



TRINITY FIELDS SCHOOL and RESOURCE CENTRE

HEALTH and SAFETY POLICY

Trinity Fields is a Rights Respecting School, a Healthy School and an Inclusive School.

This policy should be read in conjunction with our pupil friendly and adult version of our **“Shared Values and Aims”**.

Trinity Fields is a Rights Respecting School

Trinity Fields is a Rights Respecting School and we are committed to the principles and values of the United Nations Convention on the Rights of the Child (UNCRC) across all areas of our work.

Trinity Fields is a school where pupils are at the heart of everything we do. As part of our aim to promote a happy and successful school we have successfully been awarded UNICEF’s **“Rights Respecting School Award”** (January 2017).

The ‘Rights Respecting School’ Award (RRSA) helps our pupils become more confident, caring and as independent as possible both in school and within the wider community. By learning about their rights our pupils, your children, also learn about the importance of respecting the rights of others, that is, their responsibilities.

Our pupils are encouraged wherever possible to reflect on how their behaviour and actions affect those around them, which allows us to build and maintain a positive and safe learning environment for all, both in the classroom and around the school site.

Refer to pupil friendly **“Pupil Participation”** policy and our whole school **“Pupil Participation”** policy for further details.

Trinity Fields is a Healthy School

We are also a Healthy School and we take responsibility for maintaining and promoting the health and wellbeing of the Trinity Fields team (pupils, parents/carers, staff, governors etc.). This includes teaching pupils about how to lead healthy lives and enabling both pupils and staff to take control over aspects of the school environment which influence their health.

Refer to **“Health and Well-being for Pupils”** policy and our whole school **“Health and Well-being”** policy for further details.

Trinity Fields is an Inclusive School (IQM Flagship School status)

We have demonstrated through national annual assessment that we have the capacity to play a strong leadership role in developing inclusion best practice across a network of schools; as well as being committed to extending those networks and publish classroom-based research.

Refer to **“Inclusion”** policy and to **IQM assessment reports** for further details.

Education in Wales: Our National Mission

Our work with pupils and their families will be developed building upon Wales' National Mission. This national mission is ambitious, innovative and confident ensuring that we all take responsibility for all of our pupils to have equal opportunities to reach the highest possible standards.

Trinity Fields will continue to develop as a learning organisation to ensure it has the capacity to adapt to and explore a range of new approaches which results in improved outcomes and well-being for all of our pupils.

In order to realise our shared vision and approaches in delivering Wales' transformational curriculum that will enable all of the pupils at Trinity Fields to make the progress commensurate with their individual needs we are committed to the 4 key enabling objectives, detailed in **"Education in Wales: Our national mission (2017)**. These are:

- Developing a high-quality education profession.
- Inspirational leaders working collaboratively to raise standards.
- Strong and inclusive schools committed to excellent, equity and well-being.
- Robust assessment, evaluation and accountability arrangements supporting a self-improving system.

The core purposes and values that are associated with these prestigious national awards are encapsulated in our vision and aims:

"We believe that everyone at Trinity Fields is entitled to have access to the very best learning opportunities. These will be provided within a safe, caring and stimulating environment that will enable all learners to achieve their full potential through learning opportunities that meet their individual needs".

Qualified for Life (2014) provides further endorsement of our commitment to being a Rights Respecting School by stating:

"learners are the heart of all that we do" and further "every child and young person benefits from personalised learning".

Successful Futures (2015) also states that:

"Each child and young person in Wales should be able to benefit from curriculum and assessment arrangements that will best meet their present needs and equip them for their future lives. Our children and young people only have a relatively short time at school. We must use that time judiciously and productively to help each one of them to grow as a capable, healthy, well-rounded individual who can thrive in the face of unknown future challenges".

Introduction

The governing body of Trinity Fields School and Resource Centre recognise their corporate responsibility as an employer to provide a safe and healthy environment for staff, pupils, parents/carers and all other persons who come into our school or who may be affected by the operations of the school.

This Health and Safety (H&S) policy sets out the arrangements and procedures for achieving a standard that meets current legislation and the needs of the school.

This document should be read in conjunction with Caerphilly County Borough Council's Health and Safety Policy.

Governors will be responsible for ensuring, so far as is reasonably practicable, that sufficient resources are made available in order to carry out such works and to protect employees and other persons who use or visit the school. Governors should be aware of their responsibilities for maintaining the premises as detailed in the Caerphilly Local Scheme of Delegation. Governors (or their appointed sub-committee) will carry out an inspection of the school annually and discuss any H&S issues at meetings which cannot be resolved as a routine matter by the Headteacher.

In order to successfully implement the policy, day to day management responsibilities for H&S are delegated to the Headteacher and H&S Officer; this is currently the Deputy Headteacher.

The policy will be reviewed annually and be available to all employees. In the unlikely absence of both the Headteacher and H&S Officer, one of the Assistant Headteacher's will take responsibility for day to day H&S issues.

The Headteacher will bring to the attention of staff any publications or relevant information in respect of H&S activities undertaken at the school. Copies of such documents will be retained by the school's H&S Officer and can be accessed by staff.

In addition, the governing body will call upon the services of relevant County Council H&S team, including the school's H&S SLA Officer to assist in the management of H&S at Trinity Fields School.

Key principles

We recognise that the key principles are that:

- The care, safety and welfare of our pupils is of paramount importance.
- Every pupil has the right to be taught in a safe and healthy environment.
- Managing H&S effectively requires the committed and informed co-operation of everyone involved in order to create a safe and healthy school.
- H&S often involves resolving contradictions. It is part and parcel of every activity but it is not the outcome of the activity.
- The management of H&S is both idealistic and pragmatic. It sets the highest standards and when these are achieved, raises them.
- Our management of H&S at Trinity Fields requires everyone to use their imagination to think for themselves and when necessary take action without waiting to be told.
- Our aims and objectives are realistic and our standards are always attainable, we also acknowledge the existence of failure or shortcomings.
- A successful H&S policy is not a one off event or an all encompassing policy document, but part of an ongoing process of continuous improvement, refinement, adaptation and increasing knowledge.

Aims

The key aims of this H&S policy are to:

- Ensure the care, safety and well being of our pupils at all times.
- Provide and maintain safe and healthy working conditions for everyone at the school taking account of any statutory requirements.
- Provide and maintain school accommodation, equipment and systems of work that are without risk, or minimise the risk to health.

- Provide training and instruction to enable employees to perform their work safely and efficiently.
- Make available safety equipment and protective clothing as necessary for the job task.
- Consult with any safety representatives in order to help them in carrying out their functions.

In order to achieve the policy's aims employees have a duty to co-operate by adhering to the procedures and observing any supplementary workplace rules.

The role of the governing body

In the discharge of its duty the governing body, in consultation with the school leadership team (SLT) will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other H&S legislation and code of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992.
- Ensure that there is an effective and enforceable policy for the provision of H&S throughout the school.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Identify and evaluate all risks relating to: accidents or health issues and school sponsored activities (including pupils on work experience).
- Identify and evaluate appropriate means of minimising risk to staff, pupils and others.
- Create and monitor the management structure of H&S.

In particular the governing body will provide:

- A safe place for staff and pupils to work.
- Equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory.
- Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. A record of attendees at in-house or external courses is kept by the manager of training and development.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- Adequate welfare facilities.

The governors' H&S Sub-Committee provides a forum where H&S issues are discussed and has extensive remit to include management and personnel issues related to H&S and all issues related to the school site building. This sub-committee meets termly and reports back to full governing body meetings.

The H&S Sub-Committee consists of:

- Headteacher
- School H&S Officer
- H&S SLA Officer, where appropriate
- Site premises staff
- Manual handling co-ordinator (when necessary)
- At least 2 members of the governing body, 1 of whom will take the role of chair.

The duties of the headteacher

As well as the general duties which all members of staff have, the Headteacher has responsibility for the day to day maintenance and development of safe working practices and conditions for all school based staff, pupils, visitors and any other person(s) using the premises or engaged in activities sponsored by the school. The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will:

- Be aware of the basic requirements of the Health and Safety at Work, etc Act 1974 and any other H&S legislation and codes of practices relevant to the work of the school.
- Ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- Ensure safe working conditions for the health, safety and welfare of the staff, pupils and others using the school premises and facilities.
- Ensure safe working practices and procedures throughout the school.
- Consult with members of staff, including safety representatives on H&S issues.
- Arrange risk assessment to allow for the prompt identification of potential hazards.
- Carry out periodic reviews of safety audits and the findings of risk assessment.
- Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction on health and safety matters.
- Encourage staff, pupils and others to promote H&S.
- Ensure that any defects on the premises, its plant, equipment or facilities which relate to, or may affect the H&S of pupils, staff and others are made safe without delay.
- Encourage all staff to suggest ways and means of reducing risks
- Collate accident and incident information and, when necessary carry out accident and incident investigations.
- Monitor the standard of H&S throughout the school, including all school based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the H&S of others.
- Monitor first aid and welfare provision.
- Monitor the management structure, along with the governors.

School healthy and safety officer

The H&S Officer has been assigned and delegated responsibility for ensuring that H&S considerations are always given priority in planning the day to day supervision of activities.

The H&S Officer's duties include:

- An annual inspection of the work areas with the governor representatives on the H&S Sub-Committee to ensure that safety standards are being maintained.
- Assist in the development of additional safety guidance in order to reduce risk.
- Inform staff of safety rules and their legal duties.
- Inform the training co-ordinator and the Headteacher of any training needs identified
- Report potential hazards to the Headteacher
- Assist in the induction of new or temporary staff in the school H&S procedures
- Investigate all accidents and 'near miss' situations
- Complete relevant risk assessments with relevant staff members
- Oversee and ensure lifting and handling assessments are carried out and review regularly.

The Health and Safety Officer is **Tracey McGuirk**.

Manual handling co-ordinator

Due to the complex needs of the pupils attending Trinity Fields, a manual handling co-ordinator manages the significant H&S issues associated with these pupils across the school. There is also a team of staff trained as key workers who support the co-ordinator in the role of mentoring staff and ensuring safe practice of manual handling.

We use the **All Wales Manual Handling Passport** in training staff in the practice of safe manual handling practices. In compliance with the Manual Handling Operations Regulations we are required to carry out an assessment of handling activities and advise colleagues of any risks. Every effort will be made to minimise risks. All staff will be trained via the All Wales Moving and Handling passport system.

The team of key workers deliver 'on the job' training in the manual handling passport aspects that are required specifically with pupils in relation to their Manual Handling Risk Assessments. Manual handling of pupils within Trinity Fields is co-ordinated by the manual handling co-ordinator who is responsible for carrying out risk assessments for individual children who need to be lifted or hoisted within school.

The duties of the manual handling co-ordinator, in conjunction with the key workers are to:

- Complete initial assessments for all pupils who require moving and handling to work, in conjunction with therapy services
- Ensure on an individual moving and handling risk assessment is complete for each child who attends Trinity Fields, including new and temporary pupils.
- Review, regularly individual moving and handling risk assessment
- Audit and maintain the resources for moving and handling within school e.g. slings, hoist requirements.
- Discuss with class staff and provide training for any staff on moving and handling of pupils.
- Support all staff in safe practice of manual handling and to act as 'on the job' coaches to ensure skills are kept up to date.
- Identify training requirements and help co-ordinate the training of all staff in manual handling.

The manual handling coordinator is **Geraldine Smallman**.

All staff

The safety and wellbeing of pupils during all school activities is the responsibility of **all** staff. All staff are expected and have a duty to:

- Exercise effective supervision of pupils.
- Ensure that they have addressed any potential emergencies with pupils.
- Set an example by using safe working methods and abiding by safety rules.
- Ensure that where personal protection is required for themselves or for pupils or voluntary helpers/student helpers, that it is worn, kept in good condition and replaced as necessary.
- Make recommendations to school's H&S Officer for improvements where problems or risks are identified.
- Work safely and efficiently.
- Report incidents or hazards that may lead to injury to the school's H&S Officer.
- Complete relevant documentation for reporting incidents, accidents or near misses.

- Observe workplace rules and comply with legislation.
- Not misuse equipment or endanger themselves or others by their actions. Inspecting and checking work areas for which they are responsible, ensuring that safety standards are being maintained.
- Monitor compliance with safety rules and safe systems of work including safe lifting procedures.
- Develop and enforcing any additional safety rules or guidance in order to reduce risk. Current guidelines are attached to this policy document.
- Report any potential hazards, accidents or near miss situations to the school's H&S Officer.
- Implement and maintain the H&S policy including advice on storage of hazardous substances.
- Complete risk assessment on the work areas for which they are responsible.
- Complete risk assessments prior to taking any group of pupils off-site.

Contractors and others (including those who hire the school building)

When the premises are used for purposes not under the direction of the Headteacher then the person in charge of those activities will have responsibility for safe practices whilst on the school premises. Site premises staff will seek to ensure that contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors who work on the school premises are required to ensure safe working practices by their own employees.

Guidelines for use in the hydrotherapy pool area are issued to outside agencies using the pool. These can be obtained from School Business Manager, **Deb Keenor**.

Maintenance monitoring

Weekly site checks are carried out by the site premises staff and any areas of concern reported to a senior member of staff. Half termly site management meetings are scheduled in with senior staff, School Business Manager and site premises staff to ensure that any work required is identified and prioritised. A calendar for additional maintenance monitoring is kept in the Building and Premises Handbook which is kept in the site premises staff room. This folder also contains up to date certificates for any work carried out such as Pat testing etc. Site premises staff are responsible for ensuring any H&S issues identified are dealt with in a timely manner and/or support the H&S Officer in seeking advice where an internal solution cannot be found.

Safety arrangements

Fire safety

The school operates phased evacuation procedures. These procedures are practiced regularly by staff and pupils. Fire information and evacuation reminders are also displayed in classes and other rooms throughout the school. Fire exit signs are clearly displayed and procedures for responding to the fire alarm appear in the 'Fire Action' notice.

Site premises staff, in conjunction with the H&S Officer is responsible for fire related matters which includes:

- Organising at least 1 fire drill per term.
- Reviewing fire procedures as necessary and checking continued suitability of the pre-determined assembly points.
- Checking that fire notices are displayed in prominent positions throughout the building.
- Carrying out monthly checks on fire alarms and exits ensuring that they open easily and are free of obstructions.

- Checking that free exits open easily and are free of obstructions.
- Training newly appointed staff in emergency procedures.
- Ensure annual testing of system and maintenance of fire fighting appliances is completed.
- Maintain records of all tests, inspection checks and evacuations carried out.
- Co-ordinate and monitor fire arrangements for all staff.
- Review and update (where necessary) fire risk assessment or other relevant and appropriate documentation annually.

Accident reporting/serious incident reporting

All staff are requested to ensure:

- All accidents and incidences are reported immediately to the Deputy Headteacher (H&S Officer.), or another senior member of staff.
- An employee accident report is completed and handed to the Deputy Headteacher. When the accident report has been signed, the original is sent to the County's H&S Officer, a copy is also kept by the School Business Manager. The office manages this process. Staff will need to ensure that forms given in are completed accurately and with the all relevant information as soon as possible after the incident.
- An entry is made in the workplace accident book. Staff must clearly state on self certification sickness forms whether or not a subsequent absence is due to an injury/illness as a result of a work activity. The School Business Manager will report major injury accidents and over 3 day absences to the County's H&S Officer.
- Full details of all accident reporting procedures are contained in the Caerphilly County Borough Council H&S Manual. Further information regarding SERIOUS INCIDENT REPORTING is contained in the school's Behaviour Policy.

First aid

Designated First Aiders are responsible for the administration of first aid and recording treatment given.

First Aid boxes are located in every classroom. There are qualified First Aiders in each phase of the school. The H&S Officer keeps a list of qualified First Aiders. The First Aiders are responsible for re-stocking contents of First Aid boxes as advised by staff.

When pupils are taken out on visits and trips, the member of staff accompanying the pupils must ensure that a fully stocked First Aid kit is taken with them, and that they are aware of any health problems of pupils in their care. This will involve, in some cases, the need to carry epilepsy medication. Only staff that have relevant, up-to-date training in the administration of epilepsy will be involved in this procedure.

Any medication or medical needs will also be highlighted on the visits Risk Assessment form.

Any pupil requiring emergency treatment for seizures or any other medication it is recorded in the Health Care Plan/Epilepsy Care Plan. The community nursing team is responsible for ensuring these are kept up to date and that class staff are informed of any changes in the Health Care Plan. In generally school staff do not administer medicine in school day; this duty is the responsibly of the nursing team.

More information on administering medication in school can be found in the Aneurin Bevan Health Board Policies.

COSHH

The Control of Substances Hazardous to Health Regulations can affect every employee. Hazardous substances should only be purchased and used if there is no safer alternative. It is the responsibility of the site premises staff to maintain updated assessment records and to ensure that staff have received training and instructions in the use, hazards and safety procedures to observe. Where protective clothing is provided, it is the responsibility of employees to look after items and to report any defects to the site premises staff or H&S Officer. Cleaning products used by cleaning staff are the responsibility of the cleaning manager in terms of COSHH regulations.

Staff will be informed of:

- The nature of the substances they work with and the risks created by exposure.
- The precautions they should observe.
- Control measures, their purposes and how to use them.
- How to use the personal protective clothing.
- Emergency procedures.
- Copies of all COSHH Risk Assessments are kept by site premises staff.

Portable electrical appliances

Portable electrical equipment including leads and plugs will be inspected by our site premises staff at the start of each term to ensure they are maintained in a safe condition. Such checks must be recorded by them on the monitoring check sheet and equipment register.

Site premises staff will arrange for formal testing (PAT) of all such appliances on an annual basis and ensure records are maintained.

Staff are responsible for carrying out visual checks before using any equipment, for reporting defective items and for ensuring that they are taken out of use until repaired or disposed of. Personal electrical items bought into school must only be used with consent of the H&S Officer and will be subject to inspection and testing.

Use of extension leads and multi-plug adapters is discouraged. Where they are used staff must calculate the total amperage so as not to exceed the maximum power load. Any extension leads used in the building must be used with precaution, particularly when trailing leads are required. Where possible trailing leads should be taped down. Should more plug sockets be required to avoid use of extension leads staff should request this via the School Business Manager.

Playgrounds and play equipment

Site premises staff will carry out termly inspection checks of play surfaces retaining a record in full, and informing the H&S Officer of any hazards or problems. Class based staff will monitor playground equipment and report any concerns to the H&S Officer. Each member of staff using the playground should make a visual check of all playground equipment, and play surfaces before pupils use it.

Pool safety

Site premises staff will carry out testing of the swimming pool water and temperature, Ph and chlorine levels and maintain record of checks. Separate procedures exist for disinfectant and maintenance of the pool. The Pool Operating Procedures contains all the procedures for the general use of the school. See operating guidelines. A copy is kept in the pool, as well as by on school 'o' drive for access by all staff.

See also **POOL OPERATING PROCEDURES HANDBOOK** for further information.

Display screen equipment

Every effort will be made to provide work systems and an environment that will not create health problems. Any computer user who suffers discomfort must report such condition to their line manager. In compliance with the Display Screen Equipment (DSE) Regulations, workstation assessment will be requested by Safety Advisory Service and remedial action taken where risks are identified. Users are required to complete a self-assessment checklist. Members of staff identified as DSE users are entitled, on request to an eye and eyesight test for which the Council must pay. If the test shows that they need glasses for DSE work the Council are only required to pay for the cost of lenses and basic frames which will not exceed £40.00.

Students/volunteers/visitors

Leanne Boardman, Assistant Headteacher is in charge of students and volunteers. She ensures that students and volunteers are aware of the school's H&S procedures, regulations and guidelines, including what to do when the fire alarm sounds. It is the student's/volunteer's responsibility to ensure they make themselves familiar with the nearest fire exits.

In general visitors should not be left unaccompanied. Where visitors are allowed free access to certain parts of the building they should be provided with basic instruction as what to do in an emergency, and asked to sign in on arrival and sign out on departure. All visitors will wear a name badge that is issued by the office staff during signing in. The name badge has the key fire procedures typed on the badge and visitors are asked to read these points before entering the building. Information on this is highlighted on visitor badges that must be worn by them at all times.

Please see **Safeguarding** policy and **Student and Volunteer** policy for further information.

Smoking

Smoking is **NOT** permitted in any part of the school building or grounds. The 'No Smoking' restriction applies at all times including out of school hours (evenings and weekends). It includes: cigarettes, e-cigarettes, vaporisers etc.

This information will be shared with shortlisted candidates for all posts at the school. It should be noted that this policy is not concerned with whether anyone smokes, but with **WHERE** they smoke and the effect that this has on non-smoking colleagues. Visitors and temporary members of staff are expected to abide by the terms of this policy at all times. This will be explained to visitors at the time of their initial visit.

Disposal of waste

All persons who produce waste products must ensure that such materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to H&S, the environment and pollution. Special arrangements exist for the disposal of clinical waste. The clinical waste in school comes within the category of Group E – items used to dispose of urine, faeces and other bodily secretions i.e. incontinence pads, colostomy bags etc. These are disposed of weekly through an external provider.

Training

All staff are responsible for identifying and ensuring that updating their own training including renewal of qualifications is highlighted to the school's lead for continuing professional development. Governors will ensure training opportunities for staff and for allocating finances so as to meet the Headteacher aims of Caerphilly County Borough Council H&S Training Policy.

Risk assessments

The Management of Health and Safety Regulations 1992 requires all employees to assess the risks to which their employees and non employees may be exposed as a result of their undertaking. The school's H&S Officer will undertake risk assessments in conjunction with staff and advise staff of any identified risks and the preventive and protective measures which they should observe. Risk assessment training and updated training is given to all staff on a regular basis.

Risk Assessments for Educational Visits is managed by the EVC: **Leanne Boardman**.

Alcohol and substance misuse

The following list is a guide to what is considered expedient to encourage safety in the school.

- Do not come to school under the influence of alcohol or drugs.
- Do not bring alcohol or non-prescribed drugs onto the school premises.
- Check with your doctor or pharmacist about the side effects of medication.
- Never drive or operate machinery if you are affected by alcohol or drugs.

On recognising or being made aware of the symptoms of alcohol or drugs, the Headteacher will assess the member of staff's ability to carry out their duties and decide whether work activities are likely to put the individual or others at risk and can remove that individual from their duties.

Also refer to substance misuse policy.

Personal safety

General

The safety of all staff is important. Any staff member who feels at risk when working in school must inform the Headteacher. Staff have training on managing challenging behaviours as outlined in the school's Behaviour Policy. Aggressive parents/visitors will not be given access to entering the building until they are calm. Caerphilly County Policy guidelines will be followed in respect of violent behaviour directed towards staff.

Staff should not leave personal possessions unattended unless they are locked away in a secure place. Staff who bring money or other items of value into building do so at their own risk. Visitors and students are encouraged to keep their personal possessions with them at all times.

Late working

Any staff working late in school must be mindful of their personal safety and the safety of others i.e. ensuring all windows and external doors are locked.

External and internal foyer doors should always be closed and access for school employed staff is through personal "fobs" and for supply staff, visitors, contractors etc. via an outside telephone system with camera. Staff must ensure they do not let any visitors into the building both during and after school hours unless they are signed in and have a reason for being in school.

Home visits

Whilst we emphasise the value of home visits, staff can be vulnerable when entering a pupil's home. It is the responsibility of all staff to ascertain as much information as possible regarding the family they are visiting and to follow the following guidelines:

- Log all planned visits in the school diary.
- Let colleagues or a family member know where you are going and what time you are expected back.
- Ensure you are contactable via mobile phone and leave that number with someone who knows where you are going.
- If you have any concerns or are unaware of the family ensure you discuss the proposed home visit with a member of the SLT.
- Avoid visiting alone in the hours of darkness. This can be done by:
 - Visit with another colleague, if necessary.
 - Visit where a colleague waits outside the house.
 - Only enter premises if invited and you feel it is safe to do so.
 - Trust your feelings and if you feel threatened leave immediately.
- Complete a home visit record sheet with details of discussion taken place, a copy should be given to the Headteacher.

See also CCBC's Lone Working policy for further information.

Educational visits- day visits/residential visits

Educational visits play an important part of the learning at Trinity Fields School. All classes will participate in a wide variety of visits. All visits are planned and discuss with a member of the SLT. Risk assessments are completed prior to the trip. Training for staff is given regularly on the protocol for day visits.

A Residential Holidays booklet has been produced to support the teacher in charge of the trip to prepare and plan the visit. This contains all the relevant protocol required by the school and County when planning a residential. The teacher in charge of a residential visit will be experienced in running day trips and will have attended a residential holiday prior to them leading one. It is at the discretion of the SLT as to the appropriateness of the venue and competence of the teacher in charge to lead such a trip. All risk assessments and holiday planning will be shared with a member of the SLT and a member of the SLT will be the emergency contact available during the trip.

We have adopted the LA's procedures of EVOLVE to risk manage off-site adventurous activities.

Education visits are co-ordinated by **Leanne Boardman**.

Health and hygiene care

The general principles are outlined below:

Changing nappies/sanitary towels/pupils who have wet or soiled

- Staff should wear gloves and disposable plastic aprons which are located in the disabled toilet/changing areas.
- If the pupil needs to lay down to be changed staff should place one piece of large blue roll on the bed under the bottom area prior to lifting/hoisting the child onto the bed.

- Staff should prepare the soapy and moistened wipes prior to lifting/hoisting children onto the bed to avoid leaving them on the bed with the risk of rolling off. Please note pupils requiring a 2 person lift and use bed guards/rails as appropriate.
- Remove nappy/sanitary towel/soiled clothes and place in nappy bin (metal), soiled clothes to be placed in a carrier bag and knotted and put directly into the pupil's bag, alternatively, if they are to be washed at school, place in the red bag for contaminated laundry bag.
- Do not rinse soiled clothes in the pupil's hand basins, use the large square adult sinks and spray the sink with "Everbrite" bacterial cleaner after use.
- Use wipes with soap and water to clean pupils, rinse soap off with moistened wipes.
- Dry thoroughly with dry wipes.
- All wipes to be placed in yellow bags using pedal to raise lid, these are for contaminated waste.
- Lift/hoist/assist pupil back into chair/onto floor.
- Place the laid on piece of blue roll in the yellow bag.
- Remove gloves.
- Strap pupil in wheelchair, if appropriate.
- Spray bed with "Everbrite" bacterial cleaner (kept in each bathroom, see site premises staff when they need refilling) and wipe off with a dry wipe, place this wipe in the yellow bag.
- Wash your hands using soap bacterial wash in the way demonstrated at training, paying particular attention to the skin in between fingers, thumb and rings if you have not removed them as recommended.
- If the pupil has touched their groin area during the change wash their hands with soapy water/wipes or use a wipe with it on and rinse off, dry thoroughly.
- Proceed back to lessons!

Wiping faces and noses e.g. saliva/catarrh/after snack or drinks

- There is no need to wear gloves when we carry out any of these.
- Place the tissues or wipes in the yellow bags for contaminated waste which can be found in each class.
- Use the pedal to raise the lid.
- Wash your hands thoroughly afterwards.

Action in the event of loss of body fluids e.g. bleeding/vomit/urine/faeces

Blood spills

- Put on gloves and use wipes to apply pressure or reduce the spread of blood around the classroom.
- Call the nurse or escort the pupil to the nurses room, as appropriate.
- In normal circumstances use wipes and dispose of them in the yellow bags.
- Several wipes may be needed and the bin may need to be brought to the pupil.
- When the blood flow has eased/stopped clean the child up and remove gloves.
- Wash your hands thoroughly and the pupil's if necessary, hands thoroughly.
- If there is blood spillage on the floor or furniture, keep the other pupils away while it is cleaned up.
- Class staff are expected to clear up using the procedure below.

In the event of a serious injury occurring in class, contact the reception using the internal telephone system and ask for an ambulance to be called. Staff should only take this line of action if they think saving time is so important that calling the nurse first could endanger a life.

Vomit

- A similar procedure to the above should be followed.
- Put on gloves, reassure the pupil, use wipes for the pupil's face and clothes

- Move them away from the contaminated area.
- If they are going to vomit again, those that can should be directed swiftly towards the toilet.
- Class staff are expected to clear up using the procedure below.

Urine and Faeces

- A similar procedure to the above should be followed.
- Put on gloves.
- Use wipes to pick up any obvious lumps of faeces and place in the toilet.
- Contaminated wipes should be placed in the yellow bags, not in the toilets please (they cause a blockage).
- Move any pupils away from the contaminated area, the pupil who needs attention should be discretely taken out to the toilets and procedure (1) followed for **Changing nappies/pupils who have wet or soiled**.
- Class staff are expected to clear up using the procedure below.

Procedure for cleaning contaminated areas

- Collect red mop and bucket, Emergency Powder and red dustpan and brush if the powder is to be used from the Maintenance Office.
- Fill red bucket with hot/cold water (see below).
- In the case of vomit or urine on carpet or upholstered areas sprinkle Emergency Powder over the contaminated area and leave for 30 minutes. Ensure that children are kept away from the contaminated area. If the vomit or urine is on vinyl flooring or an area e.g. doorway that can not be kept clear, proceed as in number (d) below. After 30 minutes put on gloves and use the red dustpan and brush to sweep the contaminated material and Emergency Powder up, then place in yellow bag. Spray dustpan, brush and contaminated site with "Everbrite" bacterial cleaner. Leave to dry. Wash your hands thoroughly. We are investigating the possibility of then sprinkling the site with a hypochlorite base solution but this has not yet been approved by H&S.
- Mop up excess using hot water and mop, in the case of blood spillage use cold water and salt (kept in Maintenance Office).
- Rinse mop and bucket with fresh clean water in Maintenance Office, hang mop up on hook to dry.

This should be adhered to regardless of the room you are in e.g. classroom or dining hall.

Food hygiene procedures

- Many of our pupils salivate excessively and loose food that has been in their mouth during mealtimes and morning snack times. Younger pupils wear washable PVC aprons and the older children wear disposable aprons during lunchtimes.
- These aprons are regarded as contaminated when saliva and food drop on them. Therefore the disposable aprons should be placed in the yellow bags after use and the washable ones placed in the laundry bags for washing.
- The wiping of pupil's faces during and after mealtimes is common place and these wipes should be placed in yellow bags.
- A bowl of hot water is available each day in the dining hall for thorough wiping of pupil's faces.
- Staff must ensure that they only use the wipes once and do not contaminate the water by putting it back in the water.
- Hot soapy water is also available each day in the dining hall for the wiping of tables, trays and chairs as needed.
- School staff should use this and the Jay clothes available as required.
- After mealtimes have finished the kitchen staff will use the "Everbrite" bacterial spray to thoroughly clean the tables.

- The leftover food dustbin must not enter the kitchen after lunch as this is then regarded as contaminated waste. It will be carried out of the building via the Fire Exit next to the Training Base by the kitchen staff.
- Staff should ensure that they wash their hands prior to helping children at lunchtimes.
- For any classes eating in their rooms, classroom staff must ensure that the eating surfaces are sprayed with “Everbrite” prior to mealtime commencing.
- If pupils are sitting around the table, in order to prevent vapour inhalation the spray should be applied to the wipe and not sprayed directly from the bottle.
- This procedure should also be followed prior to any class cookery activities.
- These wipes should then be placed in the yellow bags.

Routine cleaning of surfaces/toys and bedding

Many of our pupils salivate excessively, have perpetually runny noses or cough without placing a hand in front of their mouths. As we are aware, these factors increase the chance of infections being transmitted more than in other environments. We do not wish to limit pupils’ curriculum access and entitlement in any way. However, the following procedures should become routine in all classes to keep the spread of infections to a minimum.

- Frequent use of Everbrite bacterial spray on toys that are placed in mouths or salivated on, staff are to use their discretion as to the frequency of spraying e.g. during circle time games we do not expect bells etc to be sprayed as they are passed from pupil to pupil as this will greatly reduce the teaching point
- The use of wooden toys which are permeable to bacteria is to be kept to a minimum unless no alternative plastic version is available. Staff must be more vigilant about cleaning wooden toys and equipment.
- Pupils lay on the carpet, rugs, soft mattresses and contour beds. The contour beds are now covered in removable vapour permeable sheets which will be washed at the end of each day if they have been used. Vinyl play mats should be sprayed with Everbrite bacterial spray between use by pupils as described above, but at the end of each day as a matter of course. Everbrite sprays are kept in all the classes and specialist rooms. Staff must always spray the White Room mattress areas and soft play areas after use.
- All carpets in the school are vacuum shampooed half termly, the areas where pupils are particularly floor based are cleaned weekly. It is not good practise for children to share pillows or sheets. Those pupils who use pillows throughout the day on a regular basis have their own designated pillow(s) the cover of which is/are washed at the end of each day.

Pupil medication

The school nursing team is responsible for medication in school. The team lead must be informed of any medication brought into school and it must be in the container dispensed by the pharmacy and accompanied by written instructions from the parents.

- All medication must be correctly labelled and stored in either the locked medical cupboard or medical fridge. The keys are kept in the Nurse’s Room.
- Procedures for the administration of emergency medication are kept with the medication and staff must take both and a mobile phone when accompanying a pupil off-site.
- When any medication is administered, two staff must be present and both must sign the pupil’s record sheet to acknowledge that the correct dosage has been given. This applies to regular, occasional and emergency medication.
- All medication being transported to or from school must be clearly labelled. On arrival at school medication should be taken to nurses room immediately. Medication must not be given to pupils to carry neither should it be placed in their school bags.

Staff medication

All staff are strongly advised to inform their line manager and the Headteacher/Deputy Headteacher or school nurse of any medical condition, e.g. allergy, asthma, epilepsy, heart condition or migraine that requires essential medication that needs to be kept on school premises.

- Staff are advised not to bring any non-essential personal medication into school.
- All medication must be kept away from pupils and stored in a locked cupboard in the classroom. A risk assessment may be required to support some staff returning to work after a period of sickness which may now require medication. This will be completed via the return to work procedures and managing attendance procedures for LA.

Emergency planning

Any event or situation which is likely to significantly disrupt the school day and could result in either an early or a delayed departure of pupils, then Emergency Planning at the LA should be informed.

Emergency planning should be placed on stand-by at the start of an incident so that their service can respond more quickly if they are needed later. In the event of an Emergency Planning Officer not being available through the LA switchboard (s)he can be contacted through the Fire and Rescue Service.

Emergency planning can provide help with home/school contacts, transport, food, bedding and counselling should the school require assistance. Those services brought in would remain under the control and direction of the school.

In the event that an emergency is going to continue over more than a couple of hours, it could be helpful to base a senior member of staff at Education Department to act as a direct link between school and the Local Authority.

Sources of bomb threats: there are many groups who are capable of causing disruption and injury through the use, or by threatening the use of explosive devices. Bomb threats may be conveyed in several ways, these being:

- a. **Telephone calls:** bomb warning will often be made by telephone, and could be received by any member of staff. All staff should familiarise themselves with the procedure for dealing with such calls and follow the bomb threat procedure, including completing a checklist for telephone bomb warnings. Staff should note carefully any code-words or details given as accurately as possible by using Bomb Threat checklist.
- b. **By letter:** any member of staff receiving a written bomb warning should initiate the bomb threat procedure.
- c. **In person:** if someone alleges that a device has been placed the member of staff given (or overhearing) the warning should initiate the bomb threat procedure.
- d. **Discovery of a suspect package:** any person discovering a device should initiate the bomb threat procedure; this will initially mean evacuation of the immediate area.

Action required dealing with bomb threats: the action required of anyone learning of or detecting a suspicious object is:

1. Safeguard pupils, staff and visitors threatened/potentially threatened.

2. Inform senior staff of threat.

The emergency actions required of a person discovering a threat are as follows:

- a. Inform the school office. The school office will inform the most senior member of staff on site, the police by dialling 999 and the Emergency Planning Department at Ty Penallta.
- b. If you contact the office by phone remain by the phone and do not allow anyone else to use it. If you contacted the office in person remain in the office. You will be informed as to what action is being taken.
- c. In some circumstances it may be necessary to initiate the Emergency Evacuation Procedures. If the fire bell or klaxon sounds then you should immediately follow the evacuation procedure.

Evacuating the building: in the event of a bomb threat and the decision being made to evacuate the building, the signal will be given by the continuous ringing of the school fire alarm.

On hearing the continuous ringing of the school fire alarm, students, staff and visitors should pick up their possessions that are immediately to hand and proceed in the normal way to the assembly point on the front field for a register check.

Windows should be closed.

In the event of an emergency evacuation taking place an evacuation co-ordinator will be appointed from the senior members of staff present and all operations will be directed through and by the co-ordinator.

The evacuation co-ordinator will usually be the Headteacher / Deputy or other senior member of staff.

Transport arrangements

A one-way system operates at the front of the school and there are two 'drop-off/pick up' zones, one for taxis and one for buses.

The school has a team of bus duty staff who co-ordinate the smooth transition into school of all children. Please see roles and responsibilities of bus duty Staff for additional information.

Transport co-ordinator is Tonia Sparey.

Any concerns with school transport that are identified by bus duty staff are reported to Deputy Headteacher and LA transport officer for school: **Ruth Evans**.

Arrival at school

- Buses/taxis arrive at school between 8.50 am - 9.15 am.
- Bus staff are responsible for meeting pupils from their transport and escorting them to class if necessary or ensuring they enter building before child walks to own class independently if this is appropriate for them to do so.
- Office staff will notify classes of late arrivals so that the pupils can be met at the main entrance.
- When transport into school has been completed a member of staff on bus duty will ensure the school gates are shut and all front doors are also shut.

Leaving school

- All pupils go to the hall for whole school Collective Worship and remain in their seats until they are called for their transport or to meet parents.
- All pupils must be accompanied from the hall to their transport/parents.
- Buses and taxis must only be loaded at the front of the school in the designated zones. Parents come to the main foyer to collect their children and staff will call the child's name.
- If parents collect their children at a time other than at the end of the school day, the Office and the child's name put onto the 'gone home through day' notice which is situated in staff room and taken to home bus duty by co-ordinator for information..

Security

- Overall responsibility for school security on a day-to-day basis rests with the Headteacher and Site officers.
- All staff are aware of access codes but should not share with anyone this code.
- All staff should be vigilant about the perimeter fencing and report any faults immediately.
- All external doors remain closed during the school day and staff have use a code to operate the external and internal entrance doors. This code is not given to students on placement, parents, volunteers or supply staff. It is changed on an annual basis, however should a pupil become aware of the code then it will be changed immediately.
- The main entrance is the designated reception area and all visitors must report to the main office.
- It is the responsibility of **all staff** to question unfamiliar people in the school and its grounds. Identification should be requested and the Headteacher/Deputy or main office informed of the person's presence on the premises.
- All contractors on site and expected visitors should be issued with Official Visitor badge and health and safety information from the Office.
- In the event of an unwanted visitor gaining unauthorised access to any area of the school then staff must use either the internal phone system or the panic buttons to alert the Office.
- Staff are advised not bring valuables or large sums of money onto school premises.
- All personal belongings are an individual responsibility and should be stored in a safe place, preferably a locked cupboard.
- All school monies must be handed to the main office where it will be secured in the safe and banked as soon as possible.

Absconding pupil – see absconding guidelines attached to Behaviour Policy.

- In general NO pupil will be allowed to leave the site without support from staff, unless this is part of an agreed Behaviour plan.
- Office should be informed and an announcement will go out over page 'will(pupils name) go to the Office'. Any available staff will then start a methodical search fro the pupil internally and then externally. External cameras, including gate camera will be checked. On finding pupil staff will again be informed via intercom '.... has returned to the office'.
- Should a pupil leave the building or cannot be found within a few seconds then staff should follow the 'Absconding Guidelines plan'.

Violence at work

Violence is defined in the Caerphilly policy as “any incident in which an employee is abused, threatened, or assaulted by a member of the public in circumstances arising out of the course of his or her employment”.

- Good security at the front of school is essential to prevent unwanted violence to reception staff. The front doors remain closed during the working day and clear notices are displayed to notify all visitors that they must report to reception.
- New visitors are encouraged to make an appointment to see a member of staff, rather than allowed to 'cold-call'.
- Training is provided regularly in behaviour management and safe physical intervention techniques (Team Teach) to enable staff to deal with aggressive and challenging pupils. Physical interventions are recorded in the bound book kept in the Deputy Head's Office. See Behaviour and Restrictive Physical Intervention Policy for further guidance.

Personal protective equipment (PPE)

- **The school provides all staff with disposable aprons and gloves that must be worn at all times when involved in pupils' personal hygiene.**
- Eye protection will be provided where necessary for any curriculum activities that might pose a risk.
- Non-slip overshoes are provided for use on the side of the hydrotherapy pool.

Dress code– further information can be found in staff handbook.

- Staff are advised to wear comfortable clothing that is suitable for the variety of work.
- Low/flat shoes or boots with filled-in toes and heels are the required footwear as directed in training given for Manual Handling and Team Teach.
- Staff are advised that low necklines, strappy tops, bare midriffs and short skirts are not appropriate work wear.
- Long dangly or hoop earrings are a safety hazard and should not be worn.
- Staff should avoid wearing long necklaces, scarves or ties as these can present a choking hazard if pulled by pupils or caught in apparatus. Neck straps for keys and swipe cards must have quick release fastenings and can be sourced in the main office.
- All valuables remain the responsibility of the owner.

Chewing gum

Pupils and staff are strongly discouraged from bringing chewing gum or bubble gum into school. It can present a choking hazard and is an unnecessary nuisance if not disposed of properly.

Resources, curriculum and work equipment

- All hazardous activities must have a risk assessment carried out to reduce potential accidents. Some of these may need to be specific to the area, the pupils involved or the staff working with them.
- All equipment must be safely stored when not in use and away from doors, walkways and fire exits.
- All staff must practice 'good housekeeping' to reduce risks of slips, trips and falls and ensure that recycling bins are emptied weekly to reduce fire hazard risks.
- Many items of equipment are inherently dangerous if used or misused by staff or pupils therefore it is most important that extreme care is taken with such equipment and that all activities are adequately supervised.
- All sharp knives/tools/implements in food technology, science and DT areas must be stored in lockable cupboards.
- No member of staff may leave a teaching/recreational area until he/she is satisfied that all electrical or other equipment has been left in a safe condition.

- No hot drinks should be taken into or made in any of the teaching areas during the school day except for defined areas – the food technology area, the staff room, offices and senior classes.
- If a teacher is concerned that a piece of equipment or apparatus is faulty it should be removed from use if possible and reported to the Head/Deputy/Caretaker.
- If the item cannot be removed and needs to be repaired it should be clearly labelled as out of use, reported as above and recorded in the Safety Log and Repair Book kept in the main office.
- Similarly any deficits to the fabric of the building should also be reported and noted and the area blocked off if it is deemed to be unsafe.
- Electrical points, especially with computer use should not be overloaded.
- All portable electrical appliances undergo regular PAT testing carried out by an appointed technician.
- Equipment must be used for the purpose for which it was designed – ie standing on tables and chairs to facilitate a higher reach is not correct use of furniture. Step-ladders or support from the caretaker should be sought.
- Large pieces of equipment must not be moved by staff single handed, help must always be sought. All staff should abide by regulations for moving and handling inanimate objects.

Curriculum

Science– also see additional safety information with Science Policy.

- Care must be taken when carrying out all investigations and experiments whether they are carried out in classrooms or in the Science room.
- The Science subject leader is responsible for ensuring that there is minimal risk from any materials that might be used.
- No specialist equipment is to be used without authority from the specialist science teacher.
- Safe working practices must be observed at all times. Any item for staff use only must be kept well out of reach of the pupils.

PE– also see additional information in PE policy

- All staff engaged in Physical Education must ensure that they are familiar with the safety requirements applicable to their activities. Guidance is given in the DES booklet ‘Safety in Physical Education’ and also ‘Safe Practice in Physical Education’ from BAALPE. The LA endorses these publications and requires all teachers of Physical Education (PE) to follow the guidance contained therein.
- PE equipment and all outdoor play equipment will be inspected annually by a recognised company but it is the responsibility of school staff to check it on a day-to-day basis.
- Care must be taken when moving apparatus as well as in the physical education activities. Mats and large pieces of equipment must be moved by at least two people and clear instructions must be given to pupils for safe conduct at all times.
- Special attention must be paid to regulations relating to use of the trampoline and any off-site swimming activities.
- Staff and pupils are expected to wear appropriate and suitable footwear and clothing for all PE activities. Staff and pupils may also go barefoot for gymnastics/dance activities; socks are only to be worn without shoes/trainers when using the trampoline.

ICT - see additional information in ICT policy.

- Computers in classrooms should be made as accessible as possible to all pupils in terms of appropriate height workstations and chairs.
- Workstations should be sited as close to the electrical points as possible to prevent unnecessary trailing leads and cables and consideration given to the prevention of glare.

- All computers should be used in rooms with adequate and appropriate heating, lighting and ventilation.
- Health and Safety (Display Screen Equipment) Regulations 1992 will be followed as far as possible for frequent users of ICT especially administrative staff.

D & T

- No persons shall be employed on any of the machinery unless:
 - a) They have been adequately trained to use the machinery and are authorised to operate it.
 - b) Have been instructed on the precautions to observe the correct use of guards and safety devices.
- Protection of the eyes must receive high priority. Suitable goggles or safety glasses will be provided and worn where there is a risk of eye injury.
- Adequate ventilation must be obtained.
- The practical areas should be kept free of clutter, particularly the floor. All materials should be carefully and safely stored so that they do not constitute a hazard.
- Staff exposed to wood dust must be given sufficient instructions in the hazards arising and precautions to observe.
- Equipment must be kept locked away and only issued when staff are fully supervising pupils. See DT Policy for further information.

Policy review

This policy will be reviewed as detailed in the school’s policy review cycle. It may also be necessary to review and amend it sooner to reflect both local and national changes.

Signed		Headteacher
Signed		Chair of Governors

This policy will be reviewed in line with the school’s policy review cycle.

As a Rights Respecting School, we are committed to embedding the principles and values of the United Nation Conventions for the Rights of the Child (UNCRC). This policy enables our pupils to access and enjoy the following articles of the convention.

Article 28: Every child has the right to an education.

Article 29: Education must develop every child’s personality, talents and abilities to the full.

Article 42: Every child has the right to know their rights.