



PROSPECT HOUSE
SCHOOL

HEALTH AND SAFETY POLICY

OCTOBER 2020

HEALTH AND SAFETY POLICY

This policy has been prepared with regard to the non-statutory DfE advice (*Health & safety: Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies* (February 2014) and the Health and Safety at Work etc Act 1974). It also reflects the requirements of the statutory framework for the Early Years Foundation Stage 2017.

PART I

Introductory statement

- 1 The governors of the schools in the ownership of Dukes Education recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practical, the health, safety and welfare of all the schools' employees.
- 2 The governors also recognise that they have certain duties towards the public, pupils and others who use the school premises from time to time.
- 3 The governors accept these duties and responsibilities and will continue to promote standards of health, safety and welfare that comply fully with the terms and requirements of the Act. The governors consider health and safety to be a school responsibility that is at least as important as any other function of any of the schools.
- 4 In particular it is the governors' intention:
 - 4.1 to maintain safe and healthy work places and safe systems and methods of work, to protect staff, pupils and others, including the public in so far as they came into contact with foreseeable hazards;
 - 4.2 to provide and maintain a safe and healthy working environment for the staff and adequate facilities for their welfare;
 - 4.3 to provide all staff with the information, instruction, training and supervision needed to work safely and efficiently;
 - 4.4 to encourage full and effective concentration on safety matters; and
 - 4.5 to monitor and review all measures needed to ensure satisfactory health and safety standards.
- 5 All employees have responsibilities too. Employees must:
 - 5.1 take reasonable care of their own and others' health and safety;
 - 5.2 cooperate with their employers;
 - 5.3 carry out activities in accordance with training, risk assessments (RAs) and instructions; and
 - 5.4 inform the employer of any serious risks.
- 6 Links to other Health & Safety Policies and Risk Assessments



The governors have identified certain areas of risk that, in order to manage and mitigate risk, are addressed by specific policies or risk assessments or both. These policies, which may pertain to health and safety, pupil welfare and/or safeguarding, are reviewed regularly. In addition to risks mentioned elsewhere within this policy, these include:

- 6.1 Security of the schools' sites and alarm systems (see policy no. 950 plus appendices)
 - 6.2 Fire (policy no. 410) plus see the school's risk assessments updated each year
 - 6.3 Educational visits (see policy no. 370) and standard risk assessment template that must be completed for educational visits
 - 6.4 Legionnaires (see policy no. 486) and standing instructions to maintenance teams for regular hot water cleansing
 - 6.5 Working at heights (see policy no. 1230) plus appendices
 - 6.6 Manual handling (see policy no. 605 and appendix)
 - 6.7 Kitchen and Food (see policy no. 552 and appendices)
 - 6.8 Supervision and duties (see policy no. 1105, unique version for each school) MAINT
 - 6.9 Electrical testing and PAT (see policy no. 372)
 - 6.10 Swine flu and meningitis (see policy 1106)
 - 6.11 COVID-19
 - 6.12 First Aid and Administering Medicines (see policy 420).
- 7 An RA might be prepared for an activity and agreed by all to be comprehensive and to list effective strategies for mitigation of risk. However, all such standing RAs will nonetheless benefit from regular revisit and scrutiny. Thus such standing RAs should be dated and revisited on an annual, biennial or three yearly basis. It is the school's ~~group~~ policy that no standing RA should exceed three years without being scrutinised again, revised and updated with the new date of scrutiny and revision shown thereon.
- 8 Any major risk will be considered by the head . Where the head identifies a material risk that merits recognition and management by means of an RA, the head will ensure that a draft of such an RA or policy is prepared promptly for review and implemented with dispatch (noting and ensuring the provision of any relevant training of staff that may be necessary). Guidance on the preparation of RAs or any policy is always available from the head. In addition, staff are referred to the policy on Risk Assessments (no. 900).

PART II - Organisation

The governors

- 9 The governors are ultimately responsible for health and safety within the schools in ownership of Dukes Education. They will be assisted in their duty by the heads and the health and safety (H&S) committee.

H&S Committee

- 10 The membership of the committee includes the head, the deputy head and the head of the Lower School who report to the governors.
- 11 The rôle of the committee is to:
- 11.1 Discuss matters concerning health and safety, together with regulatory changes.
 - 11.2 Monitor the effectiveness of health and safety within the school.
 - 11.3 Review accidents and near misses; discuss and agree preventative measures
 - 11.4 Review and update risk assessments.
 - 11.5 Discuss training requirements.
 - 11.6 Monitor the implementation of professional advice.
 - 11.7 Review the safety policy guidance and update it.
 - 11.8 Assist in the development of safety rules and safe systems of work.
 - 11.9 Monitor communication and publicity relating to health and safety in the workplace.
 - 11.10 Encourage suggestions and reporting of defects by all members of staff, and create opportunities for the relaying of information, i.e, morning briefings.

The head

- 12 The head will be responsible to the governors for health and safety matters concerning all areas of the school and acts as the school's safety coordinator.

General notes

- 13 External consultants are on occasion employed to advise on matters of health and safety within the schools.
- 13.1 Structural surveyors are retained when necessary to give advice on the external fabric of the school.
 - 13.2 Engineers and technicians monitor and service the school's plant, equipment, including boilers and pumps, annually or as otherwise required.

- 13.3 All gym and fitness equipment are serviced annually by the maintenance department.
- 13.4 The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up to date and for any sampling or removal before major works takes place. She is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work. Scancross (Environmental Services) Limited, a specialist firm of asbestos risk surveyors, is also retained as and when necessary.
- 13.5 A qualified planning supervisor is used when appropriate in order to ensure compliance with the Construction (Design and Management) Regulations 2015 (CDM) whenever major work is undertaken.
- 13.6 Under s.2 of the Health Act 2006 and in common with almost all work premises, smoking is not permitted on the school premises nor may anybody smoke within the school grounds. The group also prohibits the use of nicotine vaporising inhalers, commonly known as e-cigarettes or e-pipes.
- 13.7 Specialists in occupational health are consulted in cases of work-related health problems. (A list is maintained by the managing governor.)

The maintenance team

- 14 The maintenance team is responsible to the head for:
 - 14.1 Ensuring that each school's grounds and premises are regularly inspected and that high levels of safety standards are maintained throughout.
 - 14.2 Reporting directly to the head should any hazard be identified.
 - 14.3 Isolating any such hazards, pending interim measures being taken to rectify the situation.
- 15 In the event of major remedial work or a query then the head will consult the governors.
- 16 The maintenance team is responsible for ensuring:
 - 16.1 That equipment and machinery is not left unattended where it could be used by unauthorised persons.
 - 16.2 That repairs or maintenance work on buildings or equipment is completed safely and that the use or access is prevented until work is complete and that all tools and debris are removed.
 - 16.3 That unauthorised persons, particularly pupils, do not have access to work areas where power tools or other potentially dangerous equipment are stored or used.
 - 16.4 That all 'in use' maintenance equipment is safe to use and that any defects are reported promptly.
 - 16.5 That there is safe, correct and authorised use of power tools and sharp instruments and that protective clothing is worn where necessary

- 16.6 All staff have access to an online Maintcall system where any matters of safety may be brought to the immediate attention of the maintenance team. This recording system also allows patterns to be identified.

Cleaning staff

- 17 The cleaning staff are responsible for ensuring that:
- 17.1 Floor areas are clean and not slippery and that wet floor signs are used when necessary.
 - 17.2 All cleaning and hazardous substances are placed in designated locked cupboards.
 - 17.3 All cleaning equipment is properly maintained and safe to use.
 - 17.4 The school is cleaned adequately and hygiene standards are maintained in cloakrooms.
 - 17.5 In time of particular contagion and as directed by the head, the cleaning of hard surfaces etc and other preventative measures to reduce cross-infection are carried out.

All teaching staff

- 18 All teachers have responsibility to the head for their pupils including:
- 18.1 Ensuring safe entry and egress from classrooms
 - 18.2 Ensuring fire precautions and drills are correctly carried out
 - 18.3 Ensuring the supervision of pupils at all times
 - 18.4 Ensuring close supervision of pupils using tools, sharp instruments and hot materials
 - 18.5 Ensuring that strict personal hygiene standards are maintained after using the lavatory and before eating
 - 18.6 Ensuring strict personal hygiene standards are maintained following the handling of animals
 - 18.7 Ensuring that all equipment and materials or ingredients or substances in the science, art, and physical education departments are safe to use and have been properly maintained
 - 18.8 Ensuring that all school rules and regulations are observed for school trips and outings, as detailed in the educational visits

All employees

- 19 All employees, whether members of the academic or the support staff, have a responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions. All members of staff have a duty to comply with the statutory provisions in the Health and Safety at Work etc Act 1974 and whilst this policy will remind individuals of these duties and responsibilities, the head has the right to expect everyone to act as responsibly as required by sections 7 and 8 of the Act and in particular to:

- 19.1 Work safely and efficiently, including in particular:
- making an assessment before lifting any unusual or heavy load and avoiding lifting any load that might pose any risk of causing injury, and
 - avoiding standing on chairs or step ladders to put up display work unless in each case the risk has been considered and assessed as minimal.
 - In case of any doubt, staff should refer to the head.
- 19.2 Use protective equipment provided to meet statutory obligations.
- 19.3 Report promptly any hazards or incidents which have led to, or which may lead to, injury or damage.
- 19.4 Adhere to the school's procedures and policy for ensuring a safe and healthy work place.
- 19.5 Assist in any investigation of an accident or dangerous occurrence or incident.

Part III

Accidents

- 20 It is a legal requirement that some accidents are reportable to the health and safety executive under RIDDOR. Details can be found at <http://www.hse.gov.uk/riddor/index.htm> and the "Injuries in schools" section within <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm> and where necessary the school secretaries will require the teacher to assist with a RIDDOR report to the HSE. This is an automatic requirement where it is necessary **both** to take any pupil for hospital treatment **and** also that treatment is given **and** also that it is the fault of the school. **Otherwise there is no obligation to report.** Thus, if a child were to trip over himself while running about in the park but the supervision was adequate and it was a perfectly normal and safe place for children to be running about, then even if the child were to need hospital treatment the event would not need to be reported via RIDDOR.
- 21 All accidents, whether or not these result in an injury, should be reported to the head or in the absence of the head to the deputy head. Staff involved in or witnessing an accident should write a full report in the school accident book which is kept in the school office.
- 22 In addition to the url links shown above, please also see at Appendix I the helpful guide from the HSE or visit <http://www.hse.gov.uk/pubns/indg453.pdf>.
- 23 If a pupil is injured and if the class teacher is not already aware, he or she should be informed.
- 24 The head, the deputy head or the office, should contact the parents or emergency home contact and inform them that an accident has occurred and, if the child has been taken to hospital, give the name and telephone number of the contact there. If a member of staff is injured, the head should contact the closest relative and follow the same procedure as for the pupil.
- 25 An investigation should be made to establish causes. Careful consideration should be given to remedial measures and where material these should be documented and referred to in the minutes of the next staff meeting.

Procedures for investigating an accident

- 26 The investigation is to be carried out and recorded in the school accident book by the head or, if the head is not present on the premises, by a member of the senior management team.
- 26.1 Avoid careless interviewing techniques when obtaining information from witnesses. Do not ask questions in such a way that the witness is led into saying what the questioner appears to want to hear.
- 26.2 It is usually preferable for the witness to be allowed to tell the whole story without interruption, then guided back to those areas where clarification is needed.
- 26.3 Establish whether witnesses actually saw what happened or if they saw the outcome of the accident and inferred subsequently what had led up to it.
- 26.4 Remember that some witnesses may be unwilling to give accurate information because of fears of being blamed in some way, or by being disloyal to colleagues. (Explain that the reason for the investigation is to try to avoid recurrence.)
- 26.5 Do not jump to conclusions, no matter how obvious they may appear to be.
- 27 Use an aide-mémoire to ensure that all relevant information is collected. Not all the points will be relevant in each case. Useful questions include:
- 27.1 Where did the accident happen?
- 27.2 When did the accident happen?
- 27.3 Who was injured? Nature of and site of injury.
- 27.4 Who else was involved?
- 27.5 Who witnessed the accident?
- 27.6 What was the injured person doing at the time of the accident?
- 27.7 If not usual why was the person doing it? Was the action rare, occasional, habitual?
- 27.8 Were protective measures available and appropriate? Were they used? If not, why?
- 27.9 Was the person adequately trained to do the activity?
- 27.10 Was a defect or design fault in the premises involved? If so, are similar situations to be found elsewhere in the building?
- 28 The amount of time and effort put into an investigation should be proportionate to the potential severity of the consequences of a recurrence, not to the severity of the injury in the case itself. All work-related accidents and illnesses will when appropriate be reported to the head.

First Aid and the appointed first aider (see Appendix 1 note 3 for the designated appointed first aider)



- 29 There are many qualified first aiders in each school as all permanent members of staff obtain an appropriate qualification in first aid within their first year of appointment. The head, secretaries and the PE staff hold the full First Aid at Work qualification. In the EYFS at least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present and on any off site visits.
- 30 The responsibility for first aid supplies is allocated by the head to one member of staff (the appointed first aider). Each appointed first aider will be responsible for maintenance of first aid supplies. First aid boxes are kept in the school office, and in other locations (as set out in Appendix 1 note 4).
- 31 Staff who hold a current first aid certificate are responsible for administering first aid in the school. Minor injuries are dealt with in the school office. The accident book is kept in the office and must be filled after each accident. A slip reporting the details is sent home with each pupil who has had an accident in school. Children with an injury to the head will receive the slip in an envelope clearly marked so that it is immediately apparent to parents. Form teachers are responsible for ensuring these slips are delivered to parents. (See First aid policy)
- 32 Icepacks are kept as shown in note 5 of Appendix 1.
- 33 The head or in her/his absence the deputy will decide if an injury requires hospital treatment and then arrange suitable transport. A member of staff will accompany the child to hospital taking health notes and also a mobile phone.
- 34 The school secretary or head will contact the parent/guardian of the child to inform them that the child has been taken to hospital.
- 35 If any injury is serious, the head will inform the governors and the bursar. The latter will inform the school's insurance company. The procedure for accident investigation, as detailed in the accident section, will be carried out if appropriate.
- 36 It is group policy that all teaching staff should hold either the full four day First Aid in the Workplace qualification or the two day Paediatric First Aid qualification and that whichever of these is held it should be kept current by attending as necessary a refresher course within the required time frame to allow extension of the certification of the employee.
- 37 The currency of first aid qualifications is maintained and monitored by the assistant bursar within the bursary.

Kitchen and catering

- 38 Health and safety aspects of the school's catering are the responsibility of the school's lead chef, who follows the applicable provisions of the Food Standards Agency's Safer food, better business for caterers handbook.
- 39 For the school kitchens, the school's adherence to health and safety in catering and cleaning is subject to regular external inspection by the borough's environmental health officer (EHO) and any recommendations are and will be complied with promptly.
- 40 In addition, occasional private audits are commissioned by the bursary from Ruth Bishop Food Safety. The bursary in conjunction with the school's chef also arrange for:

- 40.1 Training of the kitchen staff to approved national hygiene standards and that these are kept current
- 40.2 Professional advice from a dietician on healthier food, menu planning and special diets as needed.
- 40.3 The deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces and areas etc each term.
- 40.4 Appropriate pest control measures to be in place with a professional pest control firm.
- 41 The school chefs are given detailed information about children and staff with specific allergies or dietary requirements and for such children adapt the daily menu accordingly. Allergen notification at the point of serving is in place.
- 42 Other than the head, deputy head, head of Lower School, maintenance staff or a governor, non-kitchen staff are not ordinarily permitted to enter the kitchen and may only do so with the consent of the school chef.
- 43 The water from all cold taps in the school buildings is suitable for drinking.
- 44 Hot drinks must always be transported in covered mugs.

Birthdays

- 45 Children are discouraged from holding birthday parties during the school week, so they are permitted to bring a cake into school on their birthday which the teacher will share amongst the class. Staff must check if the children in the class have allergies (**especially nuts**). All birthday treats are handed out at the end of the school day. Check also on any children who are not permitted cake of any kind. The school has a strict "**no nuts**" policy.
- 46 Only a member of staff may carry or use a knife to cut the cake. Children may not collect any knife from the kitchen.

Fire precautions

- 47 See the specific and more comprehensive Fire Policy (no. 410) and the relevant school Appendix I to this policy. In brief:
 - 47.1 A specialist risk assessment firm acts as an adviser to the school and visits all the schools' premises every two years. Fire precautions and emergency procedures have been adhered to in accordance with this firm's advice.
 - 47.2 The professional fire risk assessment is updated every year, with a full revision every three years. The assessment is updated more frequently if significant changes are made to the interior of buildings or new buildings are added to the school's estate.
 - 47.3 The alarm system, together with all smoke detectors, is tested four times a year by Lee Security Limited. Emergency lighting is tested termly by the maintenance staff and annually by an electrical contractor.
 - 47.4 Extinguishers are examined annually by a qualified contractor, Chubb Fire and Security Limited.

- 47.5 Fire alarms are tested weekly during term time. Luminaires and smoke systems are tested each term.
 - 47.6 Fire drill regulations are as detailed in the fire policy .
 - 47.7 Evacuation procedures and routes are on display in each room in the school.
 - 47.8 Fire evacuation practices take place twice each term.
- 48 The object of the practice is to give everyone in the school confidence in both the warning systems and the evacuation procedures and to teach staff and pupils the following points:
- 48.1 Action to be taken on discovering a fire;
 - 48.2 Action to be taken on hearing the alarm;
 - 48.3 How to raise the alarm and location of activation points;
 - 48.4 How to call the fire brigade;
 - 48.5 Location and use of fire appliances;
 - 48.6 Appreciation of the need for fire doors and why they should remain shut;
 - 48.7 Knowledge of escape routes;
 - 48.8 How to evacuate the building quickly and quietly;
 - 48.9 Location of, and procedure for reporting to, the outside assembly point.
- 49 The following points are also relevant:
- 49.1 Fire instructions are to be clearly displayed at suitable points and adjacent to fire fighting equipment throughout the school buildings.
 - 49.2 A fire prevention log is to be maintained by the head, containing the following information: periodic fire practice dates; time taken to evacuate; comments on effectiveness.
 - 49.3 The head will log the information regarding: 'In-House' fire precaution briefings and staff training; the periodic fire alarm tests; maintenance records of the fire fighting equipment; emergency lighting.
 - 49.4 Means of escape: all staff are responsible for ensuring that all fire exits, stairways, corridors and means of access and egress are to be maintained in good condition and clear of obstructions. If this cannot be done, the area should be closed to traffic, with notices and barricades erected.
 - 49.5 Fire and means of escape are to be a standing item for each meeting of the school's H&S Committee.

Maintenance of premises and equipment

Electrical equipment

- 50 The school has current electrical test certificates for all its buildings. It uses a NICEIC qualified electrician to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- 51 All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305.
- 52 All portable electrical equipment is to be examined regularly by the IT team and external electrical contractors to ensure that all cables and plugs are in good condition. Any appliance not in good order is to be removed from use immediately until repaired. No personal electrical equipment is to be used in school without authorisation by the head.
- 53 The IT team will check plugs, cables, and starters, and the maintenance team is responsible for changing and replacing light bulbs.
- 54 There is no legal requirement for PAT testing on the equipment in use at the school. However, comprehensive PAT testing on those items where a visual inspection is deemed insufficient is carried out every fifth year by the maintenance team. In addition, all circuits in the schools are protected by residual current detectors (RCDs) which are tested by a qualified electrician each year in August. RCD test triggers are tested every half term by the maintenance team.
- 55 Electrical tasks that require specialist expertise will be carried out by the retained school electrician. Staff are always responsible for reporting directly to the head if they should observe anything they consider to be a hazard, electrical or otherwise.

Boilers and pressure vessels

- 56 Gas fired boilers are examined and serviced annually by an authorised gas contractor. Any other work on gas boilers and appliances is also carried out by registered 'gas safe' engineers.

Members of the public

- 57 Due care is to be taken of all visitors to the school. In particular no-one should be allowed into the building unless authorised. The front door should always be answered by the office staff. All visitors should be acquainted with the school rules in the event of a fire.
- 58 All visitors should sign the visitors' book and note their time of entry. A visitor's badge should be issued. On departure, visitors must sign the visitors' book and note their time of departure.
- 59 On arriving in school, all staff must sign themselves in on the staff list by the front door, including if coming into the school building at weekends. On leaving the building staff must sign themselves out. Any staff leaving the premises during the day must note the times of arrival and departure on the staff list. At weekends or out of hours, in the event of any mishap this staff list of those signed in as working in the building must be checked.

Physical education and sport

- 60 A qualified member of staff should be on hand during any physical education or sport activity. Close supervision is to be given when potentially dangerous or hazardous equipment, such as vaults, horses, etc are in use. Faulty equipment is not to be used under any circumstances.

Hazardous substances

- 61 It is not anticipated that staff will be using hazardous substances with children in the school. If, exceptionally, a teacher does wish to use a hazardous substance in an experiment, then he/she should discuss details with the head and seek approval in advance. It will be necessary in such circumstances to complete a risk assessment and for this to be approved by the head.
- 62 The cleaning staff are responsible for ensuring that all hazardous substances used for cleaning or any other purpose are locked away and remain locked away from children's access at all times.

Diseases associated with animals

- 63 Other than with the consent of the head, pets are not routinely kept at the school, but occasionally a child asks to bring in his or her pet for the day. On occasion, eggs are incubated to hatch in school or reptiles such as tortoises kept. There is a high responsibility connected with the keeping of pets, both for their well-being and safety and for the safety of and hygiene of the pupils. Diseases associated with some animals are included in Appendix II. Staff should refer to 'Be Safe' ASE Publications for a list of animals that the managing governor may permit in the school.

Infectious diseases

- 64 Details of some common infectious diseases, requirement for notification, minimum period of exclusion and necessary action are included in Appendix III.
- 65 When head lice are discovered, the case should be reported to the school office. Children found to have head lice or worms may be sent home and should not return until the infestation has been treated and eradicated.

Illness

- 66 If a pupil reports to a member of staff he/she is feeling unwell, that person should consult with the pupil's class teacher and the school secretaries to consider whether or not the child's parent should be contacted. Except in an emergency, no child should be sent home before the head has agreed that this is necessary.
- 67 The school secretaries are responsible for ensuring that the school has an emergency number for each pupil in the school.
- 68 If the parents cannot be contacted, the class teacher and the school secretary should agree on whether it is more appropriate for the pupil to return to class or remain in the office. Sick children are never to be left on their own.
- 69 No medication is to be administered to the child unless it has been handed to the office by the parent with written instructions regarding dosage and the parent has completed and signed an 'administering medicines form'. This excludes inhalers and Epipens, which may be kept in the office or on the child (according to the parents' wishes), providing the appropriate form giving continuous authority has been completed and signed.

Medicines and pupils

- 70 When children are unwell, the best place for them is at home with an adult. A sick child will not be able to cope with school activities and if the illness is infectious there will be a serious risk of other children and staff becoming ill.
- 71 Occasionally, a doctor regards a child fit to return to school provided prescribed medicine is taken. There are also children with long term illness who can only attend school if medication is either given during the school day or is available in an emergency. A small proportion of epilepsy sufferers require drugs at specific times and some asthmatics require medication during an attack. There are legal implications involved when agreeing to administer drugs and therefore the following rules must be observed.
- 71.1 The parent must be responsible for giving written permission by completing an 'administering medicines form' and for providing the medicine in question in a suitable container, clearly labelled with the child's name, directions for administration and for replenishing supplies if necessary.
- 71.2 The medicine must be kept safely in the school office.
- 71.3 Upon administration, the time and dosage should be recorded on the 'administering medicines form'. Unused medicine is to be returned to the parent.
- 71.4 When a child suffers from an allergy or disease such as epilepsy or asthma, it is important that all members of staff who may come in contact with the child are aware of the problems and of any limitations that need to be applied to the child's activities and what to do in an emergency.
- 71.5 All asthma sufferers should be supplied with the appropriate inhaler with their name and dosage clearly marked on the label.
- 71.6 All children in the US are now required to carry a bag containing their medical equipment. The supervision of these at breaktimes is coordinated by the member of staff allocated for duty, whilst the overall coordination of this process managed by a member of the PE staff
- 72 A list of pupils identified also by photograph with specific medical needs should be displayed in the staff room and in the office. Care should be taken to ensure that data is used in an appropriate manner. Staff must ensure that they know the particular needs of their pupils. Any relevant medical information for each pupil can be found in the medical file kept in the school office and is supplied on a medical information list issued to every member of staff.

Outings, trips and out of school activities

Introduction

- 73 School trips and outings are very much a part of the programme of extra-curricular activity offered to pupils and the following rules are not intended to act as a constraint. However, the Lyme Bay disaster in 1993 and the subsequent official report emphasised the need for control with a clear set of rules to govern all school trips and out of school activities. The following rules are intended to cover all visits away from the school during term time and trips during the holidays which are organised and run by members of staff acting on behalf of the school.

- 74 All trips and outings can be categorised as either routine or hazardous and all must be approved in advance. Specific guidance on supervision, welfare, emergencies and awareness of insurance are also included in this document. Staff are expected to be familiar with [Health and safety: Advice on legal duties and powers \(February 2014\)](#)

Routine outings

- 75 Routine trips and visits are generally those visits that can be undertaken in the course of a day, such as:
- 75.1 Visits to other schools and meetings, if less than one day;
 - 75.2 Bringing together pupils from a wide area, e.g. sports meetings;
 - 75.3 Visits to the theatre, concerts, art galleries, museums, university lectures etc;
 - 75.4 Short visits of less than one day in the area of the school.
- 76 The staff member organising the trip must obtain permission from the head to enter the event in the school diary giving adequate notice (which will vary according to the day, time, duration of the outing and composition of the party).

A draft risk assessment must be submitted to the educational visits coordinator (EVC) (see Appendix I note 6 for the designated EVC), at least one week before the visit, for an initial scrutiny. It must then be approved by the head before the visit takes place. The school's procedures must be carried out and documented.

Residential trips

- 77 The head or representative will visit the location (or centre) of all residential trips and ensure that a copy of the centre's risk assessment is examined for adequacy and retained on file at the school. The staff member/members in charge of any trip/activity should make a visit of reconnaissance personally, to carry out a thorough risk assessment of the proposed site or location. **A risk assessment must be carried out and documented.**

Hazardous activities

- 78 Special approval is required for all trips and visits which involve a night's absence from home or which at any time involve hazardous activity such as, but not limited to:
- Climbing
 - Pot-holing
 - Skiing
 - Sailing
 - Canoeing
 - Wind-surfing
 - Parachuting
 - Riding a horse
 - Ice skating
- 79 This list is not exhaustive and staff will be expected to err on the side of safety. However, these activities are not automatically prohibited and in the right circumstances and with appropriate supervision can be very beneficial for children: rather, if any of these or another activity with unusual risk is to be contemplated, then it is simply that the risks of the activity must have been assessed carefully and managed to an appropriately low level, with appropriate and abundant professional supervision to hand.

Supervision

80 The party leader must be a member of staff. Other adults may act as additional supervisors as long as at least half the supervisors are members of staff and before departure all adults are briefed according to the risk assessment. Volunteers who accompany trips, usually parents, are not required to have a DBS clearance to undertake such activity; therefore staff need to be aware of this and must not allow volunteers to have sole charge of any child. The usual number of adults to accompany each party is as follows but different levels may be decided upon depending on the type of trip, the age of the pupils, public transport/private coach and other relevant circumstances. If in any doubt, staff should consult the head before writing the risk assessment.

80.1 For day visits:

- a) Nursery and Reception – one adult to every 4 children. The ratio of qualified staff to children as outlined in the [EYFS Statutory Framework 2017](#) must also be followed. If in any doubt staff should consult the head before writing the risk assessment. There must always be a member of staff qualified in Paediatric First Aid on every visit involving EYFS children.
- b) Year 1 and Year 2 – one adult to every 5 children
- c) Years 3 to 6 – one adult to every 10 children, though there should be at least 2 adults on each trip.
- d) On every trip at least one adult should have an appropriate first aid qualification.

80.2 For residential visits:

- a) One adult for every 10 pupils and at least one extra accompanying adult.
- b) In each case the party leader must be clearly nominated and must have the appropriate qualifications and experience for the trip planned.
- c) It is the party leader's responsibility to ensure that all supervisors are aware of the extent of their responsibilities and have a list of the pupils for whom they are responsible as well as of the party as a whole.

What to take

81 A first aid kit should always be taken on all outings and trips. This must be checked by the outing leader before departure.

82 Medication for children who have specific medical conditions, eg inhalers, epipens etc: on residential visits two inhalers/epipens unique to each child should be taken (ie one to act as a spare). On the risk assessment it must state which adult is to be responsible for ensuring medication for specific children is collected from the classroom or school office, taken on the trip and administered if necessary. This adult is also to be responsible for returning the medication to where it is normally kept.

83 In addition, on all residential trips the leader should take an aural digital thermometer, which has been checked before departure to ensure it is in working order.

Welfare

- 84 On residential visits or trips abroad one adult is to be nominated as being responsible for welfare matters, including medical and first aid.

Emergencies (see also Crisis and Serious Incident Management policy no. 260)

- 85 In the event of an emergency, no member of staff should speak to any television, radio or newspaper reporter or any member of the media without express permission from the head or a governor.
- 86 In the event of an emergency, arrangements must be made for the parent of the child to be informed and, if necessary, for him or her travel to the scene.
- 87 Similarly arrangements should be made for liaison between the party and the parent, during the trip.

Insurance

- 88 Parents will normally be informed of the insurance and extent of cover i.e. whether it is the school's insurance only or specific holiday insurance which is mandatory for overseas visits.