

Feltham Hill Infant & Nursery School

Health and Safety Policy

June 2019

Everyone must recognise and accept their responsibilities to provide a safe and healthy working environment for all staff, children and visitors.

All staff roles appear bold for quick identification of responsibilities.

***Prepared by:** School Business Manager & Headteacher*

***Discussed with:** Senior Leadership Team*

***Agreed with:** All school staff: September 2019*

***Agreed with Governors:** September 2019*

***To be reviewed and updated:** July 2021*

This policy should be read in conjunction with:

Critical Incidents and Emergency Evacuation Policy

Safeguarding and Child Protection Policy

Lettings Policy

Health and Safety Statement

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment.
- b) Taking action to prevent accidents and work related ill health.
- c) Identifying and controlling curriculum and non-curriculum work activities and hazards through risk assessment
- d) Defining duties, functions and responsibilities for health and safety at all levels within this policy and in associated arrangements, procedures and instructions.
- e) Complying with all relevant statutory duties and legal requirements as a minimum standard and adopting best practice to further minimise risks to health and safety wherever possible.
- f) Ensuring safe working methods and providing safe equipment
- g) Providing effective information, instruction, training and supervision as needed to enable our employees to understand and meet their health and safety responsibilities.
- h) Monitoring and reviewing systems to make sure they are effective
- i) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- j) Setting targets and objectives to develop a culture of continuous improvement
- k) Ensuring adequate welfare facilities exist at the school
- l) Ensuring adequate resources are made available with sufficient promptness to support the implementation of health and safety measures

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

It is the duty of all employees to familiarise themselves with the school's Health and Safety Policy and to co-operate with the school as necessary to uphold the terms of the Policy. Employees are reminded that any failure to meet these requirements may result in disciplinary action.

This policy document supplements the London Borough of Hounslow Health and Safety Policy and will be reviewed on an annual basis and as necessary by the Health and Safety Committee and the Full Governing Body and formally agreed at the first Full Governing Body meeting of the school year.

This policy and any changes will be made available to all contracting agencies, partners and others affected by its provisions.

A signed and dated copy of this statement will be prominently displayed in the staff room.

Name: Sarah Pearce

Signature



Date: 18.06.19

(Chair of Governors)

Introduction

This policy complies with all relevant Health & Safety (H&S) legislation.

To comply with the Health and Safety at Work etc Act 1974, Section 3: *(3) ...'it shall be the duty of every employer to prepare and as often as may be appropriate, revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.'*

Aims of the policy

- To provide a safe working environment.
- To reduce incidents and accidents.
- To ensure safe use of resources and equipment.
- To implement safe routines and systems.
- To ensure safe access to all areas of the school by all users.
- To support staff with appropriate professional development.
- To ensure children understand being healthy and feeling safe.

Organisation Responsibilities

Governing Body (GB)

- See Health and Safety Statement above.

Headteacher (HT)

- Overall responsibility for all pupils and staff on and off the site.
- Advising governors of any H&S issues where their support or intervention is necessary.
- Ensure effective use of the school's budget so that procedures can be implemented in conjunction with the **School Business Manager**.
- Ensure all necessary risk assessments for the school are carried out in conjunction with the named Governor.

School Business Manager (SBM)

- Delegated responsibility for H&S issues – seeking professional advice where necessary.
- Responsible for ensuring Contractors and Visitors have relevant checks and are appropriately supervised in conjunction with the **Site Manager** and staff.
- Ensuring correct ratio of support staff have up to date first aid training and that the First-Aider list is kept up-to-date.
- Risk Assessments – Pregnant Worker, Industrial Action, Play Equipment.

Site Manager (SM)

- Responsible for the day to day management of the site.
- Assessing and managing risk on-site
- Keeping informed of local and national H&S initiatives and inform the governing body and HT accordingly.

Receptionist / Attendance Officer (RAO)

- Responsible for ensuring medical care plans are in place alongside the **SENCO**
- Responsible for ensuring drugs and medicines are administered and secured safely (see Children with Medical Needs Policy).
- Ensuring all children have appropriate periods of recovery from infectious illnesses.
- Ensuring all areas have up to date First-Aider list on accessible notice boards.

Named Middle or Senior Leaders

- Responsible for all on and off-site school related activities including risk assessment of these activities and communicating the risks with staff involved. See Risk Assessments section for more information.
- Ensuring their work areas are checked and that formal records of these checks (Health and Safety Inspections) are recorded once a term with any issues being escalated and resolved accordingly. **(Appendix A)**

Teaching and non-teaching adults

- Responsible for on-site activities in their classes/year groups.
- Class Teachers are responsible for ensuring coverage of being healthy and feeling safe in the curriculum and enrichment activities.

SMSA's

- Effective supervision of children during the midday period inside and outside the school building, challenging inappropriate behaviour.
- To reduce the possibility of accidents; ensure spillages are cleaned up immediately; challenge inappropriate behaviour; ensure play structures are used sensibly and fairly.

Catering Manager

- Responsible for the day to day management of the kitchen
- Assessing and managing risks in kitchen
- Keeping informed of local and national H&S initiatives and inform the governing body and HT accordingly.
- Ensuring all equipment is in good working order and serviced regularly.

First Aiders

- Responsible for dealing with accidents and incidents as they occur, using protective gloves and disposing of waste as appropriate.
- Recording and reporting minor accidents and near misses of children

Arrangements

Reporting & Recording

- All staff are responsible for reporting any accidents or near misses and should follow the Accident Procedure **(Appendix B)**
- Minor injuries (e.g small cuts on knee in playground) should be recorded in the accident books in the designated areas of the school.

- Potentially serious accidents (including visible and hard bumps to the head) and all accidents to staff and visitors must be recorded on the accident/incident reporting form available from the pigeon holes of the school office (**Appendix C**)
- Serious accidents will be reported to the local authority, within 48 hours, using an online proforma by the **RAO** or **SBM**
- Action will be taken to address the cause of the incident and to avoid further accidents or near misses
- Witness statements will be obtained if a serious accident or incident occurs.
- The **HT** will ensure any H&S issues are reported immediately to governors as they arise.
- The **named governor** will provide a report at full governing body meetings summarising key findings from Finance & Premises Committee meetings.
- The **HT** and **RAO** will report any infectious diseases to parents.
- Middle Leaders will ensure Health and Safety inspections of their work areas are recorded termly using a checklist (**Appendix A**) with any health and safety issues being escalated and resolved accordingly.

Assessing & Managing Risk – On-Site School Activities

- On-site risk assessments (**Appendix D**) are completed by **governors** (termly) and **staff** responsible for health and safety and kept in the H&S file.
- Risk level is categorised as **low**, **medium**, or **high** and calculated using a risk matrix (**Appendix E**).
- Action from the risk assessment will be identified in **Senior Leadership Team** (SLT) meetings and areas checked by the **named governor** and **HT**.
- Risk Assessments should be shared with staff/governors to ensure a greater understanding of potential hazards and control measures are understood and implemented.
- **All staff** must assess the risk with all activities involving the use of tools and equipment which could cause harm including the children's kitchen.
- **Staff** must assess the risks with all planned activities including climbing and physical activities and annotate planning accordingly with appropriate control measures.
- These measures will include appropriate staffing levels for safe supervision.
- External companies who provide workshops for children will be asked for their own risk assessment (where appropriate).
- **All staff** will move and carry equipment carefully ensuring that they are bending to lift a heavy item and working with another adult.
- Children are not allowed to wear jewellery for their own safety (on some occasions jewellery may be worn for religious reasons).
- **CTs** have the **HT** and **SM's** mobile numbers when working alone on the school site and have access to phone lines.

Assessing & Managing Risk – School Site

- The school environment and equipment is reviewed by the **SM** daily and issues immediately raised with the **HT**.
- The **SM** will contact external companies as required to ensure issues are addressed.
- It may be necessary for the **SM** to remove an item of furniture, apparatus or equipment which has been identified as unsafe or for an area to be isolated or contained.

- **All staff** must report any issues identified on the school site immediately using the Site Manger's book or informing the **SM** or **SBM** if urgent attention is needed.
- The **SM** reviews other services/supplies and ensures that regular maintenance & inspection is carried out and signed off by the relevant professionals.
- The **SM** will use external companies for; the school building, play equipment, fire appliances, boiler/heating systems, electrical appliances, water systems, PE equipment.
- **Office staff** are responsible for ensuring the Visitor Management Process (**Appendix F**) is adhered to and that all visitors to the school including education Consultants will sign in and out and wear a red or yellow school lanyard while they are on the site.
- The **SM** will ensure thorough cleaning by staff so that areas are hygienic.
- The **SM** and **RAO** will ensure dangerous substances including cleaning products are locked securely.
- The **SM** will review school entrances daily and ensure the electronic security systems are functioning.
- The electronic systems are on a timer so that doors are locked at the beginning and end of the day when Parents/Carers are on the school site.
- These locked doors open automatically when the fire alarm activated.
- Staff without a car walk through the pedestrian gates.
- Staff who have parked will walk carefully through the car park identifying surfaces that have been gritted where necessary.
- Parents/Carers are not permitted to use the car park except for a minority who have permission from the HT.
- Parents/Carers enter school through the main pedestrian gate or the park gate. They are not allowed to walk through the car park.
- At the end of the day staff will walk carefully avoiding the cones that have been left on wet surface by the cleaners.
- There is an evacuation drill each term led by the **SM, HT & Deputy**.
- Children are taught to exit the building quickly and carefully to meet at the designated assembly point on the school field.
- The **SBM, RAO** and **Finance and Administration Assistant** will ensure the emergency bag is taken if there is an evacuation from the school site.
- There is a Lock Down Drill each term led by **SM, HT & Deputy**
- Children are taught to come in from outside into the designated assembly points. Staff will lock windows and doors and ensure blinds are pulled down.
- **All staff** follow either the Evacuation Procedure or Lock down Procedure (**Appendix G**) in case of Fire/Bomb/Intruder Threat. In the case of Fire/Bomb Threat, staff follow evacuation routes displayed clearly throughout the school (**Appendix H**)
- **Staff** complete an evaluation following evacuation/lock down drill to identify areas for improvement. Action is collated and recommendations disseminated following a review by SLT.

Assessing & Managing Risk – Off-Site – School Visits

- All school trips and off site activities will be managed using the LA online trip notification form – found at <https://hounslow.info-exchange.com/Secure/Default.aspx>
- The **Year Leader** responsible for the trip will manage the process and upload a completed risk assessment using the relevant proforma (**Appendix I**)

- Once complete this will be sent for approval to the HT who will ensure correct adult:child ratios are met.
- Year Leaders should refer to the Off-Site Risk Assessment Guidance (**Appendix J**) when writing their risk assessments and attend the location of the proposed visit.
- Teachers must walk the route to be taken beforehand.
- If the visit includes a coach trip teachers must walk the route from the drop off point at the destination.
- Teachers attending the trip must visit location to complete the risk assessment.
- A visit will not be permitted if the risk assessment has not been authorised.
- Sufficient **First aiders** will attend off-site visits (including one on each coach) with a first aid kit including disposable gloves.
- The approved risk assessment should be shared with staff/volunteers on the trip to ensure that a greater understanding of potential hazards and control measures are understood and implemented.

Teaching Children

- **CTs** will ensure coverage of being healthy and feeling safe as part of the Science, PSHE curriculum and Health & Self Care area of learning in EYFS.
- The enrichment programme will include visitors to support this learning including; School Nurse, Fire Safety Officer, RNLI, Dental Professionals.
- The importance of personal hygiene will be encouraged by **all staff** including **SMSA'S**.
- The **RAO** and **PE Subject leader** will ensure after school clubs and enrichment opportunities include healthy workshops and a range of physical activities'.
- Children cannot control their body temperature as efficiently as adults so during period of extreme hot weather there is a need to be vigilant. **All staff** will look out for signs of heat stress, heat exhaustion and heatstroke in children following advice from Public Health England.

Professional Training

- The **SM** will ensure that he has up to date safety training including:
 - heavy lifting
 - fire safety
 - working at heights
- The **named governor** will have appropriate training.
- The **HT** will ensure **all staff** review the H&S policy as part of their induction.
- **NQTs** have H&S induction training as part of the LA programme?
- The **SBM** and **RAO** will ensure First aid training is up to date for all EYPs, TA's and **SMSA's** as required.
- The **HT** will ensure **all staff** have basic awareness safeguarding training as well as the child protection policy.
- There will be fire marshal training for some staff
- Staff and children will practise exiting the building quickly and safely through fire drills each term.
At lunchtime **SMSA's** will be responsible for evacuating children

Reviewing and Evaluating Health and Safety Performance

Health and Safety performance is reviewed termly at the Finance and Premises Committee. Areas for improvement are identified and objectives are set. At the end of the academic year, the Committee will document the following agenda items:

- Summary of performance
- Amendments to Health and Safety Policy document
- Accident / Incident Analysis
- Results of audits
- Participation and Consultation
- HSE and other enforcement authority activity
- Health and safety legislative updates
- Other significant health and safety issues
- Training
- Safety achievements and objectives
- New objectives for the coming year

Appendices are available on shared drive and throughout the school

Appendix A

Please complete this form each term and return to the School Business Manager/Office Manager. **Any immediate H&S issue should be reported to site manager immediately.**

Class:	Location/s inspected: See page 2 for Areas/Person Responsible		
Inspected By:	Date Inspected:	Term Inspected (Please circle)	
Please highlight each item below accordingly <input type="checkbox"/> = Satisfactory / <input checked="" type="checkbox"/> = Needs improvement / N/A = not applicable		Autumn Term	Spring Term
		Summer Term	

Work Environment Safety

Description	Corrective Action Needed
Work areas are adequately illuminated.	
Staff/children are not engaged in ergonomic hazards, eg, awkward posture, prolonged repetitive motion, contact stress, etc.	
Work areas are clean, orderly and don't present a hazard.	
Staff/children are not engaged in unsafe acts, eg, using chairs as step stools, using multiple extension cords, etc.	
First Aid lists are visible and up to date.	

Walking Surfaces

Aisles correctly established and clear	
No tripping hazards in evidence	
Floors dry - not slippery	
Cords not stretched across aisles or under carpets	
Entrance mats available and used in wet weather	
Carpet is secure and free of tears, lumps or loose pieces	

Aisles, Storage Rooms, Halls, Emergency Exits, Fire Extinguishers

Adequate lighting in aisles, storage rooms and halls	
Halls kept clear of equipment and supplies	
Emergency exit doors clearly marked and accessible	
Fire extinguishers accessible and fully charged	

Bookcases, Shelves, Cabinets

Bookcases and shelves not overloaded	
Heavy storage shelves secured to wall	
File drawers closed when not in use	
Bookcases and cabinets secured against tipping	

Electrical Safety, Chairs, Chemical Products, Step Stools, Ladders, Air Movement

Electrical outlets not overloaded	
Equipment properly grounded (3 pronged plugs)	
Electrical cords and plugs in good condition	
Extension cords not substituted for permanent wiring	
Chairs in good mechanical condition (springs/casters)	
Chemical products properly used, stored and labelled	
Paper cutter equipped with guard/blade spring functioning	
Safe step stools and ladders properly used when needed	
Paper shredder guarded	
Unobstructed air movement and vents	

Appendix B

Accident Procedure

- All accidents must be recorded in the accident/injury record book and an accident/incident form must be completed if applicable.
- Parents will be notified by the school office if:
 - There is a visible bruise to the head or there has been a hard bump to the head.
 - There is other serious injuries e.g. broken limb, serious cuts.
- All recording of accidents must be done immediately after the child has had the accident.
- A member of the Senior Leadership must be informed of the accident, where applicable.
- A copy of the accident/injury form must go to the SBM where comments on future actions will be made. A copy of the form will then be passed to the Headteacher to sign. The form will then be kept in the child's file.
- Future actions will be addressed through Senior Leadership Team meetings and feedback.
- In the event of a child requiring hospital treatment:
 - The child's parent/carer or emergency contact will be contacted
 - All relevant information will travel with the child, including their medical care plan
 - To minimise distress, a staff member will remain with the child until parent/carer arrives

N.B. Minor injuries (e.g. small cuts on knee in playground) should be recorded in the accident books in the designated areas of the school. Serious accidents however, including visible and hard bumps to the head and all accidents to staff and visitors must be recorded on the accident/incident reporting form available from the pigeon holes of the school office.

Recording of Accident's Checklist

The following information must be recorded each time a child has an accident/injury

- Name of child being treated.
- Date of accident/injury.
- Time it occurred.
- Location where the accident/injury happened.
- Location on child of injury, if a head injury be specific about where.
- A brief description of the accident/injury.
- Information relating to the treatment/first aid /action should be given
- Member of staff completing accident/injury record sheet should sign relevant section and then give to the SBM, where future action will be addressed.

Appendix C

The purpose of this form is to record adverse events where the event is significant and requires further investigation. The term **accident** is used where injury or ill health occurs. The term **Incident** includes near misses and undesired circumstances, where there is the potential for injury now or in the future.

Part 1 - to be completed by person involved or their line manager.

Reported by:				Date/Time of Incident:			
Person Injured/Involved:				Staff	Pupil	Visitor	
If the person Involved was under 18, has the parent been Informed?	Yes	No	N/A				
What type of Incident was it?							
Incident (near miss)	Ill health	Minor Injury	Serious Injury	Major Injury			
Was the Injury on-site or off-site?				On-site	Off-site	N/A	
Please describe the Injury including specific parts of the body:							
What type of treatment was provided?							
A & E	Ambulance/Paramedic	First aid administered on site	GP Referral	Kept in hospital for more than 24 hours	None required		
Describe details of the Incident and the events leading up to it (what, where, who, when).							
Were there any witnesses?		Yes	No	If yes, please write their name/s below (with contact details if non-school staff).			

Please pass this form on to a person responsible for Health and Safety - SBM/Welfare/SLT to complete Part 2.

Part 2 - to be completed by those responsible for Health and Safety (SBM/Welfare/SLT)

Type of event	Actual/potential for harm	Did the activity require personal protective equipment (PPE) to be worn?
Injury	Fatal or major	Not Required
Ill health	Serious	Required and being worn (include details in incident description)
Near-miss	Minor	Required but not worn (include details in incident description)
Undesired circumstance	Damage only	

Describe what actions have been taken locally to address the cause of the Incident

Details from this form should now be submitted online to the local authority for their records. Using the following online form: <https://hounslow.info-exchange.com/schoolincidents>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR reportable?	Yes	No	If yes -date/time of RIDDOR Report
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See <http://www.hse.gov.uk/riddor/report.htm> for more information on accidents that are RIDDOR reportable to the HSE. There is a time limit depending on the severity of the incident. Not all accidents are RIDDOR reportable

A copy of this form will be kept in the Health and Safety folder and (if appropriate) on the individual's file.

Link to LA online accident report:

<https://hounslow.info-exchange.com/schoolincidents>

Appendix D

Risk Assessment - Onsite

Hazard	Risk	Initial Risk Rating (Low Med High)	Control Measures and Guidance	Final Risk Rating (Low Med High)	Comments Additional Action Required (by whom and completion date)

Appendix E

Assessing the risk level:

SEVERITY x LIKELIHOOD = RISK LEVEL

The risk matrix below is a simple method for estimating risk levels and will help you decide whether a risk is tolerable. To estimate the risk level, read across the top of the matrix to your assigned severity rating and then down the left-hand side to the assigned likelihood rating. For example, where the likelihood is 'likely and the worst likely outcome is a 'major injury'; the hazard will present a 'moderate risk'.

Risk Matrix		Severity				
		Insignificant 1	Minor 2	Serious 3	Major 4	Fatality/Disability 5
Likelihood	Remote 1	1	2	3	4	5
	Unlikely 2	2	4	6	8	10
	Likely 3	3	6	9	12	15
	Very likely 4	4	8	12	16	20
	Certain 5	5	10	15	20	25

Appendix F

Visitor Management Process

All visitors must sign-in & out of the InVentry sign-in system
Governors **must also** sign the **blue** Governor's Visitor's Book



Visitors will be issued with a lanyard (reception-desk cupboard). A **yellow lanyard** is given to visitors where their ID and DBS have been checked. A **red lanyard** is given to visitors and staff when a DBS has not yet been provided. This is a visual identifier for staff and unsupervised access to children is **not allowed**.

Visitor checks - discretion must be applied

- Is this a one off visit?
- Is the person going to be unsupervised with children?
- Can the person be escorted around the premises?

For a **yellow lanyard**, **original DBS clearance certificate and ID must be shown**. For **regular visitors** it must also be **recorded**. The certificate number and disclosure date should be copied temporarily for recording on the Single Central Record.

Governors / Supply / Regular DBS

All Governors, supply staff, and regular DBS checked visitors should be given a **yellow lanyard** unless advised differently by the SBM. Governors, long-term supply, and regular DBS visitors can sign in on the DBS Pre-Checked screen without the need for a photo badge.

Unknown & Unchecked

Visitors should be asked to wait in the entrance foyer until the member of staff they are visiting becomes available.

Visitors **not displaying a visitor's badge** must be challenged by staff.

Appendix G

In the event of an alarm ringing

Line the children up at the classroom door immediately.

Lead the class to the designated assembly point outside on the main field by the fence if a drill.

Wait to be given the class register.

Call the register as quickly as possible.

- in the event of a child/children being missing, immediately inform the person who gave you the register.
- if all the children are present, return the register to the person who gave it to you.

Walk immediately to the designated area

Toilets will be checked and doors closed by EYPs/TAs and Office staff.

Do not wait for children to collect jumpers, coats etc.

If children are changing for PE they must go outside wearing only what they have on at the time.

During a PE lesson, leave hall immediately - do not collect shoes/clothes.

During lunch time walk out of the hall with the children and assemble in the main playground

If the evacuation is from a fire or threat, walk the children to Oak Hill or an area identified by the Headteacher.

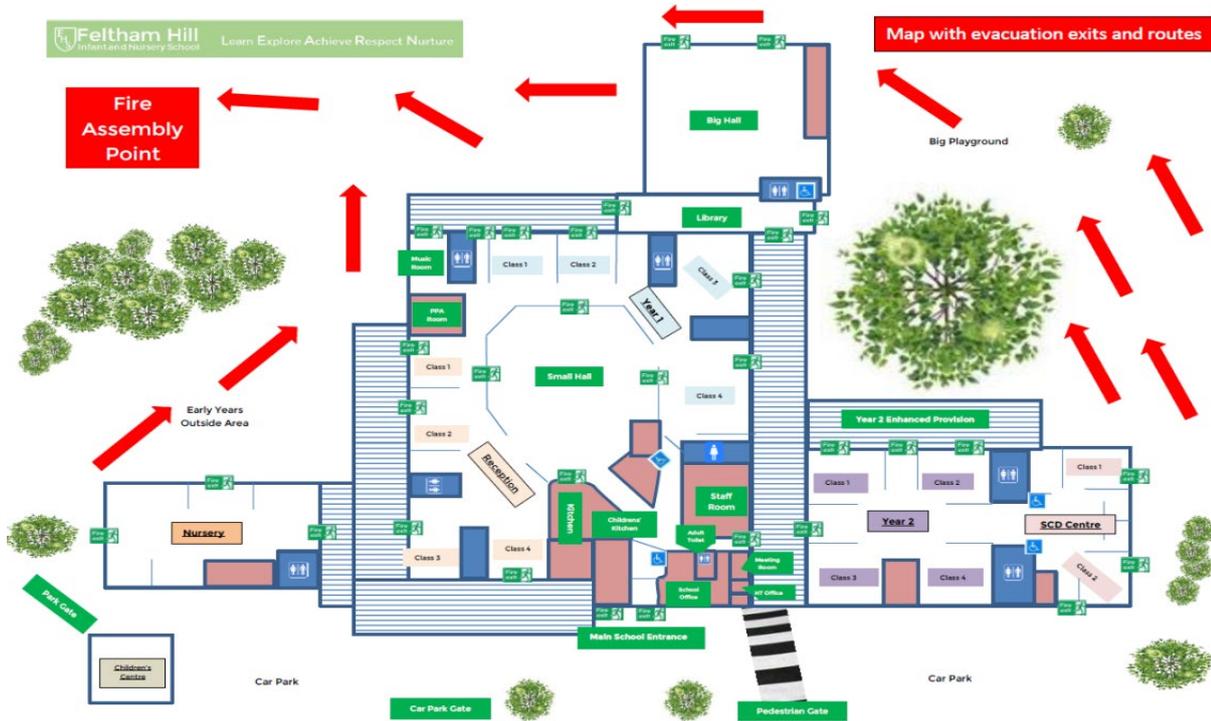
Please remain at the designated assembly point until directed by a senior member of staff.

If you discover a fire/bomb - immediately operate the appropriate alarm - follow evacuation procedures

Do not stop to collect personal belongings

Staff responsibilities	
Headteacher/leader	<ul style="list-style-type: none"> • Inform/instigate lock down and use the appropriate alarm
Other staff members	<ul style="list-style-type: none"> • Teachers and other support staff: <ul style="list-style-type: none"> - stay with the children - ensure all access points are secured - Evacuation/all clear from emergency services • Office: contact emergency services and Oak Hill Academy
Signals	
Lockdown signal(s)	<ul style="list-style-type: none"> • Dedicated 'lockdown' alarm tone
All clear signal	<ul style="list-style-type: none"> • Will come from the emergency services
Permanent Evacuation	<ul style="list-style-type: none"> • Will come from the emergency services
Lockdown	
Assembly points	Inside small hall, big hall and classrooms and Nursery
Entrance and exit points	Ensure all windows and doors are locked
Bringing pupils inside	At sound of alarm: All Reception and nursery children who are in the outside area go into the Nursery with the adults. Reception children inside stay inside. Year 1 children (outside) go into the big hall with the outside adults. Year 1 children inside stay inside. Centre children outside go into classrooms or the Nursery. Year 2 children outside go back into year 2. Year 2 children inside stay inside
Steps to increase protection from danger	<ul style="list-style-type: none"> • Adults must lock doors • Pull down the blinds • Position children away from sightlines from external doors and windows, for example under a desk • Use the corners of the classrooms • Turn off lights and monitors • Ensure mobiles phones and electronic devices are on silent, or turned off, where possible
Internal communication	
Communication with parents	In this event, children's parents will be contacted electronically via SMS to inform them that the school is in lockdown. There will then be no further communication until the site is safe.

Appendix H



Appendix I

School Trip and Off-Site Risk Assessment

School Trip		Teacher(s) in charge		Activity date(s):	
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The risk level can be calculated using the risk matrix below.

Hazards	Risk	Preventative action / control measures	Person Responsible	Risk Level (Low Med High) See below

Once completed, please upload to the online trip notification system <https://hounslow.info-exchange.com/Secure/Default.aspx>

Username: office@fhi.hounslow.sch.uk | Password is sent to all Year Leaders in charge of trips (available from school office staff).

Don't forget to include children with SEN needs (initials only). This form should be shared with all adults on the trip.

Appendix J

Risk Assessment Guidance - June 2017 - For all staff

- The teacher organising the activity should prepare online details for the Headteacher for authorisation up to **2 weeks** before the activity.
- It is advised that more than one adult should accompany a group in almost all situations though not all adults need to be teachers.
- Pupils under the age of 8 and groups which comprise of children with SEN a minimum ratio of 1:6 is recommended.

No. of children	Teachers	Other adults suitable to assistant teachers with supervision	Total of accompanying adults
Up to 19	1	3	4
20-40	2	4	6
41-60	3	7	10
61-80	4	10	14

- Students in training for teaching are not to be classified as teachers for this purpose.
- There must be a designated teacher in charge
- It is expected that Headteacher will need to exercise flexibility to reflect the needs of each particular occasion to include children with specific SEN, medical and behavioural needs.
- Children should wear high visibility vest when walking to locations.
- Children will wear school wrist bands identifying school and contact number.
- All staff should carry a fully-charged mobile phone on all journeys.
- Teacher in charge should call school office once they have arrived at destination and when they are returning to school.
- Leaders should contact school immediately if any problems arise.
- A PDF copy of the Risk Assessment should be taken on the trip and shared with all adults on the trip.



- Add children who need specific support to Risk List.
- Using sensitivity and discretion to not invoke fear, the risk assessment should **include** sensible control measures from the possible threat of terrorism (refer to most up-to-date LA guidelines).
- Coaches - all journeys on a coach need to ensure that one teacher and at least 2 members of staff (1 first aider) are on each coach.
- Each coach should carry a first aid kit with all pupils' medication on that coach.

Swimming

Safety factors and considerations in assessing risk:

Pool design, depth in relation to the ability and height of the pupils, water quality, pool organisation, staffing (ratio of adults, appropriate experience, support from non-specialists, responsibilities clearly identified) age and ability of the pupils.

Adults in-charge should also be aware of any of the following factors in relation to pupils:

- > The ability of pupils to understand instructions
- > Their physical disabilities
- > Their learning difficulties
- > Their language diversity
- > Their understanding of procedures if they should get into difficulties
- > Any health problems

Swimmers with disabilities

Pupils with disabilities do not form a homogenous group and therefore each situation must be assessed separately.

A 1:1 ratio is required for those needing constant support.

- Epilepsy - Written permission is essential from the doctor and the Parent/carer
 - Teachers must know how to deal with a seizure
 - The pupil is supervised by a responsible person at the poolside
 - The instructors have to be informed
- Asthma - Teachers should be familiar with the procedures if symptoms **become** serious.
 - Overheated or **underheated** pools should be avoided.
- Visual Impairment - Written permission is essential.
 - Pairing with a sighted pupil is desirable.
 - Goggles may need to be worn.
- Hearing Impairment - Clear methods of communication need to be **established** with instructors and/or lifeguards who do **not** know the pupils.

