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Health & Safety Policy

This policy applies to all pupils at Widford Lodge School including those in the EYFS

Reviewed & approved by Proprietor September 2017

Next Review September 2018

Health and Safety Policy Statement

The Proprietor is fully aware of the responsibility to provide a safe and secure school environment for all employees, pupils, parents, visitors and contractors and of the requirements of the Health and Safety at Work Act 1974 and other relevant health and safety legislation. A high priority is therefore attached to ensuring that the school is managed with a focus on health and safety and identifying and controlling hazards.

The Proprietor, assisted by the Headteacher and the Site Manager, provides a positive lead in ensuring that there are suitable arrangements in place with regard to educational activities and support, site security and workplace safety, as well as the upkeep and maintenance of the premises. These arrangements are subject to monitoring and review as detailed below.

Staff are responsible for ensuring that areas they use are safe for themselves and others and that they follow the relevant health and safety requirements outlined in this policy and in risk assessments specific to their areas of work. They are responsible for reporting any health and safety concerns to the Proprietor, Headteacher or Site Manager.

The procedures followed to manage health and safety include:

- Routine site checks by the Site Manager and staff of their areas and the school grounds, including daily checks of EYFS areas
- Documented half termly site walks by the Site Manager and another member of staff on a rota basis
- Half termly meetings of the Health and Safety Committee, attended by the Proprietor, Headteacher, Deputy Heads, Site Manager and representatives of each area of the school, to include review of accident records
- Inspection by the Environmental Health Officer of catering, cleaning and food hygiene
- Biennial Legionella risk assessment, monthly water temperature testing and quarterly water sampling
- Annual health and safety review by an external consultant
- Termly fire drills alongside weekly fire alarm testing and routine inspection of electrical and gas systems and emergency lighting
- Annual fire risk assessment by a qualified person
- Annual review of this health and safety policy, the fire prevention policy and the fire risk assessment and approval by the Proprietor
- Annual review of the risk assessments for all areas and activities by all relevant staff
- Training and induction of staff in health and safety related issues
- First aid training for all staff and food hygiene training for relevant staff
- Appropriate management of asbestos

- Contractors are required to comply with relevant health and safety requirements and accept their own personal responsibilities

Signed:..... Louise Gear, Proprietor

Date:

Responsibilities

As detailed on the policy statement, the Proprietor is responsible for ensuring that all of the procedures listed are followed.

The Headteacher is responsible for:

- ensuring that all staff are briefed on where to obtain a copy of this policy as well as advising them when it is reviewed or changed
- providing induction training that includes relevant health and safety issues
- ensuring that the half termly Health and Safety Committee meeting is scheduled
- reporting to the Directors termly on health and safety matters
- facilitating the annual update and review of risk assessments for all areas of the school

The Deputy Head – Pastoral in her role as the Educational Visits Coordinator, is responsible for approving all risk assessments for trips and for reporting on these to the Health and Safety Committee.

The Deputy Head – Academic and Compliance is responsible for providing assistance to the Proprietor with regard to the interpretation of the relevant ISI Regulations and for checking and following up the daily exception reports produced by the internet filtering system.

The Site Manager is responsible for the maintenance of the school grounds and the control and logging of hazardous substances (COSHH). His specific health and safety responsibilities include:

- daily site health and safety checks of the school and grounds and half termly more formal site walks with another member of staff on a rota basis
- weekly fire alarm tests
- monthly water temperature testing
- holiday period water flushing
- PAT testing
- site security
- site traffic movements
- clearance and maintenance of the drains, gutters, paths etc

- ensuring site safety in inclement weather
- basic repairs to furniture, equipment and premises

The Catering Manager is responsible for ensuring that the school adheres to health and safety requirements with regard to catering and cleaning of the food preparation and eating areas. This includes weekly temperature checks of equipment and checking the temperature at which food is stored in delivery vans.

The Secretaries are responsible for ensuring that all visitors sign in, are issued with a badge and made aware of the school's emergency procedures. All staff are expected to escort visitors while they are at school. The Secretaries allow access to the main building of the school by using small monitors to show who is ringing the front door: they can open the door through the use of a buzzer if they know the visitor, if they don't, they walk to the front door to open it manually and check who is ringing. In the event of a fire drill or evacuation, the Secretaries are responsible for taking the box containing registers and emergency medication to the assembly points.

The Secretaries, the First Aider and any other member of staff responsible for administering first aid are responsible for ensuring that appropriate first aid is administered and recorded. They are aware of the requirement to report certain accidents to the Health and Safety Executive using a RIDDOR form. Accident records are reviewed at each Health and Safety Committee meeting. Please see our First Aid Policy for further details.

The joint heads of EYFS ensure that daily checks are carried out of the indoor and outdoor EYFS areas and these are documented.

The Science and Design and Technology subject leaders are responsible for ensuring that the risk assessments for the Lab and Art room are read and understood by all staff using the rooms.

All staff are responsible for ensuring that they co-operate with the Proprietor and Headteacher on health and safety matter, including carrying out their work in accordance with this policy and training received, using any protective equipment provided properly and reporting any concerns to the Proprietor or Headteacher.

Training

All staff receive an induction with the Headteacher within their first week at school. This includes provision of a copy of this policy as well as discussion of:

- fire procedures
- first aid and accident reporting
- general and specific health and safety topics relevant to the person's role and including site security and the procedures for visitors

- provision of the school's policy on the use of cameras, mobile phones and other devices
- signing of the school's acceptable use of technology agreement
- other relevant school policies including Safeguarding and the Staff Code of Conduct (see separate policies)
- writing and review of risk assessments for internal and external activities
- incident/crisis management.

Staff will also receive training from their mentor with regard to specific activities relevant to their role. The Educational Visits Co-ordinator provides assistance for risk assessments for trips and visits.

Refresher training is provided for all staff annually at the compulsory September INSET day. This includes updates relating to safeguarding, health and safety, first aid and details of children with medical conditions, risk assessments and any other relevant policies and procedures. At this meeting, the updated health and safety policy is always discussed with staff as part of a consultation process, particularly where there have been changes to procedures, equipment, regulations or technology. The attention of staff is drawn particularly to risk assessments for areas such as the swimming pool, Science Lab, Art room, woods, and the school field.

Additional training for safeguarding, first aid, food hygiene etc is organised on a rolling basis as required.

First Aid and Accidents

For full details of our first aid, accident and medicine control procedures, see our First Aid policy.

All medication to be administered to pupils is kept in locked cabinets and written authorisation must be given by the parent/carer. These authorisation forms are signed by the person administering each dose of medication and are independently reviewed to check appropriate completion.

Children using asthma inhalers and epipens are permitted to carry their own medication but this is administered under supervision. Children with medical conditions and severe allergies have a medical protocol sheet on display in the kitchen and office and staff are made aware of these at each September INSET training.

First Aid bags and boxes are regularly checked and topped up by the First Aider.

Records are kept of first aid administered, accidents and time spent in the Medical room. Reports under RIDDOR would be made where necessary.

Off site Visits

All offsite visits other than routine trips to the school field and away sporting fixtures (which are covered by generic risk assessments) require a risk assessment to be completed and approved by the Educational Visits Co-ordinator in advance of the trip. Detailed guidance is given to those planning trips in our Educational Visits Policy, which is attached as Appendix A to this policy.

Health and Safety Emergencies

The school has in place an incident plan which has appendices to be completed by staff with prompts of the action to take. This includes contact numbers for utility providers, the insurers and other relevant health and safety emergency contacts.

Staff Wellbeing

The school recognises the importance of managing occupational health and stress for its staff, as well as the risk of violence towards staff.

Occupational health risks generally arise from areas relating to work in labs, workshops, at the school field and in the school grounds. There are specific risk assessments in place to cover these areas and generally exposure to noise, vibration and dangerous substances is very low.

The school supports the wellbeing of staff and recognises how important it is to provide help and strategies to staff who are suffering from stress and other mental health issues.

The school recognises that it has a duty of care to those who work at school and to ensure that, as far as is reasonably possible, it is a safe place for staff to work, without fear of being subjected to violence or aggression. In the case of violent or aggressive behaviour by parents, the Proprietor or Headteacher will remind them that they can be asked to leave the school's premises and that further assistance from the Police will be sought as necessary.

Safety, Security and On Site Vehicle Movements

The school recognises the importance of keeping the school site safe and secure, for the benefit of staff, pupils and visitors.

Cleaning is carried out daily during term time to ensure that toilet areas, hallways, stairs and bins are kept clear and clean. Classrooms, changing rooms, the Hall and other areas are cleaned on a rota basis. During holiday periods, deeper cleans and maintenance are carried out as required.

Entrance to the school site is secured by fencing, gates and secure doors. When the gates are open at drop off and pick up times, there is always a member of staff on duty to check who is entering and leaving the premises. As detailed above, access through the front door is controlled by the Secretaries or, for access to the Pre-School, by Pre-School staff.

Site security is reviewed by the site manager as part of his daily checks and more formally during the half termly site walk.

Vehicle access is only possible through the electronic black gate. This usually only takes place during school holiday periods when children are not on site and is overseen by the Site Manager. On very rare occasions where a vehicle is to be brought on site during term time, this would be controlled very carefully.

Smoking is not permitted on the school site.

Manual Handling

The school is aware of its obligations with regard to manual handling and aims to ensure that manual handling activities are eliminated as far as possible for the vast majority of staff. Where this is not possible, the risk of injury will be reduced as far as is reasonably possible. Staff are reminded at the annual September INSET training of the risks of manual handling and to exercise discretion when lifting any object, as well as using small platform stepladders to reach anything above shoulder height. The initial responsibility for assessing any manual handling implications rests with the person lifting the object. The Site Manager is aware of the implications of aspects of his role involving manual handling.

Slips and Trips

In order to minimise the risks of slips and trips, the school ensures that:

- spills are managed carefully and signs are displayed if they can't be cleared up straight away
- appropriate cleaning regimes are in place
- effective mats are in place
- appropriate footwear is specified for employees and pupils
- the premises are maintained so that trip hazards are controlled
- flooring is renewed and maintained appropriately
- housekeeping is maintained to a high level
- staff and pupils are supervised as required
- risk assessments are undertaken where extraordinary situations exist

Management of Asbestos

The school is aware of its responsibilities under the Control of Asbestos Regulations 2012. A survey has been carried out and an up to date log is maintained of the remaining asbestos on the premises. The location of asbestos is clearly indicated and staff are reminded at the September INSET training each year of its location, as well as the requirement not to disturb it. The Site Manager is responsible for ensuring that any work to be carried out in the

vicinity of asbestos is properly controlled and supervised. The full Asbestos policy is attached as Appendix B to this policy.

Control of Hazardous Substances

A register of hazardous substances under the Control of Substances Hazardous to Health (COSHH) regulations is maintained by the Site Manager. These generally comprise cleaning materials locked in cupboards and accessed by cleaners and kitchen staff, a small quantity of chemicals locked in the Site Manager's cabinet in the cellar, a small quantity of petrol for the lawnmower locked in the Site Manager's shed and pool chemicals locked in the swimming pool plant shed. For each of the substances, COSHH sheets are displayed in the relevant area and staff have been provided with training to ensure that they understand the requirements relating to their handling, storage and disposal as well as emergency procedures and the use of personal protective equipment such as gloves, where necessary.

Work at Height

The school is aware of its requirement to comply with the Work at Height Regulations 2005. The regulations apply to all work where there is a risk of a fall that may cause injury and there is no minimum height at which they become effective. In practice, neither the Site Manager nor any other staff use anything other than 2 step stepladders and all other ladders have been removed from the school site. Contractors are asked to bring their own ladders and other equipment to carry out any work. Staff using the small stepladders are reminded of the need to use them properly and carefully.

Selecting and Managing Contractors

The school has a small number of contractors that it uses regularly for maintenance of the swimming pool, trees, electrical and plumbing work etc. They are required to ensure that they work safely and take account of specific hazards such as safe access, chemical entry, noise and they are supervised while on site by the Proprietor or the Site Manager. The majority of this work takes place during the school holidays when pupils are not on the premises. The school requires all contractors to provide a copy of their liability insurance and contractors with more than four employees to confirm that they have appropriate risk assessments and training in place.

In the event of a large project being carried out, the school is aware of its requirement to comply with the Construction (Design and Management) Regulations 2015.

Maintenance of Plant and Equipment

Maintenance of school equipment is carried out regularly, including:

- inspection prior to use of any mechanical equipment by Site Manager
- inspection prior to use of any workshop equipment by the Design and Technology subject leader
- inspection prior to use of sports equipment by sports teachers
- annual service of fire extinguishers
- annual service of fire alarm system and emergency lighting
- annual service of boiler
- inspection and maintenance of catering equipment as required
- annual gas and electrical inspections
- inspection of the kitchen extraction system
- testing of Portable Electrical Equipment on a rota basis with a maximum period between testing of two years

Fire Safety

The school carries out an annual fire risk assessment as required by the Regulatory Reform (Fire Safety) Order and the significant findings from this are actioned and updated annually.

Fire alarm points, emergency lighting and fire extinguishers are checked regularly.

Termly fire evacuations are carried out and details recorded.

A fire risk prevention policy is in place and reviewed annually – refer to this for full details of fire procedures.

Appendix A

WIDFORD LODGE SCHOOL POLICY FOR EDUCATIONAL VISITS

The Proprietor and staff of Widford Lodge Preparatory School acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of pupils.

This policy has been written with regard to the DfE non-statutory guidance Health and Safety Advice on Legal Duties and Powers for Local Authorities, school leaders, school staff and governing bodies 2014.

We have appointed Susannah Trowell as our Educational Visits Co-ordinator (EVC).

To enable children and staff to gain a full and enjoyable educational visit it is essential that the guidelines outlined in this policy are adhered to.

School visits benefit children in many ways, including:

- Being able to apply a different range of skills than those used in the classroom
- Enabling, supporting and complementing the work of the whole school curriculum
- Assessing and managing risks (safely)
- Developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

Children with Special Educational and Medical Needs

Every effort should be made to include children with special educational or medical needs in school visits, whilst maintaining the safety of everyone in the group. Special attention should be given to appropriate supervision ratios and additional safety measures may have to be addressed while planning and put in place.

Children with Medical Needs

Additional safety measures to those already in place in the school may be necessary to support pupils with medical needs during visits. Arrangements for taking medication and ensuring sufficient supplies for residential visits may be required.

All teachers supervising visits should be aware of a pupil's medical needs and refer to medical emergency procedures information sheets held centrally, containing details of each child's needs and any other relevant information provided by parents. If appropriate, a teacher should be trained in administering medication, if they have not already been so trained and should take responsibility in a medical emergency. If the child's safety cannot be guaranteed, it may be appropriate to ask a parent or a care assistant to accompany a particular child. The exact nature of the information to be obtained from parents will depend on the activities to be undertaken and may include allergies/medication/dietary requirements/toileting difficulties/travel sickness/night time issues/swimming ability.

Procedure For Visiting Speakers

We encourage a wide range of visiting speakers and educational visits to our school. We are mindful of the need to ensure that the visitors are suitable and appropriately supervised while on our

premises. We also have a duty to ensure that the content of their talks/speeches are appropriate and balanced. As such, we have a checklist that is used for all visiting speakers and the member of staff arranging the visit makes arrangements to check the profile of the speaker and their speech content in advance, as well as checking photographic identity. The completed checklist is kept in the office; an example is attached as Appendix 5.

Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC.

All adventurous, residential or overseas visits will require extremely thorough planning; including checking appropriate licences for adventurous activities. For the appropriate planning and preparation to take place approval for such visits should be gained at least 3 to 4 months before the activity. All other day trips should seek approval as soon as is reasonably possible, ideally one month before the planned activity. It is the responsibility of the Group Leader to complete the necessary paperwork. This paperwork must then be checked by the EVC.

Planning a Visit

Firstly

- 1) Fill in the Approval Request form (appendix 1) and pass to the EVC.

If approved

- 2) Book visit
- 3) Book transport
- 4) Complete Risk Assessment form (Appendix 2) and pass to the EVC for approval
- 5) Send letter home (this should be done approximately 2 weeks before the planned date of visit).

On the day of the visit

- 1) Collect first aid kit(s).
- 2) Collect or send children for asthma inhalers and any other necessary medication.
- 3) Brief supervising adults.
- 4) Make sure supervising adults have a group list
- 5) Ensure that at least one supervising adult (preferably the group leader) is contactable by mobile phone and that the school office has the number.
- 6) Make sure the school office know which pupils are on the trip.
- 7) Count pupils before you leave school and at regular intervals during the day.

Mobile phone(s) should be switched on during the entire visit, including outward and homeward journeys.

After the visit

It is important that after each visit an evaluation takes place. The EVC meets with the organising teacher after each trip to evaluate the visit. This is recorded on the risk assessment. The EVC reports to the Health and Safety Committee half termly on trips and evaluations that have taken place.

The Proprietor should:

- ensure that the EVC has applied reasonable guidelines when approving off-site activities.
- be aware of all residential visits, trips abroad and those involving outdoor and adventurous activities. In these instances to provide another 'layer' of checks to ensure maximum safety and efficiency on the trip.
- ensure that there is adequate and relevant insurance cover
- ensure that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure.
- ensure measures exist to obtain parental consent on the basis of full information, to investigate parental complaints.
- review annually this educational visits policy and procedures including incident and emergency management systems.

The Headmaster should ensure that:

- The EVC is competent to oversee the co ordination of all off-site education, and support the EVC in attending relevant training courses.
- Visits comply with government guidelines and the school's own health and safety policy.
- The group leader is competent to monitor risks and supervise the trip throughout the visit.

The EVC should ensure that:

- Adequate child safeguarding procedures are in place.
- All necessary actions have been completed before the visit takes place.
- The risk assessment has been completed before the visit takes place.
- Group leaders are allowed the necessary time to organise the visit properly.
- Non teacher helpers on the visit are appropriate to supervise children.
- Ratios of staff to pupils are appropriate.
- Parents have signed consent forms.
- Arrangements have been made for the medical and special educational needs of the children.
- Adequate first aid provision will be in place.
- The mode of transport is appropriate.
- Travel times out and back are known in school and there is a nominated person at school if the departure or return times are outside the school office hours.
- They have the address and phone number of the visit's venue and have a contact name, if appropriate.
- A school contact has been nominated and the group leader has the details. The school contact has ready access to the contact details of all the adults and children travelling in the group.
- There is a contingency plan for any delays including a late return home.

Risk Assessment

Risk assessments for school visits have three levels:

- 1) Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.

- 2) Visit/site specific risk assessments, which will differ from place to place and group to group.
- 3) Ongoing risk assessments that take account of e.g. illness of staff or children, changes of weather, availability of preferred activities.

Templates for risk assessments are held for staff centrally. Master paper copies of risk assessments for school based activities and trips are kept in the Headmaster's Study.

Pre-Visits

In order to undertake a full and comprehensive assessment of risks, it will be preferable in most cases to undertake a pre-visit. Even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account.

- The number of children involved.
- The age of the children, their sex, ability and general behaviour.
- The previous experience of the group undertaking off-site visits.
- The time of day and time of year/seasonal weather.
- The travel arrangements.
- The hazards at the environment being visited.
- The numbers, experience and quality of staff and volunteers.
- The nature of the activities.
- The special educational or medical needs of the children.
- Emergency procedures.
- How to cope when a child becomes unable or unwilling to carry on.
- The need to monitor risks throughout the visit.

Duties & Responsibilities

All staff must:

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the children.
- Inform the group leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within those at all times.
- Report to the visit leader any concerns they may have regarding pupil behaviour and wellbeing during the visit.
- Ensure there is proper supervision of pupils at all times. This is to include appropriate ratios and vetting checks (for example, DBS checks for volunteers on overnight stays).

Greater levels of responsibility will normally be assigned to teachers than to adult helpers and a higher standard of care is expected of them.

Responsibilities of Nominated Group Leader

Group leaders, who must be a member of the teaching staff, have a common law duty of care towards the children in their charge. Group leaders must recognise their responsibilities:

- Obtain the EVC's prior agreement before any off-site visit.

- Take account of Essex County Council's advice about off-site activities and the school's Health and Safety policy.
- Appoint a deputy (preferably a teacher).
- Have ownership of the risk assessments.
- Pre-visit the site if possible.
- Evaluate the trip after the event and ensure additional paperwork is attached to the main risk assessment which is filed in the Study.
- Clearly define each helper's role and ensure all tasks have been assigned.
- Be able to control and lead children of the relevant age group.
- Be suitably competent to instruct children in an activity and be familiar with the location/centre where the activity takes place.
- Be aware of child safeguarding issues.
- Ensure adequate first aid provision is in place.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment.
- Review all undertaken visits/activities and advise EVC where adjustments may be necessary.
- Ensure that teachers and helpers are fully aware of what the proposed visit entails.
- Have enough information on the children proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure staff to pupil ratio is appropriate for the group.
- Consider stopping the visit if the risk to health or safety is unacceptable and have in place procedures for such an emergency.
- Ensure all helpers have details of the school contact.
- Ensure all helpers are aware of the emergency procedures.
- Observe the guidance set out for teachers.

Teachers

Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances. They should follow the instructions of the group leader and help with control and discipline and should consider stopping the visit or the activity, notifying the group leader if they think the risk to health and safety of the pupils in their charge is too great.

Adult Volunteers

Additional adults on the visit should be clear about their roles and responsibilities during the visit.

They must:

- Do their best to ensure the health and safety of everyone in the group.
- Know how to contact the group leader in the case for example at a museum or zoo where groups split up for short periods; in such cases the group leader will stay within the immediate vicinity.
- Follow the instructions of the group leader and teacher supervisor and help with the control and discipline.
- Speak to the group leader or teachers if concerned about the health and safety of the children at any time.

Pupils

The group leader must make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other helpers including those at the venue.
- Dress and behave sensibly and responsibly.
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

If the group leader feels that such action may be necessary they should speak to the Headmaster in the first instance.

Parents

Parents should be able to make an informed decision on whether their child should go on a visit. The group leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions. The group leader should also tell parents how they could help prepare their child for the visit, e.g. reinforcing the visit's code of conduct.

Parents should also be asked to agree to the arrangements for sending a pupil home early and need to understand that they would be expected to pay any costs involved.

Parents will need to:

- Provide the group leader with emergency contact numbers.
- Sign the consent form.
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

Records and Communications

Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards its pupils. Risk assessments should be given to the EVC to keep on file. Reports of any accidents or incidents should also be kept on file by the EVC.

Parents should always be made aware when their children are leaving the school premises - even for a local walk. Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school must make alternative arrangements to educate that child. The refusal of the parent not to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day.

First Aid

A person with appropriate first aid qualifications should go on every visit. A first aid kit should be taken on every visit.

Staff/Pupil Ratios

The following guidelines should be followed:

Kindergarten = 1 adult to every 4 children
Forms 1 to 3 = 1 adult to every 6 children
Forms 4 to 6 = 1 adult to every 10 children

(If the Pre-School leave the school grounds they will have 1 adult for every 2 children)

These ratios should take into account:

- Sex, age and ability of the group.
- Pupils with special educational or medical needs.
- Nature of activities.
- Experience of adults in off site supervision.
- Duration and nature of the journey.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover.

Where there is more than one teacher on the visit a group leader should be appointed who has the authority over the whole group.

When parents are taken on visits they should be carefully selected. They must be fully briefed before the visit.

It should also be noted that for the protection of both adults and children all adults should ensure that they are not alone with a pupil whenever possible. All adults on a visit should clearly understand their roles and responsibilities at all times.

It should always be clear that the teacher is responsible for the group at all times.

Head Counts

Whatever the length of the visit, regular head counts should be taken of the children, particularly before leaving any venue.

The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

Insurance

Widford Lodge Preparatory School Ltd has a 'Personal Injury and Travel Insurance Group Policy'. The schedule of benefits is held on file and a copy can be obtained from the Bursar on request.

Emergency Procedures

Teachers in charge of visits have a duty of care to make sure that their pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

If an accident happens the priorities are:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services.
- Inform school contact.

- Ensure that a teacher accompanies any casualties to hospital if necessary and the rest of the group are supervised.
- Notify police if needed.
- Ascertain telephone numbers for any future calls.
- Write down accurately all relevant facts and witness details and preserve all vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media and no names should be provided.
- No one in the group should discuss any legal liability with other parties.

In an emergency the group leader would usually take control of the situation.

Transport

Note that Widford Lodge staff are not permitted to drive minibuses for school trips or visits. The group leader should consider:

- Passenger safety.
- Type of journey.
- Traffic conditions.
- Insurance cover.
- Weather.
- Journey time and distance.
- Stopping on longer journeys.

If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

Supervision on visits

If possible, the EVC or a member of the SLT should visit a trip (especially a residential one) at some point to check that all is going to plan.

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult. This is referred to as 'remote supervision'. The decision to allow remote supervision should be based on risk assessment and must take into account such things as:

- Prior experience of pupils.
- Age of pupils.
- Responsibility of pupils.
- Competence/experience of staff.
- Environment/venue.

The level of supervision necessary should be considered as part of the risk assessment.

- Level of supervision on coaches.
- Safety when crossing roads.
- Safety of pupils at dropping off points.
- Head counts when getting on and leaving transport.
- Responsibility for checking seat belts.

The sex of the accompanying adults needs also to be considered, particularly where there is a mixed group of pupils.

Swimming Pools

A minimum supervision level of 1 adult to every 12 pupils is recommended.

The following checks should be made:

- Is there constant pool supervision by a sufficient number of qualified staff?
- Is the water temperature appropriate?
- Where there is no lifeguard the leader should stay on the pool side at a raised location and the group leader should have the relevant life saving award.
- Is the water clear?
- Are there signs indicating water depth?
- Does the pool cater for children with disabilities?
- Does the deep end allow for safe diving?
- Are there a resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them?
- Is there a changing room for each sex?
- Are the changing and showering facilities safe and hygienic?
- Can clothes be stored safely?
- Have the children been instructed how to behave around water?

Residential visits (and adventurous activities)

The ratio should be at least 1 adult for every 10 pupils.

- There must be at least one adult from each sex for mixed groups.
- There should be a member of staff on standby who is able to join the trip if someone is needed elsewhere.
- The children should know where the teachers' rooms are. The group leader should have a room plan prior to the trip.
- There must be separate male and female sleeping/bathroom facilities for pupils and adults.
- The immediate accommodation should be exclusively for the group's use.
- There should be appropriate and safe heating and ventilation.
- The whole group should be aware of the layout of the accommodation, its fire precautions/exits, its regulations and routines, and everyone should be able to identify key personnel.
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors.
- Locks on doors should work in the group's rooms but appropriate access should be available at all times.
- There should be drying facilities.
- There should be adequate space for storing clothes, luggage and equipment.
- There should be adequate lighting.
- There should be provision for children with special needs and for those who fall sick.
- Balconies should be stable, windows secure, electrical connecting safe.
- The fire alarm must be audible throughout the whole accommodation.
- There should be recreational facilities for the group.
- There should be an appropriate number of supervisors on duty during the night.
- As soon as possible after arrival a fire drill should take place.
- For adventurous activities that use a commercial provider and may well involve a residential stay please complete the checklist (appendix 3) and get the adventurous activities provider to complete the questionnaire (appendix 4).

Coastal/Tidal Trips

In the event that a trip is planned involving a coastal visit, tidal swimming etc, particular consideration will be given to the potential additional risks before permission is given.

'Plan B'

Despite the most detailed pre-visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, weather is unsuitable, transport fails to arrive, museum has lost booking etc. To avoid having to make important decisions under pressure, it is important that some thinking is done in advance, in order to cater for any foreseeable eventuality. This comprises 'Plan B'.

**Appendix 1
WIDFORD LODGE SCHOOL
VISIT APPROVAL FORM FOR TRIPS**

Name of party leader:

Location of visit:

Purpose of visit and intended follow up activities:

Date of visit: Approx.Time:.....

Year group to be taken on visit.....

How will children reach location:.....

How many staff will accompany children?.....

Will any parent helpers accompany children? If so, how many?.....

Additional information

Signed.....Date.....

Visit Organiser.....

Approval by Headteacher/Educational Visits Co ordinator

Additional requirements (e.g. staff training prior to visit)

Signed.....Date.....

Position: Educational Visits Co-ordinator/Headmaster

Once visit is approved, a risk assessment needs to be completed and submitted for approval at least two weeks before the planned date of the trip.



WIDFORD LODGE PREPARATORY SCHOOL

Date Reviewed:



RISK ASSESSMENT FOR OFF SITE VISIT

DATE OF TRIP			
TIME (DEPART-RETURN)	DEPART:	RETURN:	
DETAILS OF PUPILS ON TRIP	CLASS:	NO. BOYS:	NO. GIRLS:
VISIT LOCATION			
ADDRESS			
TELEPHONE NUMBER			
CONTACT NAME (IF APPLICABLE)			
METHOD OF TRANSPORT			
DETAILS OF COACH COMPANY(IF APPLICABLE)	COMPANY:	TEL:	
<i>EYFS ONLY</i>	<i>INSURANCE:</i>	<i>DRIVER DBS:</i>	
OUTLINE OF ACTIVITY			
PERSON RESPONSIBLE FOR CARRYING OUT RISK ASSESSMENT			
DATE OF RISK ASSESSMENT			
CONSIDERATION GIVEN TO CRISIS AND INCIDENT PLAN			
APPROVED BY EDUCATIONAL VISITS CO-ORDINATOR			

	POTENTIAL HAZARD	WHO MAY BE AFFECTED?	CONTROL	FURTHER ACTION?
Travel to Venue				
Visit Location and Personnel				
Nature of the Activity				
Particular Needs of Pupils				

	POTENTIAL HAZARD	WHO MAY BE AFFECTED?	CONTROL	FURTHER ACTION?
including any Medical Conditions				

Lead Member of Staff	
Emergency Contact/Mobile Number	
Other Staff Members	
Parents (if applicable)	
Ratio of Adults to Children	
Address and Tel of Local Hospital	

This Risk Assessment has been seen and agreed by all members of staff/parent helpers involved :

Name	Signed	Date

Review of Activity	
Reviewed by:	Date:
Signed:	
Concern	Response

**Appendix 3 ADVENTUROUS ACTIVITIES PROVIDER
QUESTIONNAIRE**

Name of centre/provider:

--

Address of centre:

Tele. No:

Address of Head Office (if different)

Tele.No:

Centre Telephone numbers:

Working hours:

Emergency:

Name of centre staff responsible for liaison during visit

--

Name of visiting Group

Dates of Visit

--	--

I confirm the following:

This Centre/organisation requires licenses for the following activities under the Adventure Activities Licensing Regulations 2004 and I have seen the licences; *If all activities provided are 'out of scope' please write this instead.*

--

I attach:

(Please initial in box:)

Evidence of this centre's licence and /or any accreditation certificates which the centre

has gained

b. Risk assessments for activities/Codes of Practice

c. details of the qualifications held by this centre's instructors or confirmation of the training/ qualifications which staff will hold for activities

minimum

All equipment is checked & maintained in accordance with manufacturers/national

body guidelines

I attach evidence of £5 million public liability insurance

This centre complies with relevant safety regulations and has a written safety policy

The premises have a current fire certificate/advice has been sought from the local fire service and all their recommendations have been implemented.

& rescue

Qualified first aiders will be on site:

24hrs

during activities

other (specify)

If First Aid cover is not 24hr, what arrangements are in place to secure treatment for injured parties?

Supervision of visiting group's young people will be undertaken by this centre's staff:

24 hrs a day

During activities

Between 9 a.m.-5.p.m.

Other (specify)

ACCOMODATION – Please complete if you will be providing/offering accommodation &/or food to visitors.

Type of accommodation:

Dormitories

Small rooms

Tents

No. Of toilet facilities:

No. of washing facilities:

INITIAL

All kitchen staff have passed a basic hygiene course:

The Centre is registered with local Environmental Health Office:

If activities are held off the main site:

Details of locations (names, O.S. References & facilities e.g. toilets)

I can confirm than any minibuses used to transport participants will have forward facing belts and have current MOT, Road Tax and Insurance.

seats with seat

I confirm that any driver of minibus will have either a PCV licence or passed the Minibus Driver Awareness Assessment (MIDAS)

Portable First Aid Kits taken or located at all sites

Please provide contact details of a recent customer whom we may contact:

Signed:.....Position:.....

Appendix 4

Educational Adventurous and Recreational Visits Checklist For Group Leaders

Planning **N/A** **YES** **Date**
Completed

If using a commercial organisation or provider has it been approved by the Outdoor Education Advisory Panel?			
Is pre-visit required?			
Are proposed staffing levels adequate?			
Are first aid arrangements adequate?			
Have emergency procedures been produced?			
Have roles & responsibilities of staff been clarified?			
Have hazard travelling to/at destination been identified and suitable control measures introduced? (significant findings/risks assessed must be attached).			
Have the individual needs of all participants been considered (e.g. special educational needs)?			
Has a person been allocated responsibility for briefing on local fire & health & safety rules?			
Have security arrangements at venue been assessed?			
Has a system been established to evaluate the trip?			
Have all licences required under the Adventure Activities Licensing Regulations 2004 been verified?			
Has the visit been approved by appropriate person			

Before Departure

Have details regarding visit including code of conduct, detailed itinerary, kit lists been circulated to parents (and fully briefed if appropriate)?			
Have all consent/medical forms been arranged?			
Has insurance cover been arranged?			
Has detailed list of group members been prepared ? copy given to emergency contacts?			
Emergency cash arranged?			
Have all staff/young people been fully briefed?			

Departure Day

Paperwork complete (e.g. passports, roll-call, travel documents, emergency procedures etc.)?			
First Aid Kit?			
Emergency Cash/mobile phone?			
Name & address of visit location given to all group members?			

Appendix 5 Risk Assessment Checklist for Visitors to School

To be completed prior to visit:

Member of staff arranging visit	
Name of visitor and company as applicable	
Date of visit	

Start and end time of visit	
Where will visitor be based?	
Classes involved	
Is it in the diary?	
Have Simon or Susannah been informed?	
Who will supervise the visitor (s)?	
Has the visitor been informed they need to bring ID with them?	
Has the visitor been informed not to bring nuts with them?	
Is the visitor and the content of their speech/presentation suitable ie balanced and representative?	
Has a satisfactory Google Search of the visitor been carried out?	

To be completed on the day:

<i>Action</i>	<i>Signature of person carrying out</i>
Visitor's ID checked, signed in, provided with information about fire procedures	
Visitor accompanied to their base, informed of rules regarding mobile phone use and of where to go during breaks, accompanied by a member of staff	
Visitor supervised during time here	
Visitor signed out	

After the visitor has left please return completed form to Mrs S Trowell

Appendix B

Asbestos

Policy

The School is aware of its responsibilities under The Control of Asbestos Regulations 2012 and the Department for Education's advice Managing Asbestos In Your School 2015. In order to comply with its responsibilities The School is required to carry out or have carried out a survey to establish whether any Asbestos is present and if so what action, if any, is needed to be taken either to remove or control the Asbestos.

Survey

A Survey, in line with Methods for the Determination of Hazardous Substances (MDHS), will be carried out to establish the position with respect to Asbestos in the School's premises.

There are three types of survey:

Type 1: Location and assessment survey (Presumptive Survey)

The purpose of the survey is to locate, as far as reasonably practicable, any suspect Asbestos Containing Materials (ACMs) in the building and assess the risk.

Type 2: Standard sampling, identification and assessment survey. (Sampling Survey or Management Survey)

The purpose and procedures used in this survey are the same as for type 1, except that representative samples are collected and analysed for the presence of asbestos. Samples from each type of suspect ACM found, are collected and analysed to confirm or refute the Surveyors judgement. Sampling may take place simultaneously with the survey, or as in the case of some larger surveys can be carried out as a separate exercise, after the type 1 survey is complete.

Type 3: Full access Sampling and Identification Survey (Pre-demolition / Major Refurbishment Survey)

This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the building and may involve destruction inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACMs and estimates of the volume and surface area of ACMs made. The survey is designed to be used as a basis for tendering the removal of ACMs from the building prior to demolition or major refurbishment. The survey does not assess the condition of the asbestos other than to note areas of damage or where additional asbestos debris may be expected to be present.

A Type 2 Standard sampling, identification and assessment survey has been carried out at the School and this has identified where Asbestos is located in the premises.

Managing Asbestos

The Proprietor is the School's Asbestos Manager and in order to manage the situation in an appropriate way, the Proprietor will:

- Keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- Assess the risks associated with asbestos containing materials;
- Repair, seal or remove asbestos containing materials if there is a risk of exposure owing to their condition or location;
- Maintain asbestos containing materials in a good state of repair;
- Inform anyone, including staff and visitors, who is likely to disturb asbestos containing materials about the location and condition of the material;
- Have arrangements and procedures in place, so that work which may disturb asbestos containing materials complies with the The Control of Asbestos Regulations 2012;
- Review the plan at regular intervals.

Contractors

Contractors are made aware of the existence of ACMs present within the School and the existence of the School's asbestos register. Before any work is commissioned on the School's Premises, a Type 3 Survey will be carried out on the relevant area(s) to establish the position. Asbestos will be removed, as required, by a Registered Asbestos Removal Contractor to ensure that the area on which work is to be carried out is safe.