk assessments is:

Debbie Hanson

Vibration Exposure

The **Control of Vibration at Work Regulations 2005** requires **Clarity Independent School** to take measures to protect employees from the effects of exposure to vibration in the workplace. The vibration can be as a result of the use of work equipment in use or the process itself. There are two particular subject areas that require consideration; these are vibration exposure to the hand and arms or vibration exposure to the whole body.

To ensure that **Clarity Independent School** complies with these regulations we will ensure that:

- We consider vibration exposure when we are carrying out specific risk assessments for the use of particular pieces of work equipment. This is particularly important when our employees are using hand held tools or are carrying out plant driving activities.

- When we consider that the levels of vibration exposure are fairly high and there is a possibility that the levels of vibration are likely to cause long-term health problems. Then we will call on the services of a competent body to carry out a survey. The results of the survey will enable us to determine whether we are within the Exposure Action Value of 2.8 m/s² A(8). We must also consider whether the Exposure Action Limit is being exceeded this is currently set at 5 m/s² A(8). If the results show that the limit is being exceeded, then we must take immediate action to reduce the level exposure.

- In order to control the level of risk from vibration we will consider as far as reasonably practicable the following:
 - The equipment we purchase in order to ensure that vibration exposure is suppressed to low levels.
 - We will ensure that all our equipment is well maintained and/or replaced as and when required.
 - We will reduce the length of time that employees are likely to use the equipment by eliminating the need to use the equipment or by job rotation.



- We will provide our employees with sufficient information and instruction to raise their awareness of the exposure health risks. Typical information provided will be the recognition of the effects of hand arm vibration and vibration white finger.
- We will provide personal protective equipment and emphasise the importance of maintaining heat in the body's extremities.
- Employees must inform management of any symptoms that they feel they are suffering as a result of vibration exposure. The symptoms may be:
 - Tingling of the hands and fingers
 - Joint pains and numbness
 - Back pain after driving activities
 - Whitening of the fingers especially during cold weather
- Employees identified as being regularly exposed to vibration may be requested to enter into a health surveillance programme. This programme will enable us to monitor our employees and ensure that our control measures are working effectively.

The person responsible for ensuring a vibration risk assessment is carried out is:

Debbie Hanson

Working at Height

The **Working at Height Regulation 2005** requires us to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

We are required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Consideration whether there is a specific need to work at height or can the operation or task be carried out using an alternative method.
- Identify and assess whether the equipment is suitable for the task involved and allows ease of access to the working area.
- Ensure the equipment used to access the work area is maintained and records retained.
- Ensure the employees are suitably trained to carry out the task and is their level of fitness acceptable for the task.
- If employees are required to access surfaces at height, then we must take into account the surface of sufficient strength to support the persons involved.
- The height involved must also be taken into account, as well as should a fall occur, what is the employee likely to fall on or into. A secondary means of supporting the employee should he/she fall must be provided for the higher access tasks.
- If the task requires employees to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of our employees, then the task will be postponed until such time when it is safe to proceed.

We will carry out a risk assessment, taking into account the factors indicated above.

If the work is beyond what we consider acceptable then we will call on the services of a specialist contractor to make the work zone easily accessible to our employees.

The person responsible for carrying out the working at height assessments is:

Site Manager

Educational Visits

The Head Teacher may delegate the task of co-ordinating educational visits but will ensure that the arrangements are reviewed prior to the commencement of the trip.

A risk assessment must be made for every visit and submitted to the Deputy Head at least 4 days prior to the visit.

In particular we will ensure that reputable companies are hired to transport children on school outings. We insist that only transport with seat belts be hired for such purposes.

The Class-teacher will have undertaken a preliminary visit to the location of the outing and assessed risks, emergency facilities, standby vehicle etc.

All trip applications must follow the documented procedure including adequate risk assessment and formal approval by the Leadership Team.

The Class-teacher will ensure that adult : pupil ratios are in line with DfE guidelines or more favourable whenever possible.

The Class-teacher or Assistant will provide a checked medical box and other equipment necessary for the outing.

The Class-teacher or Assistant will be aware of any medical conditions which may affect any child during the outing. Necessary precautions to deal with problems should be taken.

The Class-teacher or Assistant must check that there is a signed consent form from the parent of each child taking part in any outing.

Review

Teachers are encouraged to review each visit both in terms of educational value and the safety performance; for example, did the coach company comply with the collection/pick-up arrangements?

To Inform our Planning

We will ensure that where the review identifies serious failings that we learn from that experience and consider finding alternatives.

Training

Clarity Independent School recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

To ensure this is carried out, the person below has been appointed to identify any training needs:

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or employee who transfers to other roles
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Extra training and supervision will be provided for young people because of their lack of experience and awareness of risks.
- Training will either be provided in-house, where appropriate, or by an accredited training provider, e.g. Educare.

All training will be recorded and retained with the employee's personal file, and detailed in the Accredited Training Manager record held by the Head Teacher. The employee will need to achieve at least 80% on the end of course test to confirm that they have received the Health and Safety training and understood it.

The person responsible for maintaining the training records is:

Head Teacher

Health and Safety Training should include:

- Risk and CoSHH assessment training when applicable
- Manual handling training as and when required
- Use of Personal Protective Equipment (PPE) when issued
- Use of Display Screen Equipment where necessary
- Personal and food hygiene
- Health and Safety awareness
- Fire prevention and safe use of fire equipment - where applicable
- Any other training that may be relevant to their tasks or health and safety

Transport: See 'Driving at Work' Policy for more information

The road transport safety of our employees is important to **Clarity Independent School**. To ensure that vehicles and users are safe at all times, the company will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

The person responsible for ensuring that the risk assessment is carried out is:

Debbie Hanson

- Only authorised employees will be allowed to drive school vehicles.
- All drivers will hold full clean UK driving licenses, copies of which are kept on file and replaced each year with an updated copy.
- Driving license online checks for penalties or endorsements are conducted each 6 months, in November and May and records held on file.
- If required, the driver must under-go a through medical examination and eyesight test.
- All drivers must report any ill health which may impair their driving abilities, road accidents and any fines and driving endorsements received. They may then be removed from the authorised drivers list.
- All vehicles will have valid Car Tax.
- All vehicles will have a MOT pass certificate if required.
- All vehicles will have valid fully comprehensive insurance and business insurance for the extent of the vehicle's use.

Clarity Independent School vehicle insurance provider is:

Not applicable currently

- A competent garage will service all school vehicles regularly, staff will provide certificates of service on their vehicles at regular intervals.
- Employees responsible for school vehicles must fill in a weekly check sheet and report any defects immediately. The competent garage is:

Suitable provider (e.g. Lookers Ford, Chelmsford, 2 Argyll Road, CM2 6PY)

- Privately owned vehicles may only be used on school business if covered by fully comprehensive insurance with extra business or passenger cover, dependant on the type of vehicle.
- Privately owned vehicles used for school business must have all the relevant documentation.

The rules and assessments will be reviewed annually or if any significant change takes place.



Mobile phones

It is an offence under the **Road Traffic Act** to use a hand-held mobile phone whilst driving this includes waiting at traffic lights and in traffic queues.

Clarity Independent School will not place pressure on any employee to use the phone whilst driving. Therefore, the school cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone, the driver must pull over and park in a safe place. The use of call divert to voicemail is encouraged, or the use of the answering machine. The text message service is not to be used whilst driving. Failure to comply with this rule may lead to disciplinary action.

English as a Second Language

The Health and Safety at Work etc. Act 1974 and **The Management of Health and Safety at Work Regulations 1999** require us to provide our employees and students with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks.

Information will be provided in a way that takes account of any language difficulties or disabilities. It will be provided in a form that is most suitable in the circumstances, as long as it can be understood by everyone. For employees or students with little or no understanding of spoken or written English, we will make special arrangements.

The person responsible for ensuring that employees and students with little understanding of English are given suitable information, instructions, training and supervision is:

Debbie Hanson

General Guidelines for Employees

You must not commit or allow to be committed any act which may result in potential danger in any way.

You must attend, as requested, any training course, meeting etc. designed to further the interests of health and safety.

You must observe all laid down procedures concerning work activities, equipment, materials and substances.

You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.

You must observe all safety rules on and off Clarity Independent School's property.

You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.

You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.

You must dress with health and safety of yourself and others in mind.

You must use the safety equipment and/or protective clothing provided.

You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.

All employees are to obey the rules of **Clarity Independent School** as contained in the Contract of Employment.

You must not invite visitors onto **Clarity Independent School** premises without permission from the Head Teacher / Business Manager.

If at any time, you are unsure about duties you may be asked to perform, then you must inform your line manager.

Co-operation is vital to ensure successful health and safety standards.

Health and safety notices will be posted on notice boards from time to time. You must ensure you view this information.

No alcohol or non-medical drugs are to be consumed during working hours.

Employees found to be under the effects of either will be subject to disciplinary action.

STAFF HOME VISIT

Person visiting _____ Job Role _____

Home Address visiting _____

Student Name _____

Parent/Guardian informed? **YES/NO** Name _____

Reason for visit _____

On (date) _____ at (time) _____

Comments _____

Signed _____ (Staff Name) _____

Visit authorised by Safeguarding Lead: **YES/NO**. Signed _____

Date: _____ Time: _____

Outcome of home visit

Action required

_____ *Copy to pupil file and to safeguarding file if one is held.*

Example of a home visit risk assessment:



Home Visit Risk Assessment for: _____
(Pupil initials)

| Severity | Multiplier | 5 | 10 | 15 | 20 | 25 |
|------------------------|------------|---|----|----|----|----|
| Extreme / Catastrophic | 5 | 5 | 10 | 15 | 20 | 25 |
| Major | 4 | 4 | 8 | 12 | 16 | 20 |
| Moderate | 3 | 3 | 6 | 9 | 12 | 15 |
| Minor | 2 | 2 | 4 | 6 | 8 | 10 |
| Insignificant | 1 | 1 | 2 | 3 | 4 | 5 |
| Multiplier | | 1 | 2 | 3 | 4 | 5 |

| | Key | |
|---------------|---------|---|
| Severe | 20 - 25 | Unacceptable level of risk exposure which requires immediate corrective action to be taken |
| Major | 12 - 16 | Unacceptable level of risk exposure which requires constant active monitoring, and measures to be put in place to reduce exposure |
| Moderate | 5 - 10 | Acceptable level of risk exposure subject to regular active monitoring measures |
| Minor | 3 - 4 | Acceptable level of risk exposure subject to regular passive monitoring measures |
| Insignificant | 1 - 2 | Acceptable level of risk subject to periodic passive monitoring measures |

| Details of Risk | To whom | Severity | Likelihood | SxL = Risk rate | Control measures | Further actions |
|--|-----------------|----------|------------|-----------------|---|--|
| Aggressive or violent parent/student/family member – resulting in threats to harm or injury. | Member of staff | 4 | 1 | 4 | Refer to home visit policy Risk reduced by informing safeguarding team prior to visit 2-person visit if aware of home circumstances Inform reception and sign out so others aware Take mobile phone | Leave immediately on perception of threat. Inform DSL. Call 999 if assaulted or in immediate danger. Carry a First aid kit in your car. |
| Driving to the home/venue – vehicle breakdown, road traffic accident, intruder in vehicle when unattended, use of mobile phone, fatigue. | Member of staff | 4 | 1 | 4 | Maintain vehicle properly Belong to a breakdown organisation Carry torch, phone etc for emergency Advise team or partner where you are going Phone school if plan/journey changes Do not leave valuables in car (e.g. laptop) Avoid risky areas Do not use mobile phone whilst driving, unless using a 'hands-free' system. | Vehicle must have valid MOT and business insurance. Copies of these must be provided to school. |
| Movement through public areas e.g. to and from car parks – resulting in attack, criminal damage to | Member of staff | 4 | 1 | 4 | Back down from confrontations Call for help Take mobile phone Keep valuables out of sight or disguised Surrender valuables if personal safety is | Call police on 999 if in immediate danger. Inform Head teacher or Deputy Head teacher immediately. |

| | | | | | | |
|-------------------------------------|-----------------|---|---|---|--|---|
| vehicle or theft of car or property | | | | | at risk Plan route and parking before leaving school. | |
| Attack by dog or other animal | Member of staff | 4 | 1 | 4 | Ask if there are animals in the home before visiting Avoid contact with animals Appropriate and cautious behaviour near animals (no sudden movements or loud noise). Alert emergency services if appropriate. Seek medical attention immediately if injured. | Inform Head teacher or Deputy Head teacher immediately. Carry a First aid kit in your car. |
| Accident/injury or illness | Member of staff | 2 | 2 | 4 | Alert emergency services if appropriate. Seek medical attention immediately if injured. Alert team members if able to. Take mobile phone Take prescribed medication as directed or needed. Carry a First aid kit in your car. | Inform Head teacher or Deputy Head teacher immediately. Complete Personal Accident form on return to work. |

I, the undersigned, have read and understand the risks and control measure of the above activity.

Date written: _____

Completed by: _____

Signed off by: _____
(SLT only)

Cleaning Procedure For Sick/Bodily Fluids

1. Alert staff & pupils
 2. Get child to stay in one place whilst a sick bowl is sought or to prevent spread of other bodily fluids.
 3. Cover bodily fluid with a chair so it cannot be spread.
 4. Remove pupils from area, remove poorly pupil to medical room.
 5. Get Haz-Tab Disinfectant (for use of cleaning spillages of bodily fluids excluding blood stained urine) located in locked medical room cupboard.
 6. Put on gloves, apron, mask (if chosen) and take a yellow bag, the Haz-Tab disinfectant and flash wipes (located in kitchen cleaning cupboard) with you.
 7. Open all windows and doors in the vicinity.
 8. Cover spillage with granules and wait for them to absorb the spillage. Leave NO LONGER THAN 2 MINUTES.
 9. Scoop up body fluid and granules using orange scoop or paper towels and put in yellow bag.
 10. If there is still bodily fluid, use a second application and repeat above steps.
 11. Dry the scoop with paper towels and clean with flash wipes.
 12. Carpet:
 - Spray 2001 carpet cleaner on the carpet (located in the caretaker cupboard).
 - Use a cleaning (not kitchen cloth) to clean the stained area (located in the caretaker cupboard).
 - Discard cloth after use in yellow 'hazard waste' bag and notify Site Manager.
- Hard Floor:
- Wipe spillage area with flash wipe and place in yellow hazard bag.
13. Remove apron, mask and then gloves and put in yellow bag.
 14. Remove goggles and clean with flash wipes (if used).
 15. Swan neck knot the yellow bag and put in the sanitary bin in bathroom.
 16. Wash hands thoroughly with antibacterial soap and dry with paper towels.
 17. If the spillage was on a carpet, leave wet floor sign in place until carpet is dry.

Educational visits/Activity Authorisation form and checklist.

KEEP ELECTRONIC - DO NOT PRINT UNTIL PART 4.

Part 1: State your intention to SLT (2+ weeks prior to the trip)

a. Complete the summary (activity leader) and email Head Teacher (HT) and Deputy (D) to alert its location in google drive. This states your intention of organising a trip in advance (at least 2 weeks prior to intended trip).

| | |
|---|--|
| Type of activity: | Location/venue address inc. postcode: |
| Date of proposed trip: | Reason for activity: |
| Mode of transport: | Is booking / reservation required, how and when by? |
| PLEASE NOTE THE ONLY ACTIVITY LEADERS AUTHORISED BY DH ARE: CHELLE DEVENEY, THANKYOU | Activity Leader: (NB if you have not yet been trained and signed off by DH as an activity leader, please do not continue with this form; rather, let DH know immediately. Thank you ☺) |

b. Complete the transport intention below

| | Pupils attending | KW designated to each pupil (put 'D' if a driver) | Drivers (allocate pupil to driver initial below) | KW pairs (you must stay in pairs) | Which mobile for each pair? | Staff 1st aider(s) (Essential if journey longer than 1 hr or uncommercial venue e.g. park) |
|----|------------------|---|--|---------------------------------------|-----------------------------|--|
| | | NB you must have high vis jacket, warning triangle and first aid kit per car | | NB pairs must have 1st aid kit | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |

c. Research and estimate the costs for intended trip

| Description | Car/coach/train (pls circle) | Mileage | Parking | Entrance | Food / drink | Other | Total |
|----------------|------------------------------|---------|---------|----------|--------------|-------|-------|
| Payment method | | | | | | | |
| Cost | | | | | | | £ |

To be completed by DH only...

“After discussing with HT, I agree this trip can continue **to be planned**. We have considered budgeted costs, curriculum and schedules.” Signed HT: Date: (Pass on to Activity leader who has been trained and authorised by HT)

Part 2: Planning risk assessments and letters to parents (1+ week before)

Activity Leader– now read the venue risk assessment, save a copy in this folder and complete the school’s activity risk assessment. “I confirm that I have 1. considered the venue risk assessment and attached a copy, 2. written a trip risk assessment which is ready for D to approve”:

Name: _____ (Signed): _____ Date: _____
 (Email to D to check risk assessment.)

To be completed by D. “I approve the risk assessment for the planned activity as per details above. It is ready for KW to amend to their individual pupils' needs and for office paperwork to be completed.

Signed (SA): _____ Date: _____

1. Let Activity Leader know the risk assessment is ready to be amended for individual pupils.
2. Alert Office to book reservation if applicable (maybe including travel / coach etc?).
3. Email Office the headline info to write a letter to parents and collect consents. (Office checks wording with HT before sending and cc’s HT, D and relevant teaching staff in.)
4. Email Activity Leader to chase KWs to individualise risk assessment for their pupils. **CC activity leader, BM, D and HT into any emails.**

KW must complete this by 4pm, 2 days prior to the trip.

Part 3: Final arrangements, the day of the trip:

Activity Leader, collect and final check the following are a satisfactory standard prior to the trip and make any amendments necessary on above plan (highlighted in yellow for SA’s ease of checking) ready to go:

| | | | |
|---|--|--|--|
| Parental consents from Office (Office to keep actual consent letters) | | I have checked with all KWs and amended any last minute changes to pupil needs (inc. behavioural) re. necessary control measures on their risk assessments and liaised with SA | |
| Reservation has been made, I have tickets and details if applicable. | | | |
| Travel reservations made if applicable, tickets? | | Individual pupil risk assessments | |

As Activity Leader, I confirm that the information above is correct and I have prepared the checklist below:

Name: _____ Signed: _____ Date: _____

I **have checked** and approve the planned activity and have checked everything is satisfactory as per details above. **I understand that by signing below, I am confirming I have followed the school policies and procedures and checked thoroughly.**

Name (SLT): _____ Signed: _____ Date: _____

NOW SAVE AS PDF AND PRINT THIS FORM READY FOR FINAL CHECKS BEFORE LEAVING

ALERT HT TO SIGN PART 4 AHEAD

Part 4: Immediately before leaving:

| <i>To be completed by Office</i> | <i>Initial to confirm</i> | | <i>Initial, time, date to confirm</i> | | <i>Initial, time, date to confirm</i> |
|---|---------------------------|------------------------------|---------------------------------------|---|---------------------------------------|
| Debit card authorised and unfrozen (HT only): | <i>(HT only to sign)</i> | Debit card issued by office: | | Debit card received by activity leader: | |
| Tickets / reservation docs. issued by office: | | Rec'd by Activity Leader: | | Drivers approved by HT? | <i>(HT only to sign)</i> |

| Activity leader, check your team have, and have done, the following before leaving | | | |
|---|--|---|--|
| Water / snack for pupils if necessary | | Fully charged mobile phone + emergency contacts for parents of children attending trip | |
| Change of clothes, tissues, hand sanitiser, wipes etc. | | Have you detailed which mobile phones you are taking on the table above? | |
| Pupil's Individual Risk Assessment | | First aid kit per KW pair (including single use 'snap' cold pack – check is in 1st aid bag, more in 1 st aid cupboard) | |
| Travel Risk Assessment | | High vis jacket and triangle per car | |
| Trip Risk Assessment for each individual pupil | | Any prescribed medicines (pupils and STAFF) and emergency care plan given to a designated staff member who is attending the trip if applicable (asthma pump, epi-pen, diabetes kit, other meds etc.) | |
| Venue's own Risk Assessment | | This authorisation form has been signed by you below and left with the office. | |

Activity leader: (Please only sign for this if you have been trained and authorised to do so by HT, otherwise please return the form and let HT know immediately, thank you 😊)

I will sign the pupils out on the off-site register and remind staff to sign out.

Signed: (Name):

Time: **Now please leave this form with the office.**

Office: I have checked with the Activity Leader that all Part 4 items are complete + will ensure the participants have been signed out and back in again on return.

OFFICE: YOU ARE THE FINAL CHECK BEFORE THE TRIP LEAVES.

PLEASE DO NOT LET THE TRIP LEAVE IF ALL PARTS OF THE FORM HAVE NOT BEEN COMPLETED THOROUGHLY OR BY THE RIGHT PERSON AUTHORISED TO DO SO BY DH.

PLEASE ALERT HT STRAIGHT AWAY IF NOT THOROUGH AND PAUSE THE TRIP FROM LEAVING WHILST AMMENDMENTS ARE MADE. THE TRIP IS NOT INSURED OR AUTHORISED TO LEAVE IF THE PROCEDURE HAS NOT BEEN FOLLOWED THOROUGHLY.

THANK YOU 😊

Signed: (Office) Time:

Office: AFTER THE TRIP: OFFICE TO SIGN THE DEBIT CARD BACK IN HERE:

Signed: Date: Time:

NOW SCAN THIS DOCUMENT TO PDF AND SAVE IN HT's INBOX. THANKYOU 😊