



Health and Safety Policy

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1. Statement of Intent

Nazene Danielle School of Performing Arts (NDSOPA) treats the health, safety and welfare of our pupils, staff and visitors as our top priority.

We shall endeavour to comply with all applicable health & safety legislation, including the Health & Safety at Work Act (1974) and all regulations made under the act. We have established suitable policies and procedures to ensure compliance and to minimise risk so far as is reasonably practicable.

We shall foster a common sense and proportionate approach to health & safety matters.

The Principal and staff of the School recognise the responsibility placed on them by the Health and Safety Work etc. Act 1974, and the duties required by the Local Authority (LA).

The aim is to ensure that health and safety becomes an integral part of school activities.

The Principal and staff are committed to ensuring a safe and healthy working environment for all students, staff, and visitors including the provision of safe equipment and procedures.

This document details the policy and procedures with which all staff are expected to work and abide by, all staff have access to this document and are encouraged to familiarise themselves with its contents.

This policy shall be reviewed annually, or following a health & safety related incident, feedback from an interested party, or significant changes to the school's premises/activities.

This policy is available to all staff members, parents/carers and interested parties.

Further information is available from the School Administrator, Maria Mortimer.

2. Responsibilities

2.1 Responsibilities of the Proprietors

The proprietors of Nazene Danielle School of Performing Arts (NDSOPA) as the employer, have overall responsibility for the health & safety of their students, employees and all persons affected by the school's operations.

Specifically, the Proprietors are responsible for:

- Ensuring all health and safety procedures are met on a daily basis and all students, staff and visiting bodies are aware of the health and safety policy.
- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.
- Providing appropriate resources within the school's budget to meet statutory requirements and the school's health and safety policies, procedures and standards.
- Seeking specialist advice on health and safety matters which the school may not feel competent to deal with.

At the school, duties and responsibilities have been assigned to staff as laid out below.

2.2 Responsibilities of the Principal

The Principal,, Nazene Langfield, supported by the and the school administrator, Maria Mortimer is responsible for the day-to-day management of health & safety.

Specifically, the Principal is responsible for:

- Ensuring adherence to statutory requirements and school health and safety policies, procedures and standards.
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school.
- Co-operating with the proprietors to enable health and safety policies and procedures to be implemented and complied with.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the proprietors where necessary.
- Communicating the health and safety policy, and other appropriate health and safety information, to all relevant people.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring that the premises and equipment are maintained and in suitable condition.
- Reporting to the landlord any significant hazards which need rectifying.
- Monitoring purchasing and contracting procedures to ensure compliance with school policy.

The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day-to-day responsibilities for health and safety within the school.

2.3 Responsibilities of the Administrator

The Administrator, Maria Mortimer, is responsible for supporting the Principal in the day-to-day administration and implementation of the health and safety policy.

Members of designated staff will be allocated specific health and safety roles to be carried out as part of their job description.

In addition to responsibilities delegated by the Principal, the administrator and other designate staff are specifically responsible for:

- Maintaining, or having access to, up-to-date relevant published health and safety guidance from appropriate sources, and ensuring that all staff are aware of, and make use of, such guidance.
- Ensuring regular health and safety risk assessments are undertaken for the school's activities, and that control measures are implemented.
- Ensuring that appropriate safe working and learning procedures are brought to the attention of all staff.
- Resolving health, safety and welfare problems when members of staff refer to them, and informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carrying out regular inspections of all areas of the school to ensure that equipment and activities are safe, and recording these inspections where required.

- Arranging for the repair, replacement or removal of any item of equipment which has been identified as unsafe.
- Collating and maintaining records related to health, safety and welfare.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensuring that all accidents (including near misses) are promptly reported and investigated using the appropriate forms.

2.4 Responsibilities of Employees

Under the Health and Safety at work Act (1974) all employees have general health and safety responsibilities. Employees must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Apply the school's health and safety policy to their own area of work/teaching practice
- Report all accidents and incidents to the Principal/administrator in line with the reporting procedure.
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment provided in the interests of health, safety and welfare.
- Report all defects in condition of premises or equipment, and any health and safety concerns immediately to the administrator.
- Report immediately to the administrator any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment that they are competent with/ have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons, including PPE in accordance with COVID-19 19 Guidance and Regulations.

3. Arrangements

3.1 Risk Assessments

General Risk Assessments

Nazene Danielle School of Performing Arts (NDSOPA) risk assessments will be coordinated by the Administrator/ designated member of staff following guidance contained in this policy, and are approved by the Principal.

These risk assessments are available for all staff to view and are held in the Administration/School Office.

Risk assessments shall be reviewed every term, or following significant changes to the activity or premises, or following an accident/incident, or following feedback from an interested party. Staff are made aware of any changes to risk assessments relating to their work.

Risk assessments shall take account of the individual needs of all students, staff, parents/carers, visitors and any other persons affected by the School's activities.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupil, are to be held on that individuals file and will be undertaken and approved by the Principal and/or administrator. Such risk assessments will be reviewed on a regular basis by the Principal and/or administrator.

Relevant Staff Members will be informed of the Individuals risk assessment on a confidential basis. It is the responsibility of the staff member to inform the Principal and/or the administrator of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupil's parents/carers to inform the Principal and/or administrator of any medical condition which may require support during school hours.

Curriculum Activity Risk Assessments

Risk assessments for curriculum activities will be carried out by the responsible/designated staff member, referring to the model risk assessments, and the administrator for advice if required.

Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.

3.2 Monitoring and Inspection

A general inspection of the school's premises, equipment and facilities shall be conducted termly by the Principal, administrator or a designated member of staff.

Monitoring inspections shall be communicated to the Administrator/Principal and any inspections reports shall be kept in the Administrator's/School office.

Inspections of technical and key safety related equipment (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors; Grainger Fire and Security, Newton Court, Wavertree technology Park, Liverpool, L13 1EJ.

All inspections and tests shall be recorded in the Fire Log Book situated in Reception.

3.3 Communication and Training

All new employees shall receive training/be briefed in health & safety aspects related to their role as part of their induction, including this documents and other relevant information.

Staff training includes, but is not limited to, emergency procedures, health & hygiene, Covid-19 procedures.

If relevant staff members hold first aid qualifications, they will inform the Administrator of this upon employment.

Any changes to health & safety arrangements shall be briefed to all applicable staff during staff meetings or via email communication.

Health & safety records shall be held in the Administrator's/School office.

The Principal or the Administrator shall ensure refresher training is completed where necessary.

The statutory health & safety poster has been completed and is on display in the Administrators/School Office..

Staff are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Headteacher and Administrator and acted upon if deemed appropriate.

3.4 First Aid

Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) shall be reviewed annually or following a related incident, feedback from interested parties or significant changes to the school's premises/activities.

First Aiders

The Principal, Nazene Langfield and the Administrator, Maria Mortimer, are the designated staff members responsible for administering First Aid. They shall keep their certification up-to-date through regular refresher training.

Other staff members who hold a First Aid Certificated are allowed to administer First Aid, if confirmed by the Headteacher or Administrator.

First Aid Kits

First aid kits is located in the following areas of the school:

- Juice Bar/Kitchen

All first aid kits are clearly identifiable and available to all staff.

First aid kits are replenished regularly. The Pastoral Lead/Administrator are responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered.

Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member.
- If necessary, call 999 - ask for an ambulance and answer all questions calmly.
- Administer first aid as appropriate until help arrives.
- Arrange for a member of staff to contact the pupil's parents/carer and make them aware of the situation.

- If parents/carer cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- A member of staff must accompany the pupil to hospital and stay with them until their parent/carer arrives.
- Complete an Accident Form and hand to the Administrators/School office.

Infectious Diseases

The following arrangements are in place in order to minimise the risk to staff and pupils of infectious diseases:

- A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues, including Covid-19 (see Covid-19 clause subheading). New information shall be disseminated to staff members and parents/carers as necessary.
- If a pupil feels unwell, is sick, has diarrhoea, symptoms of Covid-19 has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated from others and arrangements made for collection by their parent/carer.
 - Emergency contact numbers will be used if the parent/carer cannot be contacted.
 - The pupil and parent's right to confidentiality shall be respected.
 - The pupil shall be treated in a sympathetic, caring and understanding manner.
- Parents/carers shall be kept informed of any infectious diseases occurring at the school.
- We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk, including Covid-19 symptoms/infection.
- We expect, and inform, parents/carers to call or email the administrator that morning if their child is unwell and will not be attending school.
- We expect parents/carers to state the reasons for absence by email to the administrator on the day of absence and upon returning following illness.

Pupil Health Care Plans

- Nazene Danielle School of Performing Arts (NDSOPA) recognises that some pupils may have medical conditions that require support so that they can attend school regularly and take part in school activities.
- Individual Health Plans will be developed for all pupils with medical conditions requiring support during school time.
- Plans are developed with input from the parent/carer.
- Plans are reviewed as necessary by the Principal, office staff or relevant staff member with input from the parent/carer.
- Parents/carers are expected to inform the school of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply the school with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the pupil's medical requirements and administration of any medication.
- Copies of Health Care Plans can be accessed by all staff members in the staff room.

Medication

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written consent from the parent/carer.

Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission via a signed doctor's note.

Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer (e.g. for anaphylaxis, asthma, diabetes, epilepsy).

Medicine consent forms for parental completion will be located in the Administrator's/School Office.

Records shall be kept by the Administrator/School office of all medication administered to pupils.

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils.

Epipens and inhalers are kept in a clearly marked bag, situated in the Administrators office during class hours and under staff charge when child off site on relevant trip.

Anaphylaxis

A list of pupils who may require the use of inhalers and epipens due to susceptibility to anaphylaxis is displayed in the Administrators/School Office, and kept up-to-date by the office staff.

The following procedure regarding anaphylaxis is briefed to all staff members:

- Educate susceptible pupils so that during play times they know what not to eat or touch.
- If a child in the school is allergic to Nuts, a 'No Nuts' rule for all students and staff will be put in place.
- The pupil may be unwell if they exhibit the following symptoms:
 - Strange scratching at neck.
 - Strange unformed sentences.
 - Wheezing / gasping for breath.
 - Tongue may be 'tingling'.
- This indicates their airway may be affected and requires action.
- Send for additional help and call an ambulance, stating anaphylaxis.
- Hold the pupil on your lap.
- Administer adrenaline.
- Call their parent/carer.
- Administer a second dose if needed after 5 minutes.

Diabetes

The individual care plan will be followed, keeping parent/s informed at all times.

All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag located in the Juice Bar/Kitchen during School hours, dependent on the child's/adult's individual care plan.

If the child is offsite this bag **MUST ALWAYS BE WITH THE CHILD, UNDER A MEMBER OF STAFF'S SUPERVISION.**

All contact details and care plan instructions in bags and posted in the school office in case of emergency. i.e. hypo situation.

COVID-19

To ensure the health and wellbeing of pupils and staff members on returning to the dance studio we have adapted our studio in line with Government and Dance Association requirements as follows:

On Entrance and exit to school/classrooms hand sanitiser will be used by all students and staff. Staff will greet by maintaining social distance.

Entering/Exiting the School will be done in a mannerly way. During break times children may play outside but are asked to maintain a manageable distance between each other and not engage in contact such as holding hands, hugging, piggy backing etc and such like actions.

We will aim to keep the classroom windows open during classes to maintain adequate ventilation when necessary, weather and other factors permitting.

Food, Snacks and Drink can be bought at the Juice Bar/Kitchen but children must only go one at a time.

All Students and Staff are encouraged to wash/sanitise their hands before and after eating food.

Hair must be tied up in a pony/bun for safety and hygiene - it has been advised that the virus can live on the hair.

Teachers will maintain social distancing throughout classes and wear a transparent face shield.

If a teacher is required to administer first aid on a student they will do so wearing full PPE.

If a student is showing signs of Coronavirus or is going for a test, the Administrator/Office Staff must be informed. If an individual tests positive for Coronavirus the School must be informed immediately and the various steps will be taken regarding isolation of students, staff and any relevant visitors.

3.5 Accidents

Accident Reporting - Internal

All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported to the Administrator/Office Staff.

An Accident Book containing accident report forms is located in the Administrators office and must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.

The parent/carer of a student involved within an accident will be informed and, dependent on severity of accident, are advised to come to the Administrators office to read over the form and sign to confirm they are aware of the accident that took place and the steps taken.

The Administrator/ office staff shall investigate all accidents, report their findings to the Headteacher and act accordingly to minimise the risk of further occurrences.

Where equipment or systems of work are found to be a causal effect, remedial actions shall be taken immediately.

The Accident Book shall be reviewed annually by the school office and any trends identified reported to the Principal for action.

Completed Accident Books must be kept for a minimum of 3 years.

Accident Reporting – HSE

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Last updated 2013) (RIDDOR), the following must be reported to the HSE in writing by the school office within 10 days of occurring: <http://www.hse.gov.uk/riddor/>

- Deaths (to be reported by telephone without delay).
- Major injuries (see HSE website for definitions - to be reported by telephone without delay).
- Injuries to an employee resulting in them being unable to work for 3 or more consecutive days (including weekends).
- Injuries to pupils, and other non-employees, through activities connected to the school's activities, that lead to a hospital visit.
- Specified occupational diseases (see HSE website for guidance - to be reported by telephone without delay).
- Specified dangerous occurrences (see HSE website for guidance - to be reported by telephone without delay).

Accidents - Pupils

In addition, the following arrangements are in place should a pupil suffer an accident:

- For main school pupils, parents/carers are informed through the dismissal process, by telephone, email or face to face communication. As stated above, depending on severity of accident, are advised to come and read over the accident form.
- For Breakfast Club pupils, the staff member on duty must inform the class teacher about the accident when handover occurs so that the parent/carers can be informed at the end of the day.
- After-School Care pupils, parents/carers are asked to sign the accident book entry, and informed by telephone message or email if not collecting their child.
- Pupils suffering a minor head injury will have parents/carers notified following the appropriate medical steps being taken.
- In the event of a major head injury requiring hospital attention or 'one to one' observation the relevant steps will be taken and parents will be informed immediately.

3.6 Incidents

The School has a relevant risk assessment in place and an emergency plan prepared to cover all foreseeable major incidents which could put at risk the students, staff or visitors at the school.

In the event of a major emergency, the school would normally follow the evacuation procedures detailed in the fire evacuation notices, with the fire assembly point being the Car Park in front of School/Studios.

However in the event of certain circumstances the following considerations must be given.

- a) Gas Explosion
 - If the explosion is on the school site the actual area of the explosion will determine the evacuation sites. In most cases this will be the nearest exit away from the building.

Innovation Park Grass Area to be used as a Secondary Assembly Point, only if the Primary Assembly Point is inaccessible/unsafe due to fall out from the incident.

b) Chemical Spillage

- This would be unlikely to be in the school, but if this is the case the area around the spillage should be evacuated, no attempt to touch or clear the spillage should be attempted as the chemical may be dangerous in terms of gas, fumes, acid or poison. The building may have to be cleared and the fire alarm could be used, provided no person was sent to the area to evacuate. It would be important to consider a means to alert others of the direction of the spillage, provided this did not threaten life. The fire brigade would be summoned to contain and clear.
- If the incident is external, ie Road tanker. The safe evacuation from the site may be necessary where dangerous fumes etc are possible. If an incident happened on/near to our Primary Fire Assembly point (Car Park) then the Secondary Assembly Point (Innovation Park Grass Area) will be used.

c) Terrorist incident

- The nature of the incident would determine the evacuation route.
- In the event of a bomb threat the school would be evacuated to the Primary Fire Evacuation Point. No one would be allowed to enter until the relevant authorities had examined the building and passed it safe for re-occupation.

d) External Disaster

- In the event of the building being damaged or being near a site of a disaster, it is possible that the building would be used for casualty and site control. In either case the building would be evacuated and the children contained in the area. It would be sensible to utilise the nearest safe building/unit on Wavertree Technology Park, and to inform parents to collect their child. Students would be supervised by a staff member at all times.
- In this case it would be important for the administrator/office staff to take emergency contact form/book upon exit of the building, only if it is safe to do so and would not prevent injury or pose a risk to life.

3.7 Fire Safety

See separate Fire Risk Policy and Emergency Evacuation Procedure for details.

Effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that fire extinguishing equipment is readily available and properly maintained/serviced.

Fire, Bomb & Gas Leaks

- All staff must be made aware of what to do in the event of an emergency. Regular Fire/Evacuation Drills will take place at least once a term and recorded formally. The evacuation procedure has been designed to deal with any one of the above threats.
- School must appoint a *Fire Safety Manager (Nazene Langfield)* and *Deputy Fire Safety Manager (Maria Mortimer)* who act as Fire Wardens. They will inspect areas designated to them to ensure the area has been completely evacuated.
- Evaluate the risks arising from the hazards and decide whether existing control measures are adequate or whether more should be done.

- Evacuation points should be as far away from the school building as possible. In case where the Primary Assembly Point is a part of the incident, the Secondary Assembly Point shall be used.
- Escape routes must be kept clear at all times and an effective Alarm system maintained.
- Fire Alarm tests must be done once a week usually on the same day and at the same time, but from different call points. Unlike the Fire Drill staff must be told beforehand that it is simply a test of the system. All tests must be recorded.
- Fire alarms may not be switched off in schools without the written authority of the Head of Buildings and Development Education.
- With regard to the school gas supply check who the supplier is, check that the contractor or kitchen staff have a policy and know what to do in an emergency.
- Emergency telephone numbers for the Gas Company and contractor must be displayed for all staff to see.

3.8 Hazardous Substances

Cleaning Products

The school makes use of household cleaning products for cleaning purposes that could be deemed as potentially hazardous. Such materials are stored in a secure and safe environment and treated according to any instructions for their use and storage. Information regarding this is included on our general Risk Assessment.

- The member of staff responsible for cleaning the school/cleaner of the school should follow the regulations set out for the safe use and storage of cleaning materials used in the job of cleaning the school building.
- A list of chemicals and instructions for first aid in the event of an accident or spillage should be available to the health and safety officers of the school and the council.
- The disposal of any substance will be carried out according to the type of material being removed. If any doubt as to disposal is apparent the relevant authority and/or advisor will be sought for advice. Everyday material of a hazardous nature will be removed by the Headteacher and or Administrator using the appropriate method.
- If potential hazardous substances are to be used for relevant teaching purposes, and are not household cleaning products, a specified Risk Assessment in accordance with/reference to the Control of Substances Hazardous to Health 2002 (COSHH).

Waste Disposal

Clinical waste is potentially very harmful and should be dealt with in a responsible manner. The risk is not only present at the initial stage but continues down the chain of waste disposal. Staff have a duty of care to others affected by this process.

- Advice on the disposal of Sharps and Special collections can be arranged by contacting Leisure and Amenities Department
- A procedure for dealing with clinical waste must be formulated and agreed with staff/teachers who are likely to be carrying these tasks out, possible risks will need to be identified and the procedures adapted accordingly.

Asbestos

- The Principal shall ensure that all staff are aware of the dangers of asbestos.
- For advice and help on asbestos contact Buildings Education department and all contractors shall be referred to the asbestos log book before commencing work.

3.9 Electrical Safety

The following arrangements relating to electrical safety are in place:

- All Staff shall visually check electrical equipment they will be using, including plugs and cables, before use to ensure that it is in safe working order.
- Electrical equipment is sited carefully to avoid trailing leads.
- Pupils are only allowed to use electrical equipment, once given permission by a relevant staff member/teacher, once trained and then with adult supervision.
- Portable electrical equipment is regularly PAT tested by a competent person and records kept in the school office.

The Principal, Administrator or external contractor will ensure that testing, inspection and maintenance of equipment as outlined in the property log book are undertaken as required. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, labelled correctly, locked away and the defect reported to the Principal or Administrator who will arrange for repair or replacement.

The Principal will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines. Training must be provided for staff expected to carry out Electrical Appliance Testing.

3.10 Slips, Trips and Falls

Nazene Danielle School of Performing Arts (NDSOPA) recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:

- Non-slip flooring has been installed in the kitchen and washroom/toilet areas.
- Electrical equipment is sited carefully to avoid trailing leads.
- Corridors and walkways are kept clear of obstructions.
- Floors are thoroughly dried following cleaning and spillages.
- Leaves, ice and snow are removed from outside walkways.

3.11 Manual Handling

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

Please see General Risk Assessment.

3.12 Education Visits

The staff of Nazene Danielle School of Performing Arts (NDSOPA) aim to provide a broad and balanced curriculum and believe that school trips are a beneficial resource for learning and a valued component of the curriculum.

All School trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE's Health & Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.

Planning & Preparation

When planning a school trip, the responsible teacher shall:

- Seek permission from the Principal for the trip, as they have ultimate responsibility for the pupils, irrespective of whether they are present on the trip or not.
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.
- Lead staff member/Administrator to complete an offsite risk assessment form before trips which require a higher level of risk management e.g. Residential trips. Risk Assessment forms must be handed to the Headteacher for approval.
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that a full costing for the trip is conducted and approved by the administrator and principal so as to determine the level of any parental contribution that may be required.
- Ensure that at least 2 weeks before the trip is due to take place a letter/email is sent home to the parents/carers of all pupils attending, containing all relevant details, including venue, subject, justification, times, parental contribution, clothing, equipment and spending money for the pupils. The letter shall include a permission slip for the parents to complete and return, giving their permission for the pupil to attend.
- Ensure that enough adults are attending to help supervise the pupils.
- NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

Transport - External Provider

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through the Administrator/office staff, sufficiently in advance of the trip taking place.

- Transport shall be organised by the Administrator, using a known and approved transport provider.
- Insurance liability certificate and DBS cover letter to be obtained from coach company and officially logged in Administrators office.
- The administrator/office staff shall ensure that there is a seat available for every person going on the trip, and that suitable seat-belts are fitted.
- The administrator/office staff shall ensure that the transport provider is notified of the purpose and details of the trip, and that safeguarding/safety regulations are to be observed at all times.

During the Trip

Whilst undertaking the trip, the responsible teacher/staff member shall:

- Ensure that the safety of the pupils is the first priority.
- Ensure that all adults attending the trip, including parent/carer volunteers, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.
- Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.
- Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.
- Ensure that pupils are wearing school uniform or appropriate clothing and correct footwear, as required for the trip.
- Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.

Regular Trips

School trips that form a regular part of the curriculum shall have Risks assessments reviewed annually by the administrator/office staff, or following significant changes to the details of the trip, an accident/incident or feedback from an interested party.

Parents will be provided with termly and half termly dates for diary updates or will be emailed to keep them informed about activities planned in the local vicinity of the school.

Higher Risk Activities

Trips involving activities deemed as high risk must have the relevant risk assessment produced. Venues providing such activities must hold a license, this license shall be checked, and a copy kept on file, in the administration/ school office, before the trip takes place.

3.13 Insurance

Nazene Danielle School of Performing Arts (NDSOPA) have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are stored in the Administrators office and are available for inspection by all interested parties.

3.14 Security

The School treats the security of our students as a top priority. Security arrangements are monitored and reviewed regularly by the school administrator/office, and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

- CCTV
- Keeping all external classroom doors locked to prevent unwanted visitors and to ensure pupils cannot leave the premises unaccompanied or with an unknown adult.

- Ensuring all visitors and staff sign-in in the visitors book upon arrival, and sign-out when they depart, with the time recorded and witnessed by a staff member.
- Ensuring all visitors show identification upon arrival if unknown to the school.
- Ensuring pupils never open the reception door and staff only admit known/expected persons to the school.
- All classrooms, toilets and changing rooms to be checked upon locking up of the school each evening.
- Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed and their child not collected.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing if another adult will be collecting their child.
- Requiring written permission from parents/carers if child is dismissed to walk home alone.
- Not permitting any child under the age of 14 from collecting a pupil.
- Ensuring that pupils are handed over personally to the collecting adult.
- Maintaining a list of key-holders, held in the school office. Emergency Keyholders details are registered with the local police department (SURPOL) in case of emergency.
- Providing a lockable room, located in the Administrators office for personnel files, etc. to satisfy data protection, confidentiality and fire risk requirements.
- Providing locks on cupboards that contain cleaning products and paint etc. that could potentially be hazardous and pose as a risk.

3.15 Levels of Supervision

The School recognises the importance of maintaining suitable levels of supervision for our pupils.

The following applies to all areas of the School:

- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are present. Daily absence procedures operated by the administrator/ school office.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

3.16 Smoking

At Nazene Danielle School of Performing Arts (NDSOPA) we aim to provide an environment where good health is promoted for all and to raise awareness of the dangers associated with exposure to tobacco smoke.

The School operates a no-smoking policy applying to all staff, students, parents, visitors, and contractors when they are on the school site.

The school site is an entirely smoke free environment and this includes the use of e-cigarettes and other tobacco products.

Smoking is not permitted at any time anywhere in the school grounds including toilets, corridors, office or the car park.

Smoking is not permitted during school events held within or outside normal school hours anywhere in the school grounds or buildings.

Organisations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy.

All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

Staff and the PSHE co-ordinator will ensure smoking related topics are adequately incorporated into class teaching for each Key Stage.

3.17 Workplace Temperature

The School recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.

In accordance with the Education (School Premises) Regulations (1999), the following minimum temperatures will be observed:

- Areas where there is a lower than normal level of physical activity (e.g. office): 21°C
- Areas where there is a normal level of physical activity (e.g. classrooms & canteens): 18°C
- Areas where there is a higher than normal level of physical activity (e.g. gyms & drama workshops): 15°C

NB: All classrooms shall be at least 18°C as children are less able to withstand low temperatures than adults.

3.18 Over-Exposure to the Sun

The School recognises the risk to pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:

- Parents/carers are encouraged to apply sun cream to their child/get the child to apply their own suncream at the beginning of the day during periods of hot weather.
- Pupils may bring to school a named bottle of sunscreen to reapply at midday should they wish.
- Supervising staff are to ensure that during hot weather:
 - Pupils wear sun hats when outside.
 - Pupils are encouraged to drink plenty of water.
 - Pupils are encouraged to sit in shaded areas when outside.

3.19 Cleaning

Nazene Danielle School of Performing Arts (NDSOPA) recognises the importance of maintaining clean and hygienic premises.

The following health & safety arrangements are in place:

- Designated member of staff to clean down the floors, table, mirrors, door handles etc, on exit of a 'bubble' (In accordance with Covid-19 Guidelines).
- Staff required to clean down equipment used after use.
- Surfaces and tables are wiped clean between activities.
- Suitably competent staff have been employed to clean the premises.
- Cleaning staff are provided with suitable protective clothing
- Cleaning staff are provided with suitable hand washing facilities and hand sanitiser at various stations.
- All cleaning products are kept in locked cupboards out of reach of pupils.

- All premises are to be cleaned and tidied before pupils arrive.
- Hygienic and safe cleaning materials are available for use in emergencies.
- Toilets are regularly checked for cleanliness.
- Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.
- The school office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.
- Good health and hygiene practices are actively promoted through class sessions, notices, signs, posters, leaflets and staff meetings.

3.20 Personal Hygiene

Nazene Danielle School of Performing Arts (NDSOPA) recognises the importance of promoting good personal hygiene practices on a daily basis and in all aspects of learning and the school environment. The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils encouraged to wash hands regularly and sanitise, in accordance with Covid-19 Guidelines.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals/Insects.
- Pupils are encouraged to place their hands over their mouths when they cough or sneeze and then wash their hands afterwards
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.

3.21 Kitchen Safety

- The kitchen is out-of-bounds to all students unless agreed by a staff member and that staff member is present when this action takes place.
- The kitchen is cleaned daily
- Non Slip flooring installed in the Kitchen area
- No sharp knives are kept in the kitchen
- Environmental health regulations are to be enforced.
- Care shall be taken when handling heavy and/or hot items.
- Food preparation areas shall be kept clean and hygienic.
- Pupils are encouraged to eat a healthy and well-balanced diet.

3.22 Vehicles on Site

Parents/carers must park safely on the car park and respecting the access requirements of our neighbours. Access for emergency vehicles must be considered when parking.

Staff arriving and leaving the school are to be particularly vigilant for the movement of unexpected children in the car park area.

3.23 Display Screen Equipment

In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, the following arrangements are in place to manage the risk to significant users of display screen equipment:

- A display screen equipment assessment shall be conducted by the administrator/member of school office, and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.
- Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimise risks.

NB: Significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.

NB: The regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.

3.24 Contractors on Site

The administrator/office staff are responsible for ensuring that all contractors engaged to work on school premises are suitably competent to conduct their activities and possess the correct levels of insurance.

All contractors are required to report to reception, sign the visitor's book and be briefed on any health & safety arrangements relating to their work on the premises (including fire procedures and vehicular access).

Contractors will be asked to provide the administrator/office staff with risk assessments and method statements for the work to be undertaken, which shall be agreed with the school before work commences on site.

The administrator/office staff shall liaise with the headteacher and school's proprietors to ensure that all necessary approvals have been received before major building works commence (e.g. planning permission, CDM compliance etc)

All work shall be arranged for suitable times of the day to minimise the risk to staff and pupils.

All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons. Regular contractors, known to the school, who have to attend during school hours will have DBS clearance via the school office.

The administrator/office staff shall monitor areas where contractors work and keep records of all work completed.

3.25 Staff Wellbeing

Nazene Danielle School of Performing Arts (NDSOPA) recognises that the mental and physical well-being of our staff is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the Principal any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

Employees may discuss in confidence with the Principal and administrator any personal health or domestic issue which they feel may impact on their role at the school. Employees must report to the Headteacher or administrator any incidents relating to staff well-being such as violence, intimidation, stress or bullying.

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