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M Dobie, G Lenton	Business Manager
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Teaching, Learning and Safeguarding & Health, Safety and Premises committee	Liz Hobson
Signature	Date Approved
Liz Hobson	22/11/22
A paper copy of this document is filed in the main office alphabetically under:	An electronic copy of this document can be found at:
01. General	SharePoint> Information Sharing> Policies & Guidance>13. Health & Safety>01. General

This policy has been created using a template (updated July 2021) provided by



and Approved by **forbessolicitors.**

Throughout this document the term 'school' should be taken to refer to our Academy. Similarly, the term 'governing board' and 'governor' mean the accountable body for our Academy and the representatives on that body.

Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

This policy document is a signpost to our arrangements containing key information about who is responsible for certain aspects of Health & safety. It is not designed to replace (or replicate large sections of) policies/procedures/risk assessments/guidelines/forms related to specific areas of Health & Safety. These additional documents are shown on the table in Appendix A.

Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

01. General & Premises

Roles & Responsibilities

The governing board

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

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

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

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

Headteacher

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

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

In the Headteacher's absence, our Business Manager assumes the above day-to-day health and safety responsibilities.

Staff

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

Staff will:

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

Pupils and parents

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

Contractors

Contractors will agree health and safety practices with the Business Manager before starting work. Before work begins the contractor complete an authorisation to work form. For work where our Business Manager considers this necessary, in addition, they will provide evidence that they have completed an adequate risk assessment of all their planned work.

Health and safety lead

The nominated health and safety lead is our School Business Manager.

Health & Safety coordinators

A number of coordinators have been appointed to oversee the development & implementation of policy; as follows:

Area	Co-ordinator's job title	Name
01. General	School Business Manager	Maurice Dobie
02. Accidents	Assistant Headteacher	Mark Oliver
03. COSHH	Business Support Officer	Grant Lenton
04. Risk Assessments	Business Support Officer	Grant Lenton
05. Fire	School Business Manager	Maurice Dobie
06. This folder no-longer exists	See appendix A	
07. Medical	Business Support Officer	Grant Lenton
08. Off-site trips	Assistant Headteacher	Mark Oliver
09. People	School Business Manager	Maurice Dobie
10. Emergency Response Guide	School Business Manager	Maurice Dobie

Security

With support from our Business manager, our Caretaker & Handyman are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Staff who hold keys for the premises and work when these staff are not on-site will assume this responsibility at these times.

Lettings

This Health & Safety policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of this policy, and will be required to comply with it.

Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical equipment

- There is a one minute guide about the use of electrical extension cables
- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the named coordinator or a senior member of staff immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine

- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to our handyman/caretaker

Specialist equipment

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

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

02. Accidents

Accident recording

- Our paper accident books have been replaced by an online cloud-based system run by Positive Behaviour Support Systems (PBS)
- All staff have been trained in the use of this system and there is a PowerPoint user guide on SharePoint within the >02. **Accidents** folder
- An accident report form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- The information collected will be collated and used to help improve our practice/resources
- Accident that relate to a person under the age of 18

Reporting to the Health and Safety Executive

- There is a RIDDOR reporting flowchart and two factsheets available to support with decision-making
- As required by Reportable Injury, Death, Disease or Dangerous Occurrence Regulations (RIDDOR 2013) the coordinator for Accidents will report these to the Health and Safety Executive
- This will be done electronically with a paper copy retained for our records

Access, Retention & Disposal of records

For information on statutory provisions that apply to the retention and deletion of data please refer to the Information & Records Management Society (IRMS) Toolkit for Academies:

<https://irms.org.uk/page/AcademiesToolkit>

Report type	Access	Format	Retention Arrangements	Disposal arrangements
RIDDOR	SMT Business Support	paper	Pupil: held within educational record until DoB +25 years Staff: held within personnel file until termination of employment +6 years Adult (18+) Visitor: filed in our secure data store until date of the incident +3 years Child (<18) Visitor: filed in our secure data store until DoB +25 years	Secure Shred
Accident	SMT	Electronic (PBS cloud)	Child (<18): held on PBS cloud until DoB +25 years Adult (18+): date of incident +3 years	Secure electronic disposal

Notifying parents

Parents of any pupil involved in an accident or incident resulting in injury will be informed by staff as soon as is reasonably practical. Information about how this is done, by whom & when will be included in any accident report. Parents' responses may also be recorded here if relevant.

Reporting to Ofsted and child protection agencies

With support from the coordinator for Accidents:

- The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- The Designated Senior Lead for Child Protection will also notify the child's local child protection agency of any serious accident or injury to, or the death of, a pupil while in the school's care.

03. Control of Substances Hazardous to Health (COSHH)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Our COSHH file held in the main office contains a list of approved chemicals for which we have an appropriate risk assessment & Material Safety Data Sheets (MSDS).

The ordering of chemicals not contained in this list requires the member of staff purchasing the chemical complete a risk assessment & obtain MSDS and get the approval of our coordinator for COSHH before the chemical can be ordered/used.

Where a product has no warning pictogram it may be used and stored in accordance with the instructions on the label.

Where a warning pictogram exists the product must appear on our approved list as described above.

Gas safety

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

Legionella

- The risks from legionella are mitigated by scheduled (daily, weekly, monthly) checks & flushing of the school's water system carried out by our Caretaker
- An annual review of this schedule is conducted by our Business Manager & the findings reflected in a water risk assessment
- This risk assessment will be revisited and amended following any when significant changes have occurred to the water system and/or building footprint

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

04. Risk Assessments

Our whole school risk assessments are organised by:

- Location
- Activity
- Equipment

The risk assessments are based on models provided by North Yorkshire County Council.

All staff are required to read and sign to say that they understand and agree to abide by the control measures therein. They also commit to informing their line-manager should any issues occur that would require additional measures to be employed. Risk assessments are reviewed at least annually.

The risk assessments describe our arrangements for day-to-day safe practice as well as the required periodical equipment checks.

Where appropriate our risk assessment make reference to other supporting materials (such as Safe practice in Physical Education or The Consortium of Local education Authorities for the Provision of Science Services [CLEAPSS]) and require staff to follow these.

Where the behaviour of a pupil is likely to impact on the safety of any location, activity or equipment use an additional behaviour risk assessment/plan will be in place for this pupil.

Where risk assessments relate to:

03. COSHH
05. Fire
06. Academy Site
07. Medical
08. Off-site trips
09. People

or are developed for any other area of H&S, the co-ordinator for 04. Risk assessments will take the lead in ensuring that these risk assessments are:

- Appropriate
- Reviewed annually
- Shared with staff (with a record of this) as required

05. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. These are checked as part of our premises visual inspection which happens three times each year.

We complete an annual fire risk assessment.

Emergency evacuations are practised at least once a term.

Fire alarm testing will take place once per week during term time.

Our fire file (held in the main office) contains detailed arrangements for all arrangements, checks and tests.

07. Medical

We have developed and maintain policies and procedures to support medical needs within school:

- Supporting Pupils with a medical condition (including administration of medication) policy
- First Aid policy
- Medical Emergency procedures
- Intimate Care policy
- Allergens policy

Infection Prevention & Control

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

Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

Personal protective equipment

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

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

Cleaning of the environment

- Clean the environment frequently and thoroughly

Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

Laundry

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

Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

Pupils vulnerable to infection

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

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance,

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

08. Off-site visits

Our arrangements for organising any off-site visit require staff to follow control measures contained within risk assessments that cover:

- Transport (including walking)
- Location
- Activity

Additional visit forms ensure that arrangements are checked and approved by senior staff making sure that each trip has:

- Staffing levels/arrangements are appropriate
- access to a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- one first aider (for any trip involving driving) and in the case of any trip involving pupils from Early Years Foundation Stage; a trained paediatric first aider as required by the EYFS statutory framework for the

09. People

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out.

Lone working

Lone working may include:

- Early/late working
- Home or site visits
- Weekend working
- Site manager duties

- Site cleaning duties
- Working in a single occupancy office

Those engaged in lone-working are required to follow our Lone Working policy and may be required to complete a lone-working risk assessment.

Working at Height

Wherever possible the need to work at height is eliminated. Where it cannot be avoided we will ensure that work is properly planned, supervised and carried out by competent people with the training, skills, knowledge and experience to do the work.

In addition:

- The Caretaker/Handyman retains ladders for working at height
- Pupils are prohibited from using ladders
- Trained staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, trained staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by fully trained persons & following a specific working at heights risk assessment

Manual Handling

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

Our whole-school risk assessments process should help to identify manual handling tasks that require a specific risk assessment to be completed.

The school will ensure that staff are trained for the manual handling tasks they are likely to encounter in their normal working.

Where such manual handling relates to the Restrictive Physical Intervention of pupils, training to ensure the safety of both pupils and staff will be delivered by Non-Abusive Psychological & Physical Intervention (NAPPI – UK).

Violence

As a special school we accept that the behaviour of some pupils is unpredictable and/or violent at times. The majority of staff are trained in Non-Abusive Psychological & Physical Intervention (NAPPI - UK) to protect themselves and others. However, we will not tolerate violent or threatening behaviour towards our staff from visitors, the public, parents or other staff.

All staff will report any such incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately.

Smoking

Smoking (including the use of e-cigarettes or other similar products) is not permitted anywhere on the school premises.

New & Expectant Mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

Occupational Stress

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

We have developed a Mental Health & Wellbeing Policy to support our efforts to help both staff and pupils

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

10. Emergency Response Guide

The Academy Emergency Response Guide is reviewed at least annually & updated, as required, to reflect changes in practice/staffing guidance and advice from other organisations. The guide is
Copies of the guide are kept in the main office; with key sections held by senior staff.

Some sections of the guide are shared with all staff and discussed &/or practised (as a drill or a “table top” exercise).

Training & Information Sharing

Our **induction** process includes important aspects of Health & Safety training including the reading of the whole-school risk assessments relevant to the job-role.

There is a notice board in the staffroom dedicated to Health & Safety.

There are ongoing **briefings** related to particular aspects of H&S which are organised by coordinators as necessary.

A series of **One Minute Guides** (OMGs) have been created in-house to highlight particular areas of H&S work within school. These are available on SharePoint (with a link shared with staff via email) and on paper on the staffroom H&S notice board. They are regularly reviewed, refreshed and republished.

Specific H&S **training** is arranged during year run in-house or by outside providers depending on the subject, the audience & our own expertise.

Appendix A: Health & Safety file organisation

Current policy, procedure & guidance documents relating to health & safety are all available in paper form in the main school office & electronically at:

SharePoint> Information Sharing> Policies & Guidance>13. Health & Safety>

Folder	Sub-folder	Document
01. General & Premises		01. Health & Safety Policy 02. extension cable One Minute Guide Authorisation to work form Contractor information & site rules Visitor information & site rules Paperwork Review
02. Accidents		01. RIDDOR reporting flowchart 02. RIDDOR in schools factsheet 03. RIDDOR factsheet PBS cloud accident report guide
03. COSHH	01. Chemicals	COSHH risk assessments folder containing risk assessment template and completed assessments 00. COSHH One Minute Guide 00. COSHH policy 00a. appx A approved chemical list 00b. appx B retired chemicals 02. Guidance notes for schools 03. HSE step by step guide to assessment
	02. Asbestos	00. asbestos one minute guide 01. Asbestos policy 02. Asbestos checklist
	03. Legionella	00. Legionella one minute guide 01. Introduction to water system management 02. Roles and responsibilities 03. appx A – ACop L8 04i. Scheme of control 04ii. Flushing and testing map 04iii-v. testing schedule Daily legionella flushing Legionella control in water systems part 2 Water safety checklist HSE
04. Risk Assessments		04. Risk Assessment Policy
	01. whole school risk assessments	00. Risk Assessment introduction 01. classroom 02. playground & field 03. Main hall 04. office 05. store room 11. art-DT-science 12. Physical Education 13. Playtime 14. Mealtimes 15. Gardening 16. Assembly 21. Animals owned by the Academy 22. hand-held electrical appliances 24. scissors,& knives

Folder	Sub-folder	Document
05. Fire		00. Fire Evacuation Procedure 09. Fire Risk Assessment Appx A-G (covid version) Appx H full evacuation drill record sheet Appx I partial fire evacuation drill record sheet Fire marshal (people) check sheet Fire Safety Policy Pupil PEEP template
06. Academy Premises		This folder no-longer exists but appears here to avoid confusion since the remaining folders have not yet been re-numbered. Documents from this folder are now districted between 01. General & Premises and 03. COSHH
07. Medical		01. Supporting pupils with medical conditions (including Administration of Medication) policy 02. First Aid Policy 03. Medical Emergencies Procedure 04. Intimate Care Policy 05. Allergens Policy 05a. SDA –allergens- intolerance 05b. SD1 religious-preference 05c SDP – individual food plan Appx C Parental Consent for the Administration of Medication Appx D Paracetamol consent form Appx E Self-administration permission form Appx F Administration of Paracetamol checks Appx G Administration of Medication form with running totals Appx Gi. Administration of Medication form (transported daily) Appx Gii. Receiving & Returning Rescue medication (daily) Appx H Administration & stock-check of School Paracetamol Appx J First Aid Provision Risk Assessment Appx L First Aid Kit location map Appx M First Aid at Work (your questions answered) HSE 2014 Appx N Guidance on First Aid in schools (DFEE) Appx O Basic Advice on First Aid at work (leaflet) (HSE 2017) [used in first aid kits] Appx P Is my child too ill for school? (parents' leaflet) Appx Q Head injury notification for parents Appx R Head Lice information for parents Appx S recommended absence period for preventing the spread of infection (UK Health Security Agency)

Folder	Sub-folder	Document
08. Off-site Trips		00. LOCAL-REGULAR Off Site Checklist 00. LONGER – ONE-OFF Off site flow chart 01. OFF-SITE TRIP FORM 02. MINIBUS seating plan 03. Group Leader cards 04. public concern 05. validation for voluntary vehicle use 10. Educational Visits Policy 11. Minibus & car policy 20. NYCC Handbook for Educational Visits 21. Group safety at water margins 22. Guidance for the safe use of minibuses 23. DFEE H&S of pupils on educational visits 24. HSE school trip myths 25. Group Leader training 30. EVC monitoring off-site checklist
	RISK ASSESSMENTS	01. Generic Outdoor 02. Generic indoor 11. minibus 12. walking 13. private vehicle 14. coach 15. public bus 20. walking 21. playground 22. coastal 23. biking 24. fieldwork 25. farm visit 26. canoeing 27. horse riding 28. BBQ 29. orienteering
09. People		01. Display Screen equipment (including laptops & tablets) & eye care policy 03. DSE risk assessment 04. Lone worker policy 05. lone worker risk assessment 06. manual handling policy 07. working at heights policy 08. working at heights risk assessment 10. smoke free workplace policy 11a. Restrictive Physical Intervention policy 11b. RPI appx 1 12. Substance misuse policy 13. Workers under 18 risk assessment

Folder	Sub-folder	Document
10. Emergency Response Guide		<ul style="list-style-type: none"> 1i. Academy Emergency Management Team (EMT) Personnel 1ii. Emergency in the Academy – activation & 1iii. roles & Responsibilities 1iv. Emergencies off site – activation & Roles & Responsibilities 1v. Stand-down and recovery (internal & off site) 2.01 Asbestos 2.02. Bereavement 2.03 Bomb threats and suspect packages 2.04 Extreme Winter weather <ul style="list-style-type: none"> 2.02a. manual handling risk assessment 2.02b. snow & ice risk assessment 2.02c. external gritting plan 2.05. Handling the media 2.06. Lockdown, Invacuation/Evacuation, RUN, HIDE, TELL 2.07. Serious infectious diseases Toxic cloud 2.09. Unavoidable Academy closure 2.10. Missing Child Policy & Procedure 3A. Business Continuity Planning 3B. Emergency contacts list & Communications 3C. Log keeping 3D. Academy Governors 3E. Academy site information 3F. Sources of support 3G. Training and exercising