

<b>Policy document control box</b>	
Policy title	<b>Health and Safety at Work Policy</b>
Policy owner (including job title)	Cathy Taylor (Executive Headteacher)
Version	1.04
RBNWL approving body	Red Balloon NWL (RBNWL) trustees
Date of meeting when version approved	Jan 2022
Date of next review	Nov 2024

<b>Version</b>	<b>Date</b>	<b>Title</b>	<b>Status</b>	<b>Comment</b>
1.04	20/9/2022	Executive Headteacher	Review	Policy review to reflect the appropriate roles for Executive Headteacher/Centre Headteacher Update responsible person names Update Legionella procedures Add opening/closing procedures

<b>Policy contents:</b>	
<b>Purpose</b>	<b>2</b>
<b>Scope</b>	<b>2</b>
<b>Policy statement</b>	<b>2</b>
<b>Responsibilities</b>	<b>3</b>
<b>Fire procedure</b>	<b>4</b>
<b>What to do if you have an accident at work</b>	<b>5</b>
<b>Health and safety management</b>	<b>5</b>
<b>Loss or damage to personal items at work</b>	<b>5</b>
<b>Eye tests</b>	<b>6</b>

<b>Risk Assessment</b>	<b>6</b>
<b>Specific areas of concern</b>	<b>7</b>
<b>School security</b>	<b>7</b>
<b>Violence to staff</b>	<b>7</b>
<b>Manual handling</b>	<b>7</b>
<b>Slips and trips</b>	<b>7</b>
<b>Management of asbestos</b>	<b>7</b>
<b>Drinking water</b>	<b>8</b>
<b>Hot water</b>	<b>8</b>
<b>Areas for play</b>	<b>8</b>
<b>Management of threat of legionella's disease</b>	<b>8</b>
<b>Regular testing of equipment</b>	<b>9</b>
<b>Emergencies</b>	<b>9</b>
<b>The display screen regulations</b>	<b>9</b>
<b>Stress</b>	<b>10</b>
<b>Electricity</b>	<b>10</b>
<b>Secure storage of materials and equipment</b>	<b>10</b>
<b>Medical exams</b>	<b>10</b>
<b>Manual handling and lifting</b>	<b>11</b>
<b>Safe working practices</b>	<b>11</b>
<b>Records management</b>	<b>12</b>
<b>Related legislation and documents</b>	<b>12</b>
<b>APPENDIX A: Visitor and Door Entry Procedure:</b>	<b>13</b>
<b>Reception of visitors</b>	<b>13</b>
<b>Reception of visiting tradespeople</b>	<b>13</b>
<b>Entry and Exit procedures for Staff</b>	<b>14</b>
<b>Entry and Exit procedures for Students</b>	<b>14</b>
<b>Other policies to be read in conjunction with this one:</b>	<b>14</b>

## **1. Purpose**

- Red Balloon will take all practicable and reasonable steps to ensure that there is a high standard of health and safety at work; however should you have any

suggestions for improving health and safety, please submit these to your line/senior manager.

## **2. Scope**

- This policy applies to all statutory staff members of Red Balloon, contractors and volunteers.

## **3. Policy statement**

- Red Balloon has a commitment to protect its staff members and others.
- All staff have a duty to ensure that they do not compromise the health and safety of others and themselves in the workplace.
- Every individual has a legal responsibility to:
  - Take reasonable care for the health and safety of him/herself and of the other people who may be affected by acts or omissions at work.
  - To cooperate with any legal steps Red Balloon may take to fulfil its obligations under the Health and Safety at Work Act (HASAW).

## **4. Responsibilities**

The chair of trustees and headteacher are jointly responsible for implementing this policy within the centre. In particular they will:

- identify a member of staff who has direct responsibility for the management of health and safety at the centre (Ela Ward);
- Ensure that this member of staff performs regular (monthly, or more frequent if necessary) checks of H&S in the centre and records the result of these checks on the designated document, acting on any defects immediately;
- monitor the effectiveness of the safety policy and the safe working practices described within it and revise and amend it, as necessary, or at least every three years;
- prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills to take place and for the results of these to be recorded;
- ensure that all staff, volunteers and other adults who use the centre are aware of health and safety practices including evacuation procedures;
- make arrangements for the implementation of the accident reporting procedure approved by Ofsted and ensure all staff and volunteers are familiar with and implement the requirements;
- ensure that safety inspections are undertaken at least once per year by a trustee;
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the designated person;
- deal with all aspects of maintenance of the premises and identify and remedy any situation which is unsafe or hazardous.

**Responsibilities of staff towards students and others in their care.**

All staff are responsible for the health and safety arrangements in relation to staff, volunteers and students. In particular, they must monitor their own work activities and take all reasonable steps to:

- exercise effective supervision over all those for whom they are responsible;
- be aware of, and implement, safe working practices and set a good example;
- identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- ensure that all equipment and tools used are appropriate for use and meet accepted safety standards;
- ensure written instructions, warning notices and signs are provided as appropriate;
- evaluate promptly and, where appropriate, take action on, any criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action if deemed to be required;
- provide for adequate instruction, information and training in safe working methods within any learning area for which they are responsible;
- ensure, when transporting students, that all legal requirements are followed including the wearing of seat belts;
- ensure that any perceived issue or problem is discussed promptly with the designated person for health and safety.

### **Responsibilities of employees.**

All employees have a responsibility to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their actions at work;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts... when in doubt they must seek immediate clarification from the headteacher;
- ensure that all tools and equipment are in good condition and report any defects to the headteacher;
- use protective clothing and safety equipment as required and ensure that these are kept in good condition;
- ensure that offices and general accommodation are kept tidy;
- ensure that any accidents, whether or not an injury occurs, and any potential hazards, are reported to the coordinator;
- draw the attention of the designated person for health and safety to any perceived potential hazards or failings in health and safety arrangements;
- ensure that effective risk assessments are carried out for all necessary activities.

### **Responsibilities of students.**

All students are expected, within their expertise and ability, to:

- exercise personal responsibility for their own safety and that of their fellow students;
- observe standards of dress consistent with safety and hygiene;
- observe all the safety rules of the centre and, in particular, the instructions of teaching staff in the event of an emergency;
- use items provided for safety purposes.

## **5. Fire procedure**

- In the unlikely event of fire, it is important to minimise the risk to yourself and others. Staff are required to read, understand and agree to comply with the contents of the Fire Policy.
- You should ensure that you are familiar with the location of the fire exits, fire extinguishers and assembly points. Please familiarise yourself with the evacuation plans posted at each exit.
- Should a fire break out, ensure you observe the notices displayed detailing the fire exits.
- If your work requires you to visit other sites, you should observe the fire precautions for that site and familiarise yourself with the Fire Exits and Assembly Points in existence at the site that you are visiting.
- RBNWL have staff who are trained Fire Marshals. It is their responsibility, with support from SLT, to carry out a full fire evacuation drill at least once a term.

## **6. What to do if you have an accident at work**

- If you have an accident at work, you should report this to the headteacher, however trivial you may think it is.
- Should you be absent from work as a direct result of an accident at work, you must inform your line manager as soon as possible.
- Whilst at work, in the event of an accident, the First Aider should be called to assess and deal with the situation. The law requires Red Balloon to record all accidents. There is an Accident Book kept in the administration office, once this is filled it the page should be removed from the book and given to the Centre Business Manager who will take any appropriate action and then store it in line with GDPR legal requirements.
- Red Balloon may from time to time call upon staff to be trained as First Aiders.
- Please refer to the First Aid Policy for specific details of general first aid practice.

## **7. Health and safety management**

Red Balloon will ensure that there is one or more competent person(s) to assist the organisation in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The responsibilities of the Competent Person are:

- The provision of health and safety advice and the implication of the law.

- The production and maintenance of this policy and associated health and safety procedures, protocols and guidance.
- Assisting in the identification and implementation of health and safety training needs.
- Providing recommendations and reports as and when required.

## **8. Loss or damage to personal items at work**

Red Balloon's insurance policies do not cover the loss of personal possessions while at work. Red Balloon therefore asks you to take care of your personal possessions during office hours, making suitable use of lockable cupboards, pedestals etc. However, if you do suffer loss or damage to your personal possessions, please notify the headteacher immediately.

## **9. Eye tests**

Red Balloon will reimburse the cost of eye tests, up to a maximum of £25.00, annually or more regularly if required by your optician if you use Display Screen Equipment (DSE) regularly as part of your job. You should make an appointment with your local Optician and pay them any fees yourself. You can then reclaim the cost of the eye test afterwards via the expenses procedure.

## **10. Risk Assessment**

The Executive Headteacher will ensure that appropriate and effective risk assessments are carried out for the following areas:

- each room within the centre;
- entry and exit points to and from the centre;
- all activities;
- any work that takes place outside the centre;
- each student that is referred to the centre.

In ensuring appropriate and effective risk management practice is pursued, centres will take heed of the following advice in the DfE's 2013 guidance:

“Sensible management of risk does not mean that a separate written risk assessment is required for every activity.”

RBNWL should always take a common sense and proportionate approach, remembering that risk assessment and risk management are tools to enable children to undertake activities safely, not to prevent activities from taking place.

Sensible risk management cannot remove risk altogether. Good risk management should avoid needless or unhelpful paperwork. Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. Coordinators must ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned.

Where a risk assessment is carried out, the significant findings of the assessment must be recorded.

However, centres need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, such as taking students to a frequently used local venue. Any risks of these routine activities should already have been considered when agreeing the centre's general health and safety policies and procedures. A regular check to make sure the precautions remain appropriate is all that is required.

Risk assessments will:

- be completed for each student during their induction period, and updated as required;
- have been completed for all rooms / teaching areas and 'trips', but will be reviewed annually - should any new accommodation become available, a risk assessment will be completed before it is made available for use;
- be dated and carry clear indication as to who completed the assessment.

The person with ultimate responsibility for ensuring all elements of this policy regarding risk are 'met with' is the Executive Headteacher; however the person actually completing the assessment will vary eg for room usage it will be the most frequent user of that room, for a student it will be the person who will 'keywork' that student and for trips it will be the lead person for the activity.

## **11. Specific areas of concern**

### **School security**

RBNWL has a limited point of access. Measures are taken by staff to ensure that entry through the 'front door' is always monitored by staff and that no unauthorized persons are allowed access to the building.

### **Violence to staff**

Such action will not be tolerated. The organisation has an exclusions policy that details what action will be taken when the rights of any member of the community are transgressed and a Use of Reasonable Force Policy to describe how staff should respond should action be required.

### **Manual handling**

Staff are not expected to lift or handle heavy or bulky items. If it becomes apparent that such action will be required within a person's required activities, then appropriate training will be sought and provided.

## **Slips and trips**

The health and safety representative will ensure that the risk of tripping is kept to an absolute minimum. Risk assessments are carried out for every room and part of the building... such assessments should identify any such risks that exist, assess the likelihood of them occurring and describe action to ameliorate the risk if required.

## **Management of asbestos**

RBNWL's building has undergone building safety inspections prior to purchase by Red Balloon. This has determined that there is no evidence of asbestos present in the building.

## **Drinking water**

Regular checks are made re the quality of drinking water available in centres. The health and safety lead person is responsible for ensuring that taps providing water suitable for drinking are clearly marked, that such 'outlets' are sufficient in number and that they are kept clean.

## **Hot water**

Any taps that are outlets for hot water will be appropriately marked and water will be periodically tested to ensure that the temperature meets 50 degrees C.

## **Areas for play**

RBNWL has a 'back garden' space for leisure use. Such space is very limited. Staff will seek to provide supervised indoor areas that can be used during lunch and other breaks, but will also supervise students who want to use nearby park, or other suitable areas. In such cases appropriate risk assessments will be carried out and supervision made.

## **Management of threat of legionella's disease**

RBNWL pursues strict hygiene arrangements in its kitchens, eating areas and sanitary facilities (any toilets not used regularly will be checked and flushed; water temperature will be checked frequently) .

RBNWL contracts an external agency to carry out a risk assessment every two years.

RBNWL maintains a water hygiene log detailing all checks made and actions taken.

Whilst it is never possible to guarantee that there will be no occurrence of infection, daily practice is strong and reduces the risk to the lowest possible level. Should there be any indication of infection, immediate action will be taken:

- students and staff sent home until the building is deemed (by medical staff) to be free from infection;



- parents/carers and all involved agencies notified immediately;
- health authority notified;
- appropriate de-infection actions pursued as directed by health authority personnel.

The following organisational structure diagram summarises RBNWL arrangements for managing legionella.

The Duty Holder - Cathy Taylor, Executive Headteacher



The Responsible Person - Julie Newell (Churchill Court) Sharon McGregor (Kenton Road)



The Deputy Responsible Person - Cinzia Planiscig (Churchill Court) Ela Ward (Kenton Road)

**The Duty Holder:** - The duty holder must appoint in writing a responsible person to take managerial responsibility for controlling legionella. The Executive Headteacher is ultimately responsible for Health and Safety and the safe operation of the water systems within the premises.

**The Responsible Person** The responsible person shall accept managerial responsibility for the control of legionella bacteria within their premises. They will be responsible for the implementation and management of the Legionella Control Plan and all the procedures for control as set out in this policy.

The Responsible Persons duties include but are not limited to the following:

- Act as a focal point for all Legionellae / Legionellosis related issues within RBNWL.
- Arranging for all premises to be risk assessed by a competent specialist water treatment contractor, no less frequently than biannually, in sufficient detail so as to identify and assess the risk of Legionella.
- Arranging for a competent specialist water treatment contractor to undertake inspection and monitoring regime to meet the requirements of the risk assessment and statutory legislation.
- Providing adequate information to the Building Managers/users/Building Maintenance etc. on any risks and measures necessary to ensure that water systems will be safe and without risks to health.
- Ensuring hot and cold water systems are designed and constructed in compliance with relevant water regulations.
- Develop and implement action plans in relation to identified or potential Legionellae presence.
- Assess Safe Systems of Work / Method Statements and / or Permit to Work systems in relation to any work where there is a risk of Legionellosis.
- Convene meetings of relevant personnel and groups prior to and, where necessary during any work with the potential for a release of Legionellae, to ensure appropriate procedures and safe systems of work are being applied.

- Liaise with other relevant agencies and personnel, including surveyors, analysts, HSENI, EMAS, Occupational Health / Hygiene professionals, project managers, and emergency services, as appropriate.
- Coordinate any significant Legionellae related works including, so far as is reasonably practicable, compliance monitoring.
- Ensure that relevant employees and / or contractors are provided with appropriate information, including the results of site-specific risk assessments as applicable.
- Ensure that, in the event of a serious Legionellosis related incident, the appropriate senior managers and the HSENI are informed as soon as possible.
- Being accountable to the Executive Headteacher for the effective management of Legionellae within RBNWL.
- Appoint and identify any individuals(s) who will be responsible for completing the routine water hygiene tasks and checks on the premises, i.e. weekly flushing tasks
- Regular maintenance of showers and water systems: this may include:
  - a. Flushing / running showers for a set time at the hottest setting at least once a week;
  - b. Flushing / running little used taps, WCs and water sources weekly;
  - c. Instigating suitable closedown and reopening procedures where a facility or part thereof, is to be removed from use for any period of time greater than seven consecutive days.
  - Facilitating Building Maintenance as necessary.
  - Facilitating Maintenance Contractors as necessary.
  - Recording such flushing procedures in log sheets and managing / monitoring maintenance records contained within the log book such as regular maintenance, Chlorination records and remedial works.
  - Reporting any concerns to the Duty Holder, such as inappropriate temperatures, in a timely and appropriate manner.
  - Ensure that they are aware of the work being undertaken by the contractors and maintenance staff, the risks being introduced and how the work may affect the working environment;
  - Report any damage, deterioration or changes in the use of the building, use of the of water systems and / or air conditioning plant within their area of operational responsibility to the Duty Holder.
  - Ensure that they inform the contractors and maintenance staff of all relevant emergency procedures within their department / area as appropriate.
  - Account for contractors and maintenance staff working within their department in the event of an emergency.

**Deputy Responsible Persons** The Deputy Responsible Persons will, in the absence of the Responsible Person, assume the role of 'Acting Responsible Person'. They will also be responsible for assisting in the implementation, management and operation of the Legionella Control Plan and all the procedures for control as set out in this policy and operation manual. They may also be delegated specific responsibilities as directed by the Responsible Person.

**Electronic web based legionella log book** RBNWL will use a Web Based Electronic Logbook System to hold all records pertaining to the control and management of legionella relating to the tasks undertaken by the Responsible Person. It will be the responsibility of the

duty holder to act upon any non conformances reported and to appoint a competent person to undertake all necessary remedial action to mitigate the risk of exposure to legionella bacteria.

### **The Course of Action in the Event of a Legionella Positive Test Result**

- Stop all work in area
- Obtain advice from competent person
- Immediately remove from service building water system in question
- Turn off all aircon & air handling equip capable of spreading aerosols
- Deny access by physical means to outlets on water distribution system
- Post notices instructing staff and others of the restriction & warning of the hazard
- Resample system
- Immediately review control measures & Risk assessment.
- Disinfection required.
- Retain all documentation relevant to work being done
- Start events diary
- Notify the following: The responsible person & Deputy for the building
- Resample system If similar count found then review control measures & risk assessment Complete a list of people in the area who may have been exposed to Legionella Bacteria released from the affected system(s)
- Post notices instructing staff and others of the restriction & warning of the hazard
- Resample system
- Immediately review control measures & Risk assessment.
- Disinfection required.

### **Legionella Operational Procedures**

After any period of closure of buildings for periods longer than 7 days, all water outlets must be run for 30 minutes immediately upon reopening the building. All toilets must be flushed. Infrequently used outlets must be flushed for a period of 30 minutes once per week. The temperature of hot water outlets must be checked weekly and should reach as a minimum, 50 degrees C after 1 minute of running.

### **Regular testing of equipment**

RBNWL is a small building and houses little in the way of large equipment, however, the health and safety officer will ensure that any equipment requiring regular testing will be subject to whatever testing is required to meet guidance or statute. Most obviously all electrical equipment will be tested on an annual basis (PAT testing) and will be marked to indicate that such testing has been carried out. Also a 'periodic test of wiring' will be carried out by a qualified engineer every five years.

As indicated elsewhere in the policy, checks on water supply equipment and any equipment used in the kitchen will be pursued and recorded. Checks on fire safety equipment will be carried out as described in the 'Fire Policy'.

Any boilers or gas appliances will be serviced on an annual basis to ensure safe and efficient service.

## **Emergencies**

Each centre holds and annually updates a business continuity plan (available on request). This provides a risk assessment 'level' for identified emergencies, appropriate action to minimise the risk and action to take should the emergency occur.

## **The display screen regulations**

The Health and Safety (Display Screen Equipment) Regulations 1992 require Red Balloon to minimise any risks associated with DSE use by ensuring that workplaces and jobs are well designed. If you regularly use a DSE/Laptop for a significant part of the working day you may be asked to complete a risk assessment to help Red Balloon identify potential problems. You can also help yourself by adjusting the equipment you have been provided with for example:

- Adjust your chair and DSE to find the most comfortable position. As a guide your forearms should be horizontal and your eyes the same height as the top of the screen
- Make sure you have enough space. A document holder may help
- Avoid glare on your screen by not placing your screen directly facing windows or bright lights. Adjust curtains or blinds to block out unwanted light
- Make sure there is enough space under your desk for your legs to move freely
- Try to avoid pressure on the back of your legs and knees from your chair. Obtain a footrest if necessary.
- Try to keep your wrists straight when keying.
- Position the mouse within easy reach to keep the wrist straight when using. Sit upright and close to the desk so as not to overstretch.
- Support your forearm on the desk, rest your fingers lightly on the buttons and do not press hard.
- Adjust the brightness and controls on your screen and make sure the screen is clean
- Adjust the focus on the screen so it does not flicker or move.
- Take regular breaks and adjust your posture regularly.

## **Stress**

Stress is the adverse reaction people have to excessive pressure. It is not a disease but if the stress goes on for some time it can lead to mental and physical health deterioration. Common symptoms of stress can include headaches, mood swings, poor sleeping habits, irritability, indecisiveness, absenteeism or reduced performance. If you feel that you are experiencing stress at work please contact the headteacher for further advice and support.

## **Electricity**

Electricity can kill – you cannot see it, hear it or smell it so treat it with respect. Always observe the following:

- No person should work on electrical systems unless appointed or appropriately skilled.
- Check for defective cables, plugs or sockets before using equipment. Defective equipment must be taken out of service – do not carry out temporary repairs.

- Do not overload electrical equipment.
- Switch off or disconnect any equipment that sparks or stalls.
- Wherever possible, avoid letting cables trail across floors. Cables can become damaged or create a trip hazard. Keep use of cables to a minimum and use cable mats or tape them to the floor with hazard tape (black/yellow stripe).
- Disconnect equipment when not in use but do not pull the cable to disconnect. Pull at the plug.
- Avoid kinking, twisting, binding or crushing cables.
- Keep all electrical equipment clean and dry.
- Never touch plugs or sockets with wet hands.

### **Secure storage of materials and equipment**

Kitchen knives and sharp kitchen instruments must be stored safely in a locked storage/space unit when not in use. Knives must not be accessible to students unless under supervision from a staff member.

Science materials must be stored safely in a fit for purpose COSHH storage unit. Any chemicals must be stored alongside the relevant COSHH sheet. Access to the cupboard is to be regulated by the science teacher and inventory of all materials must be kept.

## **12. Medical exams**

Red Balloon reserves the right to request you to attend a medical assessment (sometimes called an Occupational Health referral), at Red Balloon's expense in the event of long-term ill health or injury or where issues arise which are considered to be affecting aspects of your work. You may request a copy of the report. Your express authorisation is required before any information may be released about you to Red Balloon. Only information relevant to your ongoing absence/issue will be requested. The report will be kept confidential with restricted access.

## **13. Staff training**

All staff will be required to maintain at the required intervals the following H&S qualifications, and adhere to the information and procedures as instructed within the courses:

- First aid at work
- Manual handling
- Working at Height
- Food Hygiene (level 1)

## **14. Manual handling and lifting**

Incorrect handling of objects is a major cause of injury and can result in muscle strain, muscular-skeletal injuries, and broken or fractured bones. You can prevent pain and injury by following a few simple steps:

- Plan the job. Make sure that your route is clear and that you can rest and unload safely.

- Check the object you are carrying for sharp/uneven edges. Decide how best to hold the object.
- Get a good grip and wear suitable gloves with grip to protect your hands from sharp edges if necessary.
- Wear safety shoes where appropriate.
- Get help if the load is too heavy or awkward for you to lift easily.
- Always lift with your legs NOT your back. Assume a comfortable stance with your feet shoulder width apart and lift smoothly keeping the object close to the body.
- Minimise lifts above the shoulder and below the knee.
- Ensure you have good vision and can see where you are going.
- Don't twist your body. Move your feet to change direction.
- When unloading, bend your knees and keep your back straight.
- Keep fingers and feet clear to avoid crushing incidents when putting objects down.

## **15. Safe working practices**

Always adopt a safe system of work:

- Only use equipment for the purpose for which it was designed or intended.
- Don't use equipment or chemicals unless you have been trained or instructed in how to use them.
- Only use ladders with more than 3 steps if you have been trained to do so and only with the support of another colleague if your feet are going over 1 metre from the floor.
- Always follow manufacturer's or supplier's guidelines.
- Never tamper with equipment, especially if it is not working. Refer or report the defect to the appropriate person.
- Do not rough handle equipment.
- Never block fire exits or stairs.
- Do not use fire extinguishers to prop open doors. Ensure that fire doors are closed.
- Keep your workspace tidy and clear and pick up litter

## **16. Records management**

The Headteacher is responsible for the safekeeping of this policy. This policy will be available for all staff on the staff drive.

## **17. Related legislation and documents**

External Documents

- Health and Safety at Work etc. Act 1974

Internal Documents

- Code of Conduct for all staff

## **APPENDIX A: Visitor and Door Entry Procedure:**

### **1. Reception of visitors**

- 1.1. When a visitor arrives, a member of staff should answer the door. If a student would like to answer the door then they should be supervised by a member of staff
- 1.2. Tutors guide new students in procedures for dealing with visitors and ensure that new students are aware that students are not permitted to answer the door.
- 1.3. Visitors, unless previously known to the staff member answering the door (eg. a parent of an existing student), must show a valid photo ID to a staff member. Examples of suitable ID include, but are not limited to, a photo Driving Licence, passport, or suitable work identification card.
- 1.4. On arrival all visitors must sign in the visitors' book, and wear a yellow lanyard bearing the term "visitor",
- 1.5. An entry should be completed in the visitors' book and visitor made aware of fire safety instructions.
- 1.6. Visitors must be shown the safeguarding notice in the hallway and made aware of our lanyard colour coding system which clearly identifies DSL trained staff as wearing a blue lanyard.
- 1.7. Visitors must be accompanied at all times.

### **2. Reception of visiting tradespeople**

- 2.1. Visiting tradespeople are received into the centre following the above procedure, with the exception that they do not sign into the visitors' book.
- 2.2. Visiting tradespeople sign in using the "Permit to Work" book, which has additional space for them to fill out the scope of work to be completed, as well as their own risk assessment of the work.
- 2.3. The work tradespeople will be doing is announced to students before they begin. The students are made aware of any special arrangements or hazards.
- 2.4. Every effort is made to schedule major building or maintenance tasks involving significant disruption or hazard to be completed outside of normal student hours.

### **3. Entry and Exit procedures for Staff**

- 3.1. Staff enter the building using the door access code, which they will be informed of when they begin working at RBNWL.
- 3.2. Staff must wear a staff lanyard clearly displaying their photo, at all times whilst on the premises, or whilst working with students off the premises.
- 3.3. Staff lanyards are red and bear the term “staff”.
- 3.4. Staff lanyards for members of staff trained to DSL level are blue and bear the term “safeguarding”
- 3.5. Staff must tick into the staff signing in/out book when entering and exiting the building, in order that an accurate record of staff in the building is continuously maintained.

### **4. Entry and Exit procedures for Students**

- 4.1. Students enter the building using the biometric reader, the use of which they will be instructed in when they begin attending RBNWL.
- 4.2. The door will be supervised by the attendance officer before and after school in order to prevent access by unauthorised persons and in order to register the arrival of students.
- 4.3. Students arriving or leaving outside of usual hours must sign in using the student sign in/out book. This should be supervised by the member of staff who answers the door to the student, or any member of staff accompanying students out during the day, eg for a walk.

### **5. Other policies to be read in conjunction with this one:**

- 5.1. RBNWL Safeguarding Policy



## **Appendix B: Legionella Opening and Closing Procedures**