



Oratory R.C. Primary and Nursery School

'Shine as to be a light to others'



Health, Safety and Welfare Policy

To be Reviewed by:	Date to be ratified by FGB	Date for next review:	Date to be next ratified by FGB:	Review Frequency
<ul style="list-style-type: none">• Safeguarding, Health and Safety and Premises Committee	January 2022	January 2024	January 2024	Every 2 Years or as required

Governors to monitor and evaluate implementation through:

- Nominated Governor Safeguarding visits to the school
- Safeguarding Report reports to the FGB
- BSM reports (verbal / written) to Safeguarding, Health and Safety and Premises Committee
- Safeguarding, Health and Safety and Premises Committee Minutes
- HT's Report to Governors

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Statement of intent

At the Oratory R.C. Primary and Nursery School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Demonstrate commitment to minimising risk.
- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Provide appropriate training to meet the needs of responsible individuals.
- Make available appropriate resources to implement policy.
- Working in partnership with the external Health and Safety experts to maintain our provision in light of changing requirements from the DFE, Ofsted and the Health and Safety Executive.

Signed by:			
	Head Teacher	Date:	
	Chairman of Governors	Date:	

1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

1.2 This policy should be used in conjunction with the following school policies and procedures:

- COSHH Policy
- Asbestos Management Plan
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Smoke Free Policy
- Emergency Evacuation Procedure
- Fire Safety Policy /Fire Evacuation Plan (Fire Drill)

2. Duties of the Oratory Governing Body

2.1 The governing body, in consultation with the Head Teacher, will:

- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.
- The governing body endeavours to provide:
 - A safe place for all users of the site including staff, pupils and visitors.
 - Safe means of entry and exit for all site users.
 - Equipment, grounds and systems of work which are safe.
 - Safe arrangements for the handling, storage and transportation of any articles and substances.

- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

3. Duties of the Head Teacher

- 3.1 The Head Teacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 3.2 The Head Teacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by all members of staff.
- 3.3 The Head Teacher and Building Services Manager (BSM) are responsible for the day-to-day implementation of the Health and Safety Policy.

4. Duties of Strategic Leadership Team (SLT)

- 4.1 The Strategic Leadership Team will be familiar with the requirements of health and safety legislation.
- 4.2 In addition to general duties, the SLT will be responsible for the implementation and operation of the school's Health and Safety Policy in their Phase, and for areas of responsibility delegated by the Head Teacher.
- 4.3 The SLT will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

5. Duties of the Building Services Manager (BSM)

- 5.1 The Building Services Manager alongside the Head Teacher is responsible for the day-to-day implementation of the Health and Safety Policy.
- 5.2 The Building Services Manager is the designated contact with the LA, Birmingham Education Safety Services, 3D and the Health and Safety Executive (HSE).
- 5.3 The Building Services Manager conducts daily, weekly and half-termly site checks and completes all relevant logs.

6. Duties of all members of staff

6.1 All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing body.

- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing if necessary.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

7. Obligations of contractors

- When the school is used for purposes not under the direction of the Head Teacher, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control.
- Contractors working on the school premises are required to identify and control risks arising from their activities.
- Contractors will inform the Head Teacher/BSM of all potential risks to staff, pupils and visitors.

8. Pupils

8.1 Pupils will:

- Undertake a programme of Personal, Social and Health Education (PSHE) curriculum activities to allow for increased and informed personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Follow safety rules of the school and in particular the instructions of the teacher in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.
- Observe the health and safety rules of the school.

9. Training

9.1 The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

9.2 The Head Teacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom or Phase.

10. First-aid

- 10.1 The Oratory R.C. Primary and Nursery School will act in accordance with the First Aid Policy at all times.
- 10.2 The school ensures ample provision is made for both trained personnel and first-aid equipment on-site.
- 10.3 A list of current First Aiders is kept in the Assistant Headteacher's office.
- 10.4 First Aiders will administer medicine for chronic or long-term conditions when prescribed by a doctor. Medicines are stored in a locked cupboard in each classroom or in the first aid cupboard in the staff room. Staff record the date and time when medication is given and sign the record sheet. This is countersigned by another member of staff.
- 10.5 Parents give written consent to authorise First Aiders to administer medication.
- 10.6 Medication for asthma is kept in the pupil's classroom in a designated area. Children who have sports activities, take them to the lessons.

11. Contacting the emergency services

- 11.1 Following an accident/injury, the first-aider will liaise with a senior First Aider and / or a member of the SLT. They will contact the emergency services as necessary, or direct a staff member to do so while they tend to the victim.
- 11.2 If there is no first-aider immediately available, a **common-sense** judgement will be made by those attending the injured party regarding whether to contact the emergency services.
- 11.3 Key information required when contacting emergency services is located in the main reception on the Safeguarding Board

12. Fire safety

- 12.1 All staff members fully understand and effectively implement the Fire Evacuation Plan (Fire Drill).
- 12.2 The Head Teacher alongside the Deputy Head and Building Service Supervisor is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.
- 12.3 The procedure for fire drills will be clear and understood by all staff.
- 12.4 The procedure for fire extinguishers is clearly understood by trained Fire Marshalls.
- 12.5 The school will test evacuation procedures on at least a termly basis.
- 12.6 The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 12.7 Firefighting equipment will be checked on an annual basis by an approved contractor.
- 12.8 Fire alarms are tested weekly from different 'break glass' fire points around the school and records will be maintained and held in the BSM's Office.
- 12.9 Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the Property Log Book (3D).
- 12.10 The following staff are trained as Fire Marshalls

Name	Role	Date trained	Expiry date	Trainer
John Milligan	BSM	31/10/2022	31/10/2025	Safe I.S.
Catrina Wilson	Headteacher	31/10/2022	31/10/2025	Safe I.S.
Joanne Pickup	Assistant Headteacher	31/10/23	31/10/2025	Safe I.S.
Julia Lowe	SOM	31/10/23	31/10/2025	Safe I.S.
Manpreet Sehra	Lunch Time Supervisor	31/10/23	31/10/2025	Safe I.S.
Matthew Lloyd	TA	31/10/23	31/10/2025	Safe I.S.
Schaharazad Hasific-Krid	TA	31/10/23	31/10/2025	Safe I.S.
Jinny Hann	TA	31/10/23	31/10/2025	Safe I.S.
Marie Liddy	TA	31/10/23	31/10/2025	Safe I.S.

13. Accident reporting

- 13.1 Any pupils complaining of illness or has been injured is sent to the First Aid are for the qualified First Aider to inspect and, where appropriate, administer treatment.
- 13.2 Parents are contacted if there are any doubts over the health and welfare of the pupil. All head injuries are reported to parents.
- 13.3 All accidents and incidents, including near-misses or dangerous occurrences, are reported as soon as possible to the Head Teacher or a member of the SLT using the standard Accident Report Form.
- 13.4 The Head Teacher or Deputy Head will be responsible for informing the Chairman of the Governing Body if the accident is fatal or a “major injury” as outlined by the HSE.
- 13.5 More in-depth information concerning reporting accidents and near-misses can be found in the Accident Reporting Procedure and Near-miss Policy. **This is now completed and submitted online.**

14. Significant accidents

- 14.1 Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.
- 14.2 The ‘specified injuries’ which must be reported include the following:
- Accidents to employees causing either death or major injury
 - Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
 - Fractures, other than to fingers, thumbs and toes
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours
- Additional reportable occurrences include the following:
 - The collapse, overturning or failure of any load-bearing part of any lifting equipment
 - The explosion, collapse or bursting of any closed vessel or pipe work
 - Electrical short circuit or overload resulting in a fire or explosion
 - Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
 - Any collapse or partial collapse of scaffolding over five metres in height
 - When a dangerous substance being conveyed by road is involved in a fire or released
 - The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
 - Any explosion or fire resulting in the suspension of normal work for over 24 hours
 - Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
 - Accidental release of any substances which may damage health
 - Serious gas incidents
 - Poisonings
 - Skin diseases including but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
 - Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
 - Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
 - Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

15. Reporting procedure

- 15.1 Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Head Teacher, or a person appointed on their behalf, will file a report as soon as is reasonably possible.
- 15.2 The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>
- 15.3 The HSE no longer accept written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).
- 15.4 **Fatal and specified injuries, as outlined in 13.2, will** be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

16 Reporting hazards

- 16.1 Staff, pupils, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 16.2 In the main, reporting should be conducted verbally to the Building Services Manager as soon as possible, who will then inform the Head Teacher or a member of the SLT as appropriate.
- 16.3 Serious hazards will be reported using the appropriate form available in the BSM's Office . **ANNEX 3**

17. Accident investigation

- 17.1 All accidents, however small, will be investigated by an appointed party, and the outcomes recorded.
- 17.2 The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 17.3 After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident
- 17.4 The Head Teacher and SLT will undertake regular evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

18. Our active monitoring system

- 18.1 The school acknowledges that it is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:
 - Regularly examining documents to ensure compliance with standards.
 - Regularly inspecting premises, plants and equipment.
 - Annual audits, including fire risk assessments and health and safety audits.
 - Regular reports and updates to the Head Teacher, the Safeguarding, Health and Safety and Premises Committee and the Full Governing Body.
 - External measures, such as surveys by contractors and audit service providers, along with visits from Environmental Health and Ofsted.

19. Evacuation

- Fire exits are clearly labelled.
- Plans showing existing routes are displayed in the main corridor and all visitors are informed about fire exits in the area where they are working.
- Fire bells and fire doors are tested weekly by the BSM and logged.
- Emergency lighting is tested weekly by the BSM and logged.
- Fire drill is practised once a term and reported by the Headteacher to the Governing Body.
- Fire appliances are checked annually.
- Fire Marshall are trained
- Some staff are trained for fire extinguisher use.
- The Oratory R.C. Primary and Nursery School will follow the procedure outlined in the school's Emergency Evacuation Procedures in the event of a crisis.
- In the event of a fire, the Fire Evacuation Plan will be implemented.
- If an evacuation is deemed necessary, the following procedure will take place:
 - All senior staff will be informed of the situation either in person or by the internal phone system. The evacuation will then take place as per fire drill procedures, except staff will be instructed to:
 - Close all doors and windows on the way out.
 - All pupils, staff and visitors to meet at designated areas in the KS1 and KS2 playgrounds.

20. Lockdown Procedures

See Lockdown Policy. Also see Critical Incident Policy, Emergency and Contingency Plan and Business Continuity Plan.

21. Hot Drinks

Staff should ensure that they only transport hot drinks when there are no children in the corridor area. Hot drinks should only be transported in travel mugs with secure lids when pupils are moving around the school. No hot drinks should be taken onto the playground when supervising children at breaktimes or in lessons.

22. Visitors to the school

- 22.1 All visitors will sign in to reception.
- 22.2 All visitors will be asked to provide photographic ID.
- 22.3 Once signed in, visitors will be given the school's comprehensive Safeguarding Leaflet. (See Annex 1)
- 22.4 Visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 22.5 No contractor will carry out work on the school site without the express permission of the Head Teacher, Building Service Supervisor or Senior Office Manager other than in an emergency or to make the site safe following theft or vandalism.

22.6 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

22.7 Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

22.8 Visitors and contractors will wear a visitor's badge at all times while on school grounds.

22.9 Cleaning contractors will wear an easily identifiable uniform or badge at all times.

23 Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and sign in using Inventory.

23.1 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

23.2 Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help and a **9(for outside line)999** phone call will be made.

24 Personal protective equipment (PPE)

N.B. This section is particularly relevant to the Building Services Manager , cleaners and kitchen staff.

24.1 The school provides employees and pupils who are exposed to a hazard, which cannot be controlled by other means, with PPE.

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

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

24.4 Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. They will also report any loss or defects to their superior/class teacher.

24.5 PPE includes equipment such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment (RPE).

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

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

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

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

25 Maintaining equipment

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

- All electrical appliances
- All fixed and non-fixed PE equipment

25.2 It is the responsibility of the Head Teacher and SLT to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

26 Hazardous materials

26.1 All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations.

26.2 Hazardous substances will be labelled with the correct hazard sign and contents label.

26.3 Storage life will be considered by the Building Services Manager . All control of substances hazardous to health (COSHH) and ionising radiations regulations will be adhered to.

26.4 The Oratory R.C. Primary and Nursery School will act in accordance with its COSHH Policy at all times.

26.5 The Building Services Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

26.6 No hazardous substances will be used without the permission of the Head Teacher or SLT Team.

26.7 Low toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

26.8 Dust and fumes will be safely controlled by local exhaust ventilation regulations.

26.9 No staff member or pupil will be put at risk through exposure to any hazardous substance used in our practical curriculum.

27. Asbestos management

27.1 In accordance with HSE guidance, an asbestos management survey was undertaken in March 2017 by Andy Field, Birmingham Asset Management which is a United Kingdom Accreditation Service accredited surveying organisation.

27.2 As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

27.3 Further details concerning the management of asbestos can be found in the Asbestos Management Plan.

28. Smoking

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

28.2 The school's Smoke Free Policy is read, understood and adhered to by all staff. **(SEE ANNEX 4)**

29. Housekeeping and cleanliness

29.1 Cleaners will be monitored by the Building Services Manager.

29.2 Special consideration will be given to hygiene areas.

29.3 Waste collection services will be monitored by the Building Services Manager

29.4 Special consideration will be given to the disposal of laboratory materials and clinical waste.

29.5 The Head Teacher and SLT are responsible for ensuring that the school is at a safe temperature for staff and pupils to work in.

30. Infection control

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

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment (**Annex 5**)

30.2 The school ensures good hygiene practice in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops should not be used to clean up body fluid spillages; instead paper towels should be used and discarded properly, following the procedures for clinical waste
- Washing all laundry (Foundation Unit) in a separate dedicated facility and washing any soiled linens separately
- Hygienically bagging any pupil's soiled clothing to go home, and never rinsing it by hand
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises

30.3 Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

30.4 All staff are subject to a full occupational health check before starting employment at the school.

30.5 The Oratory R.C. Primary and Nursery School keeps up-to-date with national and local immunisation scheduling and advice via the School Nurse (Core services).

- 30.6 Parents/carers are encouraged to have their children immunised.
- 30.7 All cuts and abrasions should be covered with waterproof dressings.
- 30.8 Further information concerning our policies and procedures addressing infection control can be found in our Infection Control Policy.

31. Risk assessment

- 31.1 The Head Teacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- 31.2 Regular assessments of risks areas, such as the Foundation Stage outside area, will be undertaken. Attached as **ANNEX 7**
- 31.3 Annual risk assessments will be conducted for all other areas of the school.
- 31.4 Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 31.5 The governing body will be informed of risk assessments allowing issues to be prioritised and actions to be authorised, along with funds and resources.
- 31.6 The Deputy Head will ensure risk assessments are completed by staff leading day trips or residential stays.

32. Slips and trips

- 32.1 In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:
- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
 - Decide who might be harmed and how
 - Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
 - Record the findings (lots of verbal discussion and action is immediate)
 - Review the assessment regularly and revise if necessary

33. School Security

- 33.1 While it is difficult to make the school site totally secure, we do all we can to ensure the school is a safe environment for all who work or learn here.
- 33.2 School gates are opened at 8.27am and from 8.27am a member of staff is located on each gate in addition to staff in the playground and on the courtyard door at the beginning of the day until 8.45am.

- 33.3 The two main entrances to the school are closed at 8.45am in the morning.
- 33.4 At midday Nursery parents / carers collect their children from the sheltered area just by the office door.
- 33.5 All visitors enter via an electronic gate and visual intercom system at the front of the school.
- 33.6 In the afternoon the school gates are opened at 3.27pm and from this time a member of staff is located on each gate in addition to staff on the playground.
- 33.7 After 3.40pm the school gates are closed.
- 33.8 We require all adult visitors (supply teachers, teaching assistants, external agencies etc) to the school who arrive in normal school hours to sign in using Inentry in the reception area, and to show their photo identification badge on arrival and, if not already known, their DBS number.
- 33.9 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 33.10 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher or Deputy Head immediately. The Head Teacher / Deputy Head will warn any intruder that they must leave the school site straight away. If the Head Teacher / Deputy Head has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.
- 33.11 All visitors must sign in to reception using the Inentry System and must display the badge provided on their person.
- 33.12 Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 33.13 No contractor will execute work on the school site without the express permission of the Head Teacher, other than in an emergency or to make the site safe following theft or vandalism.
- 33.14 Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 33.15 Visitors and contractors will wear a visitor's badge at all times while on school grounds.

33.16 Cleaning contractors will wear an easily identifiable uniform or badge at all times.

33.17 Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site immediately.

33.18 With regards to uncooperative visitors threatening violence, refusing to leave the site or carrying out physical or verbal abuse, immediate help will be sought via a **9(for an outside line) 999** phone call.

34. Severe weather

34.1 The Head Teacher, in liaison with the Building Services Manager and the Chair of Governors, decides on school closure on the grounds of health and safety.

34.2 If a closure takes place, the governing body will be promptly informed.

34.3 The school acts in accordance with the Local Authorities Adverse Weather Policy.

36 School trips and visits

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

37. Working at heights

37.1 Policy and procedures concerning employees working at heights are addressed in the working at heights policy.

37.2 Staff members are required to sign statements confirming that they have received read and understood the policy, prior to being allowed to work at heights.

38. Workplace health and safety: stress management, well-being and maternity

- 38.1 The wellbeing of staff is seen as an integral part of the schools health and safety responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Thus, staff are encouraged to raise any concerns or worries with the Head Teacher or a member of the Strategic Leadership Team in doing so a plan of effective support can be put in place.
- 38.2 Staff will be aware of the symptoms of stress that include: sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.
- 38.3 Sickness absence or health concerns will be dealt with under the school's absence policy.
- 38.4 During pregnancy staff who are expecting are forbidden to move or lift heavy objects. They should ask another member of staff for assistance or the Building Service Supervisor if any lifting or moving of heavy objects is required. In late stage pregnancy, staff should not use steps to access high shelves or cupboards. Staff should ask for assistance. Children can move thoughtlessly in a play environment. The adults on duty need to be aware of the dangers of being bumped by running children.
- 38.5 If infections such as measles are prevalent in the school it may be necessary to ask pregnant staff to take early maternity leave if they are considered to be unduly at risk.

39. Workplace health and safety: display equipment

- Workplace health and safety: display equipment
- Display screen assessments following advice from Birmingham Education Support Services will be carried out by the Building Services Manager for teaching staff and administrative staff who regularly use laptops or desktops computers.

40. Monitoring and Review

- 40.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The

governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

40.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

40.3 The Head Teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all members of staff are aware of the details of the policy as it applies to them.

40.4 The Head Teacher reports to governors termly on any health and safety issues.

40.5 This policy will be reviewed at any time at the request of the governors, or at least once every two years.

ANNEX 1 – Visitor Safeguarding Leaflet

ANNEX 2 - Classroom Checklist

Class _____	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:	
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?			
	For stand-alone classrooms:			
	Are access steps or ramps properly maintained?			
Work at height (falls)	Are access stairs or ramps provided with handrails?			
	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?			

Class	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the classroom (slips and trips)	If you use computers as part of your job, has a workstation assessment been completed?		
	Have pupils been advised about good practice when using computers?		
	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		



The Oratory RC Primary and Nursery School
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 Headteacher: Mrs C. Wilson



ANNEX 3

Hazard Identification Report Form

Conducted by:	In attendance:
Location of hazard:	Date:
What is the hazard?	
What are the risks associated with the hazard?	
People/person who may be affected by the hazard:	
What has already been done to control the hazard? <i>(Note: leave this section blank if nothing has been done)</i>	
Initial risk rating: <input type="checkbox"/> low <input type="checkbox"/> moderate <input type="checkbox"/> high <input type="checkbox"/> critical <input type="checkbox"/> catastrophic <i>(Note: further action needs to be taken if the initial risk rating for the hazard is higher than "low")</i>	
What further action needs to be taken? <i>(eg. provide training, review of safe work procedure, provide manual task equipment, etc...)</i>	
By when (date):	
Residual risk rating: <input type="checkbox"/> low <input type="checkbox"/> moderate <input type="checkbox"/> high <input type="checkbox"/> critical <input type="checkbox"/> catastrophic <i>(Note: the residual risk rating should be "low" at this stage, if this is not the case, think of a more effective way to control the hazard)</i>	
Completion date:	Completed by:



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ANNEX 4

Smoke Free School Policy

Introduction

At our school, we take seriously our duty to promote children and young people's wellbeing and their spiritual, moral, social and cultural development (Education and Inspection Act, 2006). We see our commitment to creating a smoke free environment and developing pupil's knowledge, attitudes and skills in decision making around smoking as part of our work on keeping children and young people safe around drugs and managing risk.

Definition

A drug is any substance which affects how a person thinks, feels or behaves (World Health Organisation). The term includes medicinal, non-medicinal, legal and illegal drugs. Therefore 'drug' refers to nicotine as well as alcohol, volatile substances, medicines, illegal drugs and psychoactive substances (legal highs).

Aim

To ensure a whole-school approach to tobacco in order to protect all members of the school community from the harms of second-hand smoke and to prevent the uptake of, and reduce the prevalence of, smoking across the school community.

Objectives

- To provide a smoke free and e-cigarette free school environment for the whole school community.
- To ensure that tobacco education is part of the school's progressive entitlement curriculum of drug education / PSHE (including the health effects, legal, economic and social aspects of tobacco use).
- To promote the 'proud to be smoke free' message to all our children.
- To ensure that all staff promote positive attitudes and behaviour in relation to tobacco.
- To ensure that staff have the knowledge and understanding of policies, procedures and agreed practice to support the implementation of the Smoke Free Policy.
- To involve all staff, governors, pupils, parents/carers and members of the wider school community including outside agencies as appropriate, in the development of policy and practice in relation to tobacco.
- To adopt and support interventions that aim to prevent the uptake of smoking amongst pupils, staff, parents/carers and members of the wider school community.

- To involve the wider school community in interventions to prevent the uptake of smoking in children and young people, by providing stop smoking groups/support for parents and carers and through helping them to talk to their children about tobacco and other risk-taking behaviours.
- To signpost assistance for pupils, staff and other members of the school community who smoke and wish to stop.
- To ensure that the School's Smoke Free Policy is applied when children / young people are taken off site.

Rationale

All members of the school community have the right to work and learn in a smoke free environment.

Exposure to second hand smoke (passive smoking) increases the risk of lung cancer, heart disease and other illnesses. Exposure to role models who smoke also normalises smoking behaviour, which can have a significant negative impact on the delivery of the smoke-free message.

Smoking remains the largest preventable cause of death and illness in England, responsible for over 80,000 deaths per year. It kills half of all long-term users. Two thirds of all new smokers in England are young people under the age of 18. Those who start smoking before the age of 16 are twice as likely to continue to smoke compared to those who begin later in life, and are more likely to be heavier smokers (Muller 2007). The earlier children become regular smokers, the greater their risk of developing life-threatening conditions, such as lung cancer or heart disease if they continue smoking into adulthood.

Smoke-free school sites and non-smoking staff provide positive role models for children and young people and contribute to the development of a health-promoting school.

This includes the use of e-cigarettes (electronic cigarettes) due to the following reasons:

1. E-cigarettes can look like normal cigarettes. There are potential regulatory issues around enforcing cigarette bans.
2. There are evidence-based Nicotine Replacement Therapy products available on prescription if a staff member is trying to quit smoking or having difficulty with nicotine cravings during work hours.
3. Young people may be influenced by adults smoking e-cigarettes; for example if youth workers or librarians start using e-cigarettes during their paid work time. There is anecdotal evidence of young people purchasing e-cigarettes on-line and selling them onto other pupils at school.

Providing a smoke-free environment (Procedure)

- This Policy applies to pupils, staff, parents/carers, members of the public, contractors or others working / using the School premises, including the Community Centre Café and associated activities, school vehicles and all other vehicles used to transport pupils.
- Smoking is not permitted by law in any part of the school's premises and grounds including the entrance area to the school, on land adjacent to the School building (e.g. car parks, garden areas, walkways, playgrounds, playing fields etc.) or on the school road crossing patrol areas.
- There are no designated smoking areas provided within the School buildings or grounds.
- The Smoke Free Policy applies to all events / activities held in the School including before and after school sessions, any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.
- Suitable posters, displays and statutory no smoking signage will be displayed in school areas to create a positive visual message which supports a smoke-free working environment.
- Smoking is not permitted in any school owned/hired/leased vehicles, as well as private vehicles when used for carrying pupils or staff on school business. **Please note: this is a statutory requirement.** Schools also have a duty to reinforce the smoking legislation on buses used for pupil transport.
- This Policy applies when pupils are taken off site on school excursions/ visits/trips. Staff and accompanying helpers will be reminded that smoking is not permitted when on duty / looking after pupils.

Smoking prevention activities (Procedure)

This school promotes healthy living and expects all adults in the school community to fully participate in providing aspirational role models for the pupils.

- Employees are not permitted to smoke in the view of pupils. Employees who do smoke will be asked to ensure they cannot be seen smoking by pupils or other members of the immediate community, even if it is off the school grounds.
- Employees **will not** take any smoking equipment or materials into any area of the school where there are pupils. A box will be provided in the staffroom in which all smoking items must be placed. They will not be placed in classroom cupboards or any other area. The school insurance will consider any fire started by smoking related equipment on a smoke free site as negligent.
- Tobacco education is part of the School's progressive entitlement curriculum of drug education / PSHCE (including the health effects, legal, economic and social aspects of tobacco use) which may be delivered across the curriculum (biology, chemistry, citizenship, geography, mathematics and media studies.)

- A range of age appropriate methodologies will be used to deliver tobacco education with the aim of preventing the uptake of smoking including discussion strategies, use of new technologies, drama strategies including theatre in education and where appropriate use of outside agencies.
- Parents/carers are encouraged and supported to be actively involved in their child's drug/tobacco education through home /school activities, drug education evenings etc.
- Training on drugs including tobacco is available for all teaching staff as appropriate as well as pastoral staff and those involved in smoking prevention work including: the Head teacher, Key Stage Leaders, school governors and pastoral staff.

Responding to smoking related incidents

The following procedures will apply when there is non-compliance with the Smoke Free Policy.

Staff

All members of staff are required to comply with the school policies. The Schools Disciplinary Procedure will be followed for members of staff who do not comply with the Smoke Free School Policy.

Non staff members/school visitors

Staff are authorised to ask non-employees who breach the Policy to adhere to the Policy.



The Oratory RC Primary and Nursery School

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Headteacher: Mrs C. Wilson

ANNEX 5

Cleaning Schedule

In order to further increase good hygiene and safety staff are asked to wipe down surfaces they have used (i.e. keyboard, telephone after use) during the school day, for example following a change in activity.

Staff on duty for lunch must clean pupil tables after they have eaten and leave it to dry while children are outside playing.

Members of staff can use products to clean door handles and areas that they have used during the school day or as when required.

All members of staff will have access to safe cleaning products and paper towels and staff will be able to wash their hands as often as they chose.

The toilets will be cleaned regularly during the day and again at the end of each day.

Cleaning of areas following a suspected COVID19 case

Including Wearing of PPE during COVID19

Cleaning:

Normal:

Touch surfaces to be cleaned at regular intervals throughout the day using normal procedures and normal dilution rates of cleaning products.

PPE, as per COSHH assessment gloves to be worn at all times and changed after cleaning toilets

Special cleans:

Following possible exposure i.e. area has been used to accommodate a possible COVID child/ adult.

PPE, as per COSHH assessment and to include **disposable aprons and gloves**

Bodily fluid spills of suspected infected child/ adult

Single use cloths and mops

PPE, **single use gloves, apron, and protection for eyes nose and mouth.** When cleaning completed, wash hands with gloves still in place, remove and dispose of gloves and rewash hands

Chemical, detergent disinfection dilution 1,000 parts per million available chlorine

Waste storage

If you have reason to suspect your waste is contaminated with COVID (following a clean of a high-risk area) waste should be securely stored for 72hrs before normal disposal.

Waste disposal

If you have reason to suspect your waste is contaminated with COVID (following a clean of a possible contaminated area i.e. where a symptomatic child/ adult has been “held” awaiting collection) the waste should be double bagged and swan necked

Do not squeeze air out or attempt to squash the bag/ compact waste in any way. The bag should be sealed with a tie or tape.

Cleaning Schedule COVID 19

	Mon	Tue	Wed	Thu	Fri
Toilets (pupils and staff) – red cloths					
Toilets are cleaned					
Toilet areas are clean, tidy and mopped					
Yellow cloths					
Washbasins are cleaned daily, including taps being cleaned					
Toilet paper (in holders) is available in each cubicle					
Hand drying facilities are clean, working and in sufficient supply – paper towels have been topped up					
Bins are emptied daily and wiped cleaned daily in and out with cleaner					
Top of sanitary bin is cleaned					
All door handles around the toilets are wiped both inside and out					
Mirrors to be cleaned and polished					
All surfaces are wiped down (top of toilet paper holders, hand dryers, cisterns)					
Drinking Water Facilities					
Classroom taps and sinks are working and cleaned daily with anti-bacterial using green cloths					
Floors					
Carpets are vacuumed every day					
Hard floor surfaces are swept and mopped daily					

	Mon	Tue	Wed	Thu	Fri
Mops, buckets and cleaning equipment are labelled or colour coded to identify those which are used in kitchens (green), corridors (blue) and toilets (red)					
Bins					
All bins emptied daily (bin bags are tied) Recycling kept separate from general waste.					
General Environment					
Classroom sinks are cleaned daily					
Carpets hoovered daily					
	Mon	Tue	Wed	Thu	Fri
All desks are wiped with cleaner daily					
All surfaces are cleaned daily					
Light switches and all door handles are wiped					
Damp wipe furniture and fittings including door handles					
Glass inside and out of internal doors and external fire doors					

Additional Area Specific Tasks COVID 19

	Mon	Tue	Wed	Thu	Fri
Staff room Areas (using green cloth)					
Staff room surfaces are cleaned daily using anti-bacterial cleaner					
Staff room floor is mopped daily					
Clean counter (anti-bac)					
Recycling and general waste bin is emptied and wiped clean					
Empty or put on dishwasher, clean daily					
Wipe outside and inside of fridge (anti-bac)					

Tasks below should be completed during the half term and dates added below;

	Date completed
Toilets	
Underneath toilets and basins wiped	
Cubicle walls and doors are wiped down	
Doors, Walls, and windows	
Vision panels in doors and classroom are cleaned with anti-bacterial inside and in corridor	
All doors and walls in high usage areas are wiped down	
Door Handles	

General Environment	
Edges of bookshelves are wiped	
Chairs to be wiped with anti-bac on seat and back of seat	
Bins to be washed inside and out	
Computer screens to be wiped (ensure machines are off)	
Hard floors to be deep cleaned and buffed (if appropriate)	
Cleaning cupboards to be cleaned (sink, surfaces, floors)	

Alcohol Gel COVID 19

During the COVID 19 school opening we are aware that people will have alcohol gel or liquid on site.

All staff should be aware of the information below;

Delivery – ensure containers are in good order with fitted caps

Storage – Storage must be secure. Stored in a way to avoid heat, flames and away from other sources of ignition. These items are **extremely flammable** and have been recorded on our fire risk assessment and have been added to our COSHH register

Usage – Normally you cannot use on broken skin, or on or near the face. For young children supervision is required.

Disposal – The containers should not be disposed of as we have large containers to refill them.



The Oratory RC Primary and Nursery School

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Headteacher: Mrs C. Dickinson

ANNEX 6

Foundation Stage Risk Assessment

Extract from the statutory framework for the Early Years Foundation Stage

It is essential that children are provided with safe and secure environments in which to interact and explore rich and diverse learning and development opportunities. Providers need to ensure that, as well as conducting formal risk assessment, they constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to secure their safety at all times.

Suitable premises, environment and equipment - Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.

Schools will not be required to have separate policies for the EYFS provided that the requirements are met through their policies which cover children of a statutory age.

General Risk Analysis

- be aware of the temperature of tap water
- keep kitchen work surface clutter free
- mop up spilt liquids promptly and cover until dry, clearly marking it with a yellow sign
- sweep up spilt sand promptly
- keep floor clutter free
- make sure that computer cables do not trail on the floor
- make sure that the computer is not left on unattended
- check all play equipment regularly
- replace worn handgrips and pedals where possible
- warn children about the dangers of trapping fingers in doors
- supervise children outside at all times
- make sure that the gates are locked
- be aware of children outside slipping to the rear of the nursery unit
- no children in the kitchen unsupervised

(Taken from the school's 'Health and Safety' Policy)

Outdoor Environment Checklist

Is the outdoor environment safe and secure?	
Is the learning environment an emotionally safe place for children to be?	
Is the outdoor environment accessed in all weathers?	
Does the learning environment enable children to continue to develop as independent learners?	
Are learning opportunities maximised by using the space and time available to you creatively?	
Can the children use the outdoor environment for all aspects of their learning?	
Is the outdoor environment easily accessible to the children?	
Is the outdoor environment always supervised?	
Is the learning environment too hot/ too cold/ too stuffy/ too dark?	
Do children have easy access to drinks of water?	
Do children have access to healthy snacks outdoors as well as indoors?	
Is there adequate space for the children to learn and play?	
Do you offer a range of outdoor activities for each of the seven areas of learning?	

(Questions taken from Simon Camby's 'Leading and Managing the Foundation stage')

Points Considered

Visibility	
How much of the outside area can be seen?	Nearly all parts can be seen. Most can be seen from inside the building. The adult(s) outside makes sure that the children are always in sight and are taught and supervised accordingly.
Are there any blind spots?	No
Is condensation an issue?	No

Access Points/security	
How do the children access the outside environment?	Through the foundation unit main door, with an adult. Under no circumstances do foundation stage children go outdoors unattended.
How are the access points made secure?	The exterior gate has a number safety lock and is only ever opened by an adult. The foundation access door is opened by an adult when it is time to go outdoors and is constantly monitored.
How often are fencing/gates checked by staff?	At the beginning of each session by foundation stage staff and regular safety checks by the site manager.
Are the access points used by staff, children, parents or visitors' accessible other areas of the site?	Parents wait outside the EYFS gate at the end of the Nursery session so that they can collect their children. This is locked and unlocked by a member of staff. KS1 children access the KS1 playground and junior entrance via an alternative gate within the EYFS outdoor environment. This is also locked and unlocked by a member of staff.
Equipment	
Which equipment/resources will always require adult supervision?	All outdoor activities have general adult supervision to ensure that everyone is safe and that children are playing/working appropriately. Adults set up the outdoor environment prior to children coming into the setting and adults put all equipment away.
Which equipment/resources will require regular safety checks?	All items are checked daily but the bikes, the outdoor classroom, the sand and water trays all have regular safety checks to ensure they are suitable and safe.
How often and by whom will these checks be made?	Before each session by staff. Site managers also monitor equipment such as fencing daily.
Pupils	
Are there any children who will need particular support and supervision in the outside environment?	All children will be supported and supervised according to their needs.
How many children can have access to the environment?	All children have access to the indoor and outdoor learning environments (pupil / staff ratios adhered to) There can be up to 56 pupils in the outdoor space at any given time and adults adjust their supervision according to the needs of the location of pupils.

Pupils	
How will this be controlled, so you know who is outside at any given time?	Our pupils are encouraged to be independent learners and are therefore given free choice throughout the continuous provision that is provided. Adults use their common sense when judging how many children are in each area of the provision.
Other	
How will weather conditions affect surfaces, equipment, activities and access?	The outdoor play areas items are stored in the shed or inside our foundation stage unit. Surfaces are obviously affected by weather conditions but access is only allowed if the surfaces are safe. The site manager clears any potential hazards such as wet leaves, ice, litter etc Children access the outdoor provision in all weathers and suitable clothing is available for all.
First aid - are adults working in early years aware of the designated first aider in school?	Most teachers and teaching assistants have a current first aid certificate, which are kept in personal CPD portfolios. Selected teachers will be given training accordingly if they haven't yet had first aid training. Staff are aware that Mrs Westley is our school lead first aider. All staff receive first aid training every three years. EYFS First Aiders are Mrs Milligan, Mrs Glanville and Mrs Hann.
Is the environment close to public access points or public footpaths?	The outdoor environment is gated within the boundaries of the school.

General Outdoor Area Risk Assessment

Who could be harmed	Children
Existing controls	<ul style="list-style-type: none"> • Outdoor equipment is checked daily to ensure everything is safe and in working order • Staff made aware of any common possible hazards e.g. by the site manager. • The gates are to be closed at all times and opened at the appropriate times of the day. • Suitable clothing available to suit the weather conditions. • Accurate ratio of adult: children supervision

How serious is the risk of injury?	Low
What further action is needed to control the risk?	<ul style="list-style-type: none"> Continual vigilance by all staff both indoors and outdoors. Ensure that admin staff do not allow access through the main school gates to anyone who has not identified themselves. Main gates to always be kept locked during school hours.
Who will be responsible for what action and when/how often will it be taken?	All staff on an on-going basis
How checked and by whom?	<ul style="list-style-type: none"> All staff, at the beginning and end of each session. Site manager daily.

Individual activity risk assessments

SEVERITY		LIKELIHOOD	
Rating		Rating	
5	Death/ Permanent disability	5	Will almost certainly happen.
4	Serious injury/ long term sickness	4	Highly likely to happen.
3	Temporary disability 3-day Absence	3	Possible.
2	Required medical attention.	2	Might/less likely.
1	Minor injury e.g. bruise, graze	1	Remote possibility

Severity x Likelihood = Risk Factor

Factor	Risk Assessment
16-25 10-15 6-9 3-5 1-2	Unacceptable! Requires immediate attention. A high priority for action. Medium risk – do something as soon as possible. Low priority - examine practicality of change. Low risk – no further action required.

Vehicles area (tricycles, scooters etc)

Possible risks	Existing Controls	Severity	likelihood	Severity x likelihood
<input type="checkbox"/> Broken parts <input type="checkbox"/> Flat tyres <input type="checkbox"/> Rusting or flaking metal	<ul style="list-style-type: none"> Vehicles to be checked daily to ensure they are in working order; no broken parts, good condition etc – staff to give them a ‘test drive’ before each session 	1	3	3
<input type="checkbox"/> Children falling off a vehicle	Adult supervision <ul style="list-style-type: none"> Ensure the children are clear about the expectations and routines for using the wheeled toys before the children can access them independently. 	2	3	6

Sand tray

Possible risks	Existing Controls	Severity	likelihood	Severity x likelihood
<input type="checkbox"/> Children getting sand flicked in their eyes	<input type="checkbox"/> Model good playing – adult to keep a close eye on this area to ensure children are playing appropriately	2	2	4
<input type="checkbox"/> Any litter/insects etc getting into the sand and going unnoticed	<input type="checkbox"/> Make sure that the sand tray lid is put on at the end of the day to avoid anything getting in the sand.	1	1	1
<input type="checkbox"/> The tray being left out overnight out of the shelter	<input type="checkbox"/> Wheel the tray under the shelter at the end of the day for overnight shelter. Staff to work together when lifting the lid on/off and when moving the tray to prevent staff injury.	1	1	1

Water tray

Possible risks	Existing Controls	Severity	Likelihood	Severity x Likelihood
<ul style="list-style-type: none"> ☐ Children getting water in their eyes ☐ Any litter/insects etc getting into the water and going unnoticed 	<ul style="list-style-type: none"> • Model good playing – adult to keep a close eye on this area to ensure children are playing appropriately • Make sure that the water is changed at the beginning of each session. Empty the tray at the end of the day and store in the garage. • Wheel the tray into the garage at the end of the day for overnight shelter 	<p style="text-align: center;">2</p> <p style="text-align: center;">1</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">1</p>	<p style="text-align: center;">4</p> <p style="text-align: center;">1</p>
<ul style="list-style-type: none"> ☐ The tray being left out overnight 	<ul style="list-style-type: none"> ☐ Staff to work together when moving the tray to prevent staff injury 	<p style="text-align: center;">1</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;">1</p>