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# Health & Safety Policy

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Hollygirt School

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2018-19

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**Hollygirt**  
SCHOOL

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# 1. General Statement of Policy

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This statement of Safety Policy is produced in respect of Hollygirt School and forms the basis of future planning and implementation of health and safety matters within the school.

The Trustees and Headmistress of Hollygirt School acknowledge their responsibility to provide and maintain safe and healthy working conditions for the academic, administrative, domestic and other staff and pupils of the school. It is recognised that there are clearly defined standards of health and safety laid down by law, and the Trustees are committed to making available adequate economic and personnel resources to strive to achieve best practice in health and safety throughout the school.

The allocation of duties relating to safety matters and particular arrangements which the school will make to implement the policy are set out in the following pages.

All employees of the school have a duty to co-operate in the operation of this policy by working safely and efficiently, reporting and assisting in investigating any accidents and adhering to procedures that have been agreed for securing a safe school.

The policy will be reviewed as a minimum once per year, in response to any changes in health and safety legislation and/or the school's properties. All staff will be notified of any changes to the Health and Safety Policy.

Signed:

*(for the Trustees)*

Signed:



*(Headmistress)*

*This policy replaces and extends the earlier Health and Safety Policy.*

September 2018

## 2. Organisation

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The Trustees recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters.

The Headmistress is responsible and accountable to the Trustees for implementing the school's Health and Safety Policy and for all matters relating to health, safety and welfare within the school.

The day-to-day duties will be delegated to the members of the team as itemised below.

All policy is written with due regard for:

- Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Headteachers and Governing Bodies (Feb 2014)
- The Health and Safety at Work Act (1974)
- The Management of Health and Safety at work Regulations (1999)
- RIDDOR (2013)
- The Workplace (Health, Safety and Welfare) Regulations 1992

### **2.1 Health and Safety Allocation of Functions**

#### Headmistress (PH)

- Liaises with Trustees on policy issues
- Reviews and updates policy in line with legislation/good practice (in conjunction with Trustees and all staff with specific delegated responsibilities)
- Ensures any issues with implementation of policies are reported to Trustees
- Takes day-to-day responsibility for Health and Safety matters in the school
- Co-ordinates the half-termly Health and Safety meetings

#### Bursar (AN) / Operations Manager (LH)

- Co-ordinates day-to-day Health and Safety duties in the school (site and maintenance)
- Undertakes responsibility for contractors or third parties entering the school to undertake maintenance service or works contracts
- Is responsible for Caretakers' action on Health and Safety items
- Checks all public areas for hazards and assess risks, at times stipulated by policy and audits before each Health and Safety meeting
- Undertakes scheduled Fire risk assessment and electrical inspections with external contractors
- Is responsible for externally appointed Health and Safety specialists/advisors
- Is responsible for liaison with EHA and other regulatory bodies

#### Deputy Head (CD)

- Assists with required day-to-day actions on Health and Safety affecting pupils and staff
- Actions termly fire practice and training for staff
- Ensures teaching and support staff are trained in manual handling and working at heights (in conjunction with Bursar/site team)
- Is responsible for staff fire training and evacuation procedures including ladder training (evacuation ladders: White House and School Hall) for new pupils and staff. Produces fire booklet.
- Oversees risk assessments for trips and visits (Senior School)
- Collates subject area and specific activity risk assessments (Senior School)
- Is responsible for staff training in risk assessment
- Undertakes responsibility for fire/emergency evacuation drills within the school and liaises with Junior School
- Arranges for staff to be informed on Health and Safety issues via the briefing system and for staff training

### Head of Juniors (First Aid Co-ordinator)

- Assists with required day to day actions on Health and Safety affecting pupils and staff
- Takes responsibility for First Aid including medication, accident books, staff training and updating
- Oversees risk assessments for trips and visits (Junior School)
- Collates subject area and specific activity risk assessment (Junior School)

### Healthcare Co-ordinator

- Produces annual and updated pupil medical information for staff notice boards and PASS based on parental information sheets
- Organises senior vaccination programme in conjunction with NHS nurses
- Checks first aid kits and replenishing of stocks

### Health and Safety Committee

- Promotes Health and Safety culture throughout the school
- Reviews accident books
- Audits site for risk
- Discusses and reviews procedures and policies
- Discusses and reviews procedures and policies
- Initiates action for training, risk management, in line with school aims / good practice / legislation

### All Staff

- Audit classroom and work areas and provide risk assessments for key risk areas
- Check all equipment is safe before use
- Ensure safe procedures are followed in line with policy / common sense
- Ensure protective clothing and equipment is used as appropriate
- Report defects/urgent requirements to Bursar/site team
- Set a good example to pupils

## **3. Arrangements**

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The Trustees recognise that the way forward in achieving effective management of the school's Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the school's Health and Safety Committee. A Safety Advisor is retained by the school for consultancy purposes.

### **3.1 Membership**

- Headmistress
- Deputy Head
- Head of Juniors
- Bursar/Operations Manager
- A nominated Trustee
- Health and Safety Co-ordinator
- Plus any other co-opted member of staff

### **3.2 Meetings**

Half termly.

### **3.3 Employees' Responsibility**

The employees have a legal responsibility to co-operate with the Health and Safety Committee to achieve a healthy and safe school and to take care of themselves and others.

Whenever an employee notices a Health and Safety problem which they are not able to put right, they must tell the appropriate person immediately (*Appendix 1*).

### **3.4 Health and Safety Representatives**

The Headmistress will co-operate with Health and Safety representatives (if appointed) in the execution of their duties.

### **3.5 Contractual Work and Maintenance**

The Bursar/Operations Manager are responsible for co-ordinating all contractual work and maintenance carried out on the school premises.

The Bursar/Operations Manager must ensure that all contractors understand the school's House Rules for Contractors (*Appendix 2*) and that they complete the school's Health and Safety Resources and Competence Questionnaire (*Appendix 3*).

Contractors and those employed by the school to carry out maintenance work are responsible for setting out safe systems of work while on the site. Construction (Design and Management) Regulations 2015 will be adhered to where applicable.

### **3.6 Caretakers**

The Caretakers are responsible and accountable to the Headmistress via the Operations Manager for all matters relating to health, safety and welfare within their sphere of activity.

The Caretakers must ensure they are familiar with the school's Health and Safety Policy.

The afternoon Caretaker is responsible for the supervision of school cleaners, ensuring that they are equally aware of any implications of the policy as it affects their work (e.g. storage arrangements for materials, equipment, substances). The Operations Manager will ensure they are aware of all relevant policies during their induction.

The Caretakers will attend all relevant health and safety training, pertinent to their area of work.

### **3.7 Catering**

The catering staff will adhere to hygiene and health and safety policies and procedures which have been approved by the school. As a minimum requirement all catering staff will be trained to basic food hygiene standard and will attend all relevant health and safety courses pertinent to their area of work.

### **3.8 DBS**

All staff who are contracted to the school are subject to a DBS and other employment checks before they commence work.

In an emergency if this is not possible they will be fully supervised by a member of the site team if pupils are on site and a visitor risk assessment undertaken.

# 4. First Aid Policy

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## 4.1 Policy Statement

Hollygirt School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility. First aid will be administered in a timely and competent manner in line with this policy.

## 4.2 Aims

- To identify the first aid needs of the school
- To ensure that first aid provision is available at all times when people are on school premises, and also off the premises whilst on school trips

## 4.3 Objectives

- To appoint the appropriate number of suitably trained people as first aiders to meet the needs of the school and to maintain current qualifications for those people
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents of the school's first aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

## 4.4 Medical Facilities

The school is required by the Education (School Premises) Regulations 2012 to have nominated accommodation for medical examination, treatment and care of pupils.

The school's nominated accommodation is the Senior School Sick Bay. Junior School pupils who become ill during the school day are withdrawn to Stafford House Library and parents informed immediately. Occasionally the library is used for vaccinations.

## 4.5 Accident Procedures

- An adult at the scene of an accident needs to make a quick assessment of the severity of the accident.
- Small cuts and grazes occurring during a lesson or at play can be cleaned with water and a plaster applied if the injury occurs in an area where there are first aid boxes e.g. Sick bay, White House, Laboratories, DT rooms, EYFS and Junior School. **Note: The school no longer uses antiseptic wipes.**
- If a pupil has bumped their head, a letter is sent home to parents advising them of this.
- Serious injuries are any injuries that may require a first aider or medical attention. Send a message to Reception to request an ambulance (or dial direct) if the need is obvious; dispatch another to meet the ambulance and direct it to the incident. For lesser emergencies a senior pupil should be brought to Sick Bay and signed in by a member of staff. Junior pupils should be taken to the Head of Junior's office in the first instance. Here they will be assessed by a First Aider.
- All relevant details are recorded in the Junior or Senior Accident book. These can be found in the Head of Juniors office and in Reception. The notes should be written by the employee on the scene, the first aider or the appointed person. These must be completed fully and accurately.
- Accident books are scrutinised at the half-termly Health and Safety meeting and patterns or issues identified. If there is a more urgent Health and Safety risk identified, the employee should let a member of SLT or bursar's department know immediately.



- Parents and carers are informed, by telephone, depending on the severity of the accident, of incidents happening on the school premises or on a school visit. Receptionists will usually make this call.

#### **4.6 Illness during the School Day**

- First aid boxes are sited throughout the school and maintained by the Healthcare Co-ordinator.
- If a Junior pupil is sick, the usual procedure is for the Class Teacher, Head or Deputy Head of Juniors or Classroom Assistant to telephone home and request the pupil is collected. Occasionally a sick pupil lies down on a mattress in Stafford House Library awaiting collection. There is no such resting place at No 9 Villa Road. Parents are informed to collect the Junior pupil from their building.
- If a Senior pupil is sick, he/she is signed into Sick Bay. Where the following procedures are used:
  - A teacher in the Senior School must send the pupil to Sick Bay and the appropriate form is filled in at Reception.
  - The teacher is responsible for checking up on the pupil in the next available break or for ensuring they are checked by the Receptionist if they are not personally available.
  - The pupil's Form Tutor should be informed that the pupil is in Sick Bay or has gone home.
  - A pupil should not stay in Sick Bay for longer than one lesson unless they are awaiting collection to go home. The Receptionists will call home if the condition is unlikely to improve.
  - Pupils must not telephone parents directly to arrange collection.
  - Pupils should not normally have a friend to wait with them in Sick Bay.
  - There should be no eating in Sick Bay.

Sick bay records will be checked at the half-termly Health and Safety meetings to assess patterns of sickness. This will be recorded in the minutes.

#### **4.7 Sun Protection**

The school wishes pupils to enjoy the sun safely. We have a duty of care to ensure that sun protection is used, if provided by the parents, whilst pupils are on school premises during the school hours or undertaking school activities. We aim to protect pupils as far as is reasonably practicable, from the dangers of exposure to the sun. This is a shared responsibility between the school and the parents/carers.

We aim to:

- Educate senior pupils appropriately through the curriculum about the cause of skin cancer and how to protect their skin
- Educate pupils appropriately to wear clothes that provide good sun protection and use sunscreens
- Ensure parents/carers are aware of this policy and are involved in providing sun protection for their children
- Ensure that all staff are aware of and follow the school's policy and guidelines with regard to sun protection.

When the Junior School pupils are outside they will be advised to wear sunhats which are on our Junior School uniform list. Senior pupils at Games lessons in Summer/early Autumn Term and on trips will be advised similarly. Parents will be encouraged to send in high factor protection sun cream for their children to wear in school. School does not provide sun cream due to different skin types and potential allergy issues. Staff of Junior School pupils will supervise the application of personal sun cream to the pupils' exposed skin that cannot be protected by clothing before participating in outdoor activities.

The school will hold outdoor activities in areas of shade wherever possible and encourage pupils to use shady areas during breaks, lunchtimes, sports activities and trips. Sunbathing will be discouraged. School will work towards increasing the provision of adequate shade for everyone.

#### **4.8 First Aid Training and Qualifications**

There will, at all times when pupils are in school, be at least one person on the school site qualified to a minimum level of appointed person. In EYFS there will always be a paediatric first aider with the children in all classes.

A first aider is defined as a person who has successfully completed a suitably approved 3 day course. An appointed person is defined as a person who has successfully completed a 1 day course. All Hollygirt teaching staff and most administrative staff attend an appointed persons course every 3 years (last course September 2016).

All EYFS staff attend a paediatric first aid course every 3 years.

A list of staff qualified as First Aiders can be found at Appendix 4. This list is kept up to date and made available on Health and Safety notices in the staff rooms.

#### **4.9 Educational Visits**

The First Aid requirements specific to day/residential visits can be found in the Educational Visits Policy within Whole School Policies.

#### **4.10 First Aid Kit Provision**

A list of First Aid Kit locations can be found at Appendix 5.

The first Aid kits are regularly checked and replenished by the Healthcare co-ordinator.

#### **4.11 Pupils' Medical Conditions**

A list of pupils with disabilities, medical conditions or allergies that may require special attention is kept in the school office and on staff room notice boards and in the Science department prep room. This is also available on the T:Drive of the school network. This list is updated termly by the Healthcare Co-ordinator. For a pupil joining the school mid-term, the Registrar will share medical information to all staff via email and add the notes to the staff briefing sheet.

Individual healthcare plans will be prepared for pupils with a more serious medical condition, such as diabetes. These will be available for all teaching and support staff.

#### **4.12 NHS Vaccinations**

Currently, with parental permission, NHS nurses administer the following vaccinations to Senior pupils:

- Year 8 and 9: Human Papillomavirus (HPV)
- Year 9: Menintococcal ACWY and Diphtheria, Polio and Tetanus

#### **4.13 Asthma Policy**

##### ***Inhalers and Medication***

All pupils who suffer from Asthma and need treatment should know what to do if they have an attack, Both Junior and Senior Pupils are responsible for their own inhalers and should carry them at all times. All inhalers should be clearly named, prescribed to the pupil and in date. Some pupils may carry plastic diffusers or 'spacers'. These can be used to help individuals breathe in their medication. Sufferers will know how to use these. In the junior school inhalers will only be kept by the class teacher if the parent/carer has specifically requested this because of their child's young age or ability. Staff will remind juniors staff to carry their inhalers to off -site lessons and on trips.

##### ***Information***

All parents are to inform the school if their child suffers from asthma including, if possible, any allergies which may trigger an attack and the type of medication used to prevent attacks. A proforma is available for this purpose. A list of all pupils who suffer from asthma is updated termly by the Healthcare co-ordinator and any changes to the list are notified to the staff at beginning of term briefing. The amended copy is available alongside other medical information as indicated at 4. 11 above.

### ***Incidence of Asthma***

The staff should be aware of the diagnosis and treatment of asthma and should be familiar with the various curriculum areas and specific activities which may trigger an attack.

- PE: Exercise is a common trigger but should not be the reason for not participating. Common triggers include cold, dry days, strong winds, grass, pollen, very cold or heavily chlorinated swimming pools.
- Technology: Triggers include activities producing dust and fumes such as glue or varnish.
- Science: Triggers include the production of instant gasses of burning materials.

### ***Record of Asthma Attacks***

All asthma attacks should be recorded on PASS. Details of the time, incident, medication and treatment should be clearly recorded and signed by the member of staff involved and passed to the Healthcare Co-ordinator, Head of Juniors, Form Tutors and Class Teachers. Parents will be informed.

### ***Procedure for Asthma Attacks***

Each pupil should know what to do and what treatment to take if they have an attack. Pupils carry their own inhalers to use when necessary.

However, in the case of a severe attack, this procedure is followed:

- Make sure that any medicines are taken promptly and properly
- Stay calm and reassure the child
- Help the child to breathe slowly and deeply
- Assist the pupil into a comfortable position , i.e. sitting upright or sitting up and leaning slightly forwards.
- If the room is warm, open a window slightly but not to allow a cold blast of air in
- Loosen tight clothing around the neck
- Offer sips of water.

### **Call 999 immediately if :**

- All the above have been carried out but fifteen minutes later there is no improvement
- If the pupil is distressed and unable to talk
- If the pupil is getting exhausted
- If the pupils lips turn blue
- If the pupils pulse is very rapid.

## **4.14 Epipens**

All staff receive training in the use of epipens and refresher updates can be seen on the YouTube website. An updated list of pupils that require an epipen in school is published with pupil medical information on the staff notice boards. This is updated by the Healthcare Co-ordinator termly with any new mid-stream starters alerted to staff via briefing notes and email.

It is the parent's responsibility to provide the prescribed epipens. It is the pupil's responsibility to carry the epipen with them at all times including when in a different part of the building or off site. Staff should remind pupils to carry them. If possible as spare epipen is kept at Reception or in the Head of Juniors office.

In the event of the need to use, parents must be informed immediately and further medical attention sought. The incident must be logged on the school system.

## **Recognition and Management of an Allergic Reaction/Anaphylaxis**

Signs and symptoms include:

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:

- Stay with the child, call for help if necessary
- Locate adrenaline auto injector(s)
- Phone parent/emergency contact

### **Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction):**

Airway: Persistent cough, hoarse voice, difficulty swallowing, swollen tongue

Breathing: Difficult or noisy breathing, wheezing or persistent cough

Consciousness: Persistent dizziness, becoming pale or floppy, suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised: (if breathing is difficult, allow child to sit)

2. Use auto injector (epipen) **without delay**

3. Dial 999 to request ambulance and say ANAPHYLAXIS

\*\*\* IF IN DOUBT, GIVE ADRENALINE \*\*\*

After giving Adrenaline:

1. Stay with child until ambulance arrives, do **NOT** stand child up

2. Commence CPR if there are no signs of life

3. Phone parent/emergency contact

4. If no improvement after 5 minutes, give a further dose of adrenaline using another auto injector device (epipen), if available.

Anaphylaxis may occur without initial mild signs: ALWAYS use adrenaline auto injector (epipen) FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present

## **4.14 Administration of Medicines**

Although it is usual for a pupil who is unwell not to attend school, it is possible that at times a pupil may be well enough to attend school but may be taking prescribed medication. This may be a prescription from a doctor e.g. antibiotics, inhalers, insulin or analgesics for pain relief.

In the Senior School staff do not administer medication as pupils are thought to be responsible for their own medication. For most medication the pupils will carry their own supplies.

Controlled substances:

Any pupil in the Senior School prescribed a controlled substance in the school day, will require a parents written letter of consent. The medication will be stored at and collected by the pupil from Reception. A log will be kept of its usage and kept at Reception. The parents are responsible for updating supplies.

In the Junior School, where pupils are not old enough to be responsible for their own medication, the teachers may be prepared to administer the necessary dose. Medicines will normally only be administered at break or lunchtimes. If medication needs to be given at any other time, parents/carers must arrange to come to school to administer the medicine themselves, or should keep the child at home until the course of medication is completed.

If a pupil is prescribed medication that must be administered during school hours, then the pupil's parents should come in to school to complete a Drug Administration Form (*Appendix 6*). Forms are available from Class Teachers and from Reception, in the Senior School. A dedicated member of staff will be responsible for this.

If a pupil arrives at school with medicine and a completed form, but the parent/carer does not come into school to sign the medicine in with their child's Class Teacher, it must be **clearly understood that no medication will be given**. The parent will be contacted and informed of this, and given the option of coming to school to sign in the medicine.

The drugs should be clearly labelled with the name and dose of the drug and the pupil's name. This should be handed to the pupil's Class Teacher or in her absence to the Head of Juniors. The parent and the member of staff must both sign the medicine in and out, at the end of the day, on a daily basis. This procedure must be repeated daily until the course of medicine has been completed. In cases where long term use of a medicine is required, this can be done on a weekly basis (*See Appendix 6*).

The request form will be placed in the Administration of Medicines folder. Antibiotics in need of refrigeration should be placed in the Staff Room refrigerator. Other medication will be kept safe in the Head of Juniors' office.

The staff involved must all agree to administering the drug but must not do so until they are confident about the nature of the child's illness and the nature of the drug concerned. A teacher does not have to take responsibility for administering drugs.

When the drug is to be given, the member of staff concerned should, in front of a witness or another member of staff:

- check the medicine against the parent's request form and the drug's container;
- check the dose of drug to be administered according to the request form and remove the appropriate amount from the container;
- ensure that the witness has observed and agreed the dosage before administering the drug;
- record the name of the pupil, their date of birth, the date and time of administration, the name of the drug and the amount given. This record should then be signed by the member of staff and the witness;
- the drug and the request form should then be replaced.

As part of the induction process, all new members of staff will have this policy explained to them by the Head of Juniors, who will discuss with them whether they are willing to administer medicines. In the case of a member of staff who is *not* willing to administer medicines, their class medicines will be administered by another member of staff, normally the Head of Juniors.

### ***Controlled Substances***

Any pupil in Senior School taking a prescribed controlled substance during the school day will collect medication from Reception and a log will be kept of its usage. In these cases the parents will give written consent.

## **4.15 Slips and Trips**

### ***Prevention of Slips and Trips***

Hollygirt School takes seriously the potential for slips and trips and is aware of the risk of serious injury resulting from them. The following actions are taken to prevent them:

### ***Staff Training and Vigilance***

All staff will be informed in regular briefings and Health and Safety updates/training about the necessity of the risk management of slips and trips and of reporting any visible or known hazards as a matter of urgency to the Operations

Manager.

### ***Cleaning***

- Spillages must be immediately reported to the Operations Manager (who will direct the caretakers/cleaners) or be cleared up by the member of staff if specialist equipment is not required. Mopped floors which may be wet and cause a further hazard will have a yellow triangle 'wet floor' warning sign erected until the area is completely dry.
- Cleaners will not over polish any surface to a level which increases the risk.
- In areas prone to slip hazards, the surface will be inspected to see if anti-slip coating or matting is appropriate.

### ***Removing Obstructions***

- Clear guidance will be issued to pupils and staff about keeping thoroughfares clear of obstructions, especially in corridors where bags and possessions pose a risk.
- Pupils are instructed not to take bags as they join the lunch queue, or to abandon them in corridors. All pupils have a suitable peg and desk for safe storage.
- Staff will ensure that public areas, classrooms and all evacuation routes are tidy and report any identifiable hazards immediately. This may include deliveries in the reception hall and items stored in all areas. All areas will be risk assessed annually and half termly Health and Safety walks will be undertaken and logged by members of the Health and Safety Committee.
- Any damaged surfaces internally or externally will be notified to the Operations Manager immediately and urgent action taken or notices posted about the increased risk.
- In poor weather, heavy rain, ice or snow the caretaking team will ensure that key pathways are clear and pupils, staff and visitors will be informed to take extra care, use handrails and wear appropriate footwear for the conditions. On these occasions, the pupils will be permitted to wear boots.

### ***Footwear***

Staff and pupils are encouraged to wear suitable footwear for the environment. Slip on shoes are not advised for pupils and flip flops discouraged for the staff in the warmer weather.

### ***Lighting***

Hollygirt will ensure that lighting is adequate internally and externally.

### ***Action to be taken in the event of a slip or trip accident***

All accidents must be logged in the accident book by the first member of staff on the scene, or hearing of the slip. Any first aid requirements will follow the stated procedures. The accident books will be reviewed half termly at the Health and Safety committee who will look for lessons to be learned for the future and steps which can reasonable be taken to reduce the risk.

## **4.16 Hygiene/Infection Control**

### ***Precautions to be followed by staff to avoid the risk of infection***

Certain precautions always need to be taken to reduce the risk of transmitting infections, including hepatitis. These standard precautions will be equally effective against the HIV virus.

### ***First Aiders/Appointed Persons***

- First Aiders and Appointed Persons should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty.
- They should wash their hands thoroughly both before and after applying dressings.
- If direct contact with another person's blood or other body fluid occurs, the area should be washed as soon as possible with ordinary soap and water.

### ***Spills Kit***

The specially prepared kit should be used for mopping up blood (or other body fluids). The Spills Kit will contain:

- bucket with lid
- diluted household bleach
- disposable plastic gloves
- disposable apron
- plastic bin liner
- paper towels/kitchen roll

For location of Spills Kits see *Appendix 5*.

### ***Procedure***

- Wearing disposable apron and gloves, mop up the spill using paper towels.
- The area in which any spills have occurred should be disinfected using one part bleach diluted with ten parts of water.
- All disposable items and soiled towels should be placed in the plastic bin liner, appropriately labelled and safely disposed of by the caretaker, preferably by burning.
- Clothing may be cleaned in an ordinary washing machine using its hot cycle.

### ***Mini Spills Kits***

Mini Spills Kits for cleaning minor wounds (e.g. knees after a fall) will contain:

- small bowl
- disposable gloves
- swabs
- paper towels

It is essential that the disposable gloves are worn by any person cleaning another person's open wound.

For location of Mini Spills Kits see *Appendix 5*.

## **4.17 Legionella Controls**

We ensure that suitable and sufficient risk assessments are in place where significant risks have been identified, in relation to legionella, as may result from our hot and cold water systems.

## **4.18 Emergency Procedures**

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of a first aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents will be informed when an ambulance has been required to be called. If a parent cannot accompany a pupil to hospital, a member of staff will accompany the pupil to hospital and remain with them until a parent can take over responsibility.

## **4.19 Reporting of Accidents and Dangerous Occurrences**

There are a number of reasons why it is essential that all accidents/incidents are recorded and where applicable reported. These include:

- a) Legal requirements to report certain injuries and dangerous occurrences to the Health and Safety Executive (RIDDOR 2013).

- b) Insurance company requirements to notify them and keep details for potential future claims.
- c) Department of Social Security requirements to keep details of all accidents in the workplace accident book.
- d) Employing organisation's requirement to assist in monitoring health and safety performance.

The Accident Books are kept in Reception (Senior School) and Head of Junior's office (Junior School).

The following bullet points give detailed guidance on what action should be taken depending on both the nature of the incident and the person who has been injured.

**Violence to Staff**

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal, then the accident should be classed as a work accident and actioned according to the degree of injuries and absence from work.

**All Accidents and Incidents**

All accidents/incidents which occur on premises under the school's control should be entered in the Accident Book, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, sub-contractor, visitor or member of the public. Accidents/incidents that occur outside school, including those on trips, should also go in the school's Accident Book. All entries should be countersigned by the person injured where practical.

**Accidents Involving Members of the Public, Visitors and Unauthorised Visitors**

If any member of the public or uninvited visitor is involved in an accident or is injured, details must be entered in the Accident Book and the notification form completed (N.B. 'public' also means clients, pupils or residents). The member of staff involved should also notify the Headmistress and the Health and Safety Co-ordinator as soon as possible. In doing so, you should discuss whether a full investigation is required by the safety advisers and action accordingly.

If the incident requires reporting to the Health and Safety Executive this must be done within RIDDOR guidelines.

*Updated September 2018*

**Approval by the Trustees:**

<b>Signed:</b>	
<b>Name:</b>	Dr M Heath
<b>Position:</b>	Chairman of the Trustees
<b>Date:</b>	



## **5. Monitoring the School Health and Safety Performance**

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A safety audit inspection is a systematic, critical examination of the school premises carried out with the objective of identifying potential hazards and assessing levels of risk.

### **5.1 Routine Inspections**

- To be carried out by the Bursar/Operations Manager/Site team and/or other members of the Health and Safety committee, at least half termly and to be concerned with simple observation and non-technical remedial action.

### **5.2 Specialist Inspections**

- To be carried out following technical inspections or on the recommendation of the Headmistress/Trustees, e.g. Fire Prevention Officers, architects, health and safety advisors or other specialists.

### **5.3 Annual Audit**

- Staff complete risk assessment of their immediate areas.
- Detailed inspection of site by the Health and Safety committee in conjunction with Trustees/external specialists.
- The Bursar/Operations Manager will write a report prioritising action raised.
- This report will be considered by the Health and Safety Committee and action initiated as necessary.
- Matters of an urgent nature will be actioned by the Bursar/Headmistress as soon as practical. Less urgent matters will be dealt with as specified.

### **5.4 Accident Prevention**

The maintenance of the buildings and equipment to ensure personal safety is the responsibility of the Health and Safety Committee.

Employees must follow the rules and procedures and report any faults or hazards to the Health and Safety Committee.

The following are identified as requiring special attention:

- a) All electrical equipment must be safe.
- b) All gas equipment must be safe and serviced by a Gas Safe Register installer.
- c) No electrical leads or telephone wires must be trailed across the room; they should be routed along the edge of the room as far as possible, or taped down if this is not possible.
- e) Employees will be given training in the handling of equipment. *See Training.*
- f) All guards and safety devices fitted to equipment/machinery must be used at all times.
- g) All rooms must be kept tidy and safe and corridors, stairs and doorways free of all hazards to ensure safe and easy access.
- h) Any spillage must be cleared up immediately.
- i) All employees using any equipment associated with their work must ensure that it is safe and that all appropriate safety rules are adhered to.
- j) Filing cabinets must not be overloaded and only one drawer opened at any one time.

## 6. Risk Management

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### **6.1 Risk**

The probability that a particular hazard will cause loss or injury or near miss or some combination of these factors.

### **6.2 Hazard**

A departure from the normal safe situation with the potential for loss or injury or near miss. Dealing with substances covered by COSHH regulations (*Appendix 8*).

The Bursar/Operations Manager (in conjunction with the Science Technician, teachers and Caretakers) is responsible for ensuring a list of harmful agencies (hazards) present on the premises is compiled and kept up to date.

### **6.3 Probable Frequency Rating**

#### **5. Very Likely**

If the work continues as it is, there is a high likelihood that an accident will happen (e.g. broken stair or broken rung on a ladder, bare exposed electrical conductor, tall, unstable stack of heavy articles).

#### **4. Likely**

The effects of vibration, wind or human carelessness could precipitate an accident, which would be unlikely to happen without this additional factor (e.g. puddle of slippery waste on walkway).

#### **3. Quite Possible**

The accident may happen if additional factors precipitate it, but it is unlikely to happen without them. The additional factor is more than a casual slip or nudge and would require an additional action or event to trigger it (e.g. obstructing an aisle, failing to replace a defective light in a storage area used at night).

#### **2. Possible**

If other factors were present, this incident or illness might occur, but the probability is low and the risk minimal (e.g. storing heavy items above shoulder level, cracked or chipped electrical plug or frayed cable, cracked glass window, worn steps).

#### **1. Not Likely**

There is really no risk present. Only under freak conditions could there be any possibility of an accident or illness. All reasonable precautions have been taken so far as is reasonably practicable. This should be the normal state of the workplace.

### **6.4 Potential Severity Rating**

#### **5. Very High**

Causing multiple deaths and widespread destruction. Such a risk would include a major refinery or oil rig explosion, a mine collapse or nuclear accident. It may cause death and injury both on and off site and would be the subject of regulation under CIMAHA (The Control of Industrial Major Accident Hazards 2015).

#### **4. High**

Causing death or serious injury to an individual. Death or Serious injury must be reported to the regulating authority under the terms of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985). The disease and injury categories are defined in Regulation 3 of RIDDOR).

**3. Moderate**

Causing injury or disease capable of keeping an individual off work for seven days or more and reportable under RIDDOR.

**2. Slight**

Causing minor injury which would allow the individual to continue work after First Aid treatment on site or at a local surgery.

**1. Nil**

No risk of injury or disease.

To compile a risk rating number, use the rating value below. This enables the most serious hazards to be considered first.

Severity						
		5	4	3	2	1
Likelihood	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

# 7. Training

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There are various categories of training requirements. These are defined as induction training, information/awareness training and specific 'hands on' training.

## **7.1 Induction Training**

All new employees will be made aware of policies and procedures, fire precautions, evacuations, first aid arrangements, organisation of trips and risk assessments.

## **7.2 Information/Awareness Training**

A more in-depth approach via in-house training shows staff how to use any particular pieces of equipment as required. E.g. all staff trained in manual handling, fire safety in Education (September 2018).

## **7.3 Specific Training**

This is a 'hands on' training approach when it is recognised by the Trustees that employees will require an acceptable level of competence to perform their tasks, e.g.:

- a) **Technology.** Employees who have recourse to use, instruct and operate dangerous equipment, e.g. when using food etc.
- b) **Science.** Employees will be required to be trained in accordance with COSHH Regulations 2002.

A certificate of competence will be given after specific training (*Appendix 8*).

## 8. Fire Precautions

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The school will exercise its responsibilities to assess and minimise the risk of fire at all work locations, in accordance with the Regulatory Reform (Fire Safety) Order 2005.

A risk assessment will be undertaken detailing the risks of a fire igniting, spreading and affecting other parts of the premises, and also the precautions necessary to minimise those risks. For each building it will also detail the arrangements and procedures for raising an alarm and ensuring a safe and speedy evacuation, should a fire occur of sufficient magnitude to require evacuation.

The Deputy Head, (Fire Safety Coordinator) is in charge of fire arrangements for the school.

There is a no smoking policy in force throughout the school, which applies to staff, pupils and visitors.

### **8.1 Training**

All new members of staff (permanent and temporary) are trained in fire safety as part of their induction. The Fire Safety Co-ordinator will produce a leaflet outlining staff responsibilities in case of fire.

Every member of staff will receive instruction in fire awareness via on-line training.. This training will be recorded in the training section of the Fire Log Book. The fire safety co-ordinator will also keep an up to date log of staff who have completed the Basic Fire Safety Awareness course.

After the initial instruction **all** members of staff will receive fire training every two years thereafter and/or when changes are made to the requirements and buildings.

All staff and pupils will practice evacuation of the two ladders (from Senior Hall upwards and White House IT1 downwards) annually. The latter from Year 3 upwards only.

### **8.2 Control of Risk**

#### ***Staff***

Training of all staff forms an essential part of the school's fire precautions. The aim is to ensure that all staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire.

Instruction and training for all will include the following points:

- The action to be taken upon discovering a fire.
- The action to be taken on hearing the fire alarm.
- The method of raising the alarm including location of call points, use of internal.
- Telephone system and location of external telephone.
- The correct method of calling the fire brigade.
- The location and use of the fire fighting equipment.
- Knowledge of escape routes.
- Evacuation method for the building, location of assembly point and method of accounting for persons.
- Stopping equipment, activities and isolating power and fuel supplied where appropriate.
- Appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm.
- Appreciation of display materials so they don't become unintentional fire hazards.

#### ***Pupils***

Pupils will be instructed in the form period at the start of their attendance at Hollygirt to enable them:

- To identify the fire alarm.
- To know the action they should take on hearing the alarm.
- To know the location of the assembly points.
- To know what to do if not in a supervised group, in the event of fire.

These points will be reinforced during fire practice evacuations

### **8.3 Procedure**

#### ***Fire Safety Co-ordinator***

All liaison in respect of fire precautions will be through the Health and Safety Co-ordinator.

#### ***Fire and Emergency Procedure***

- At a fixed time each week the alarm will be tested by the Caretaker to ensure that it is effective. Points from different zones will be used to trigger the alarm to ensure that all break glass or other points are in working order.
- Fire drills will be carried out at least once per term to enable everyone to become familiar with the procedure for evacuation.
- On sounding the alarm, the fire brigade will be summoned and all staff, pupils and visitors will leave the building **immediately**, closing doors behind them and switching off lights if possible.
- All designated assembly points are at a safe distance from the building to prevent possible injury from falling debris.
- At all times fire exit routes will be unobstructed. All exit doors will be unlocked whilst there are people in the building. Smoke doors will not be hooked or wedged open other than to allow temporary movement within the area.
- Exit routes are clearly identified and marked.
- The use of display material is controlled on fire exit routes.
- Persons appointed for fire precautions will liaise with all staff to establish safe procedures.
- All pupils from Year 3 upwards and all staff will receive training in descending the fire escape outside IT1 (White House) and from the main hall.

#### ***Extinguishers***

The location of all fire extinguishers is clearly marked. No materials may be placed near these in such a way that their location is hidden or that their use is hindered. They must not be used for anything other than the purpose intended, e.g. wedge a door open.

Training in the use of fire extinguishers is arranged from time to time (*Appendix 12*). Extinguishers will be maintained by a 'competent person' (for example ISO9001 or BAFE approved).

#### ***Storage of Flammable Materials***

Flammable materials such as paper, floor cleaning materials, substances used in Science, Art and Design Technology are stored in accordance with the requirements of COSHH (*Appendix 8*).

### **8.4 Supplementary Information**

Fires are the most destructive, disruptive and costly cause of damage to school property. They are often caused by momentary acts of carelessness, ignorance or failure to take account of fairly obvious hazards but a disturbing trend in recent years has been the increasing numbers of destructive fires which have been started deliberately.

#### ***Management Strategies***

Fire precautions may be classified under two main headings:

- Everyday management and vigilance by staff to ensure that potential hazards are kept under control to prevent occurrence of fire.
- Alarm evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire.

### ***Curtains, Furnishings, Art Displays and Decorations***

Care will be taken when choosing curtains, furnishings and fittings. Inherently or tested fire retardant materials will be used whenever possible.

Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly the quantity and location of such displays is critical in reducing the fire loading. The following considerations will be taken into account wherever possible.

- Displays should not be placed on escape routes or block exits. (*See section on Displays*)
- Sources of ignition, such as light bulbs should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They should not be allowed on escape routes.
- In corridors or on staircases, wall displays made from combustible material should be limited to 20% of the available overall surface.

### ***Storage***

Readily combustible materials, such as paper, will be stored in designated areas where they will be secure against unauthorised entry. These areas will be free of sources of ignition, such as heaters and suspended lighting units.

Flammable liquids will be kept in purpose built storerooms or cupboards provided with ventilation. All persons handling such materials will be aware of the dangers.

### ***Electricity***

All electrical apparatus will be installed by an approved contractor using the correctly rated fuse. If a fault occurs it will be repaired before continuing. Electrical installations will be checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours should be switched off and the plug removed. Provision will be made for the checking of all portable electrical equipment.

### ***Fire Doors***

Fire doors have at least one of two functions:

- To protect escape routes from the effects of fire so that occupants can safely reach a final exit.
- To protect the contents and/or the structure of a building by limiting the spread of fire.

All doors therefore will be of a good fit in the frame with the self closing devices working efficiently and doors will not be wedged or held open, except by a member of staff in extenuating circumstances (e.g. carrying a difficult load). Any member of staff doing so is responsible for closing the door and may be held personally liable for failing to do so when vacating the room.

### ***Rubbish***

The accumulated rubbish and refuse at the end of the day will be cleared away. (Vandals entering the premises will use the most readily available combustible material to start a fire and usually the rubbish is the handiest. The collected rubbish will be secured safely outside the building.)

### ***Contractors***

All contractors will be required to complete and sign their acceptance of a Health and Safety Questionnaire and read the school's Health and Safety Policy and filed in the Bursar's office.

### ***Fire Warning System***

The fire warning system will be tested once per week using a different call point for each successive test. Any defects will be reported immediately to the Bursar and action taken to repair the fault. A record of each test and any defects will be kept in a Log Book.

### ***At Time of Emergency***

If you discover a fire or one is reported to you, operate the nearest fire alarm call point by breaking the glass.

If you hear the fire alarm, evacuate the premises immediately, as detailed in the evacuation procedure for the school.

## **Ensure that the Fire Brigade is called by dialling '999'**

### ***After the Event***

Do not re-enter the premises until advised to do so by the Senior Fire Services Officer present.

If the fire has been extinguished by the school staff, except for ensuring that the fire is out, do not disturb any evidence which could indicate the cause of the fire.

Ensure that the premises are in safe working order before re-occupying, i.e., fire doors satisfactory, fire alarm operating, extinguishers re-charged.

Statistics have shown that any publicity given to a school fire can result in a second fire.

The Health and Safety Committee analyse the procedures followed during the fire and discuss with members of staff to determine whether changes are required.

### ***Displays, Display Boarding and Decorations***

- Great care should be taken that educational and display materials which may be added to a building by the occupants do not unintentionally cause a fire hazard. The same caution is needed in respect of decorations using combustible materials for example, Christmas trimmings and "autumn leaves" displays.
- Flimsy materials, natural and artificial, can be readily combustible and increase the risk of fire occurring and depending on quantity and location will increase the possibility of rapid spread of smoke and fire. Blazing pieces may drop over a wide area before persons have a chance to escape.
- In determining what is reasonable by way of display materials and/or decorations the over-riding consideration is whether persons are likely to be trapped as a result of fire involving such materials.
- Displays must be located where they are well clear of any source of ignition, e.g. cookers, Bunsen burners etc.
- Where papers, natural or plastic materials are used for decorations or display they should not be suspended from light fittings or near any heat source. Coloured paper must not be placed inside light diffusers for coloured effects.
- Cellular plastics (polyurethane foam) present particularly severe fire risks and should not be used for display purposes.



## 9. Electricity at Work

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The electrical installation at each of the school's properties is regularly inspected. Portable appliances are inspected and maintained regularly. Staff using electrical equipment should make visual checks before and during use. Personal items brought into school by staff or pupils should be checked before use by caretaker.

### **9.1 Introduction**

9.1.1 This guidance is based on the Health and Safety Executive memorandum of guidance on the Electricity at Work Regulations 1989 and should be read in conjunction with that document, a copy of which is available in the School office.

### **9.2 Inspection of the Electrical Installation**

9.2.1 The electrical installation at each of the School's properties must be regularly inspected in accordance with the IEE regulations. A written certificate must be obtained and the original submitted to the Health and Safety Officer, and a copy on site available for inspection.

9.2.2 The period between inspections will be determined by the person issuing the certificates.

9.2.3 In addition to the regular inspection referred to above, the system must be examined on an annual basis by a suitably qualified contractor to check on the condition of the following:

- Main switch gear
- Sub-mains and distribution switch gear
- Earthing and bonding

A written record of such inspections must be kept on site.

### **9.3 Work on the Electrical System**

9.3.1 No person shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or, where appropriate, injury unless he/she possesses such technical knowledge or experience as may be appropriate having regard to the nature of the work.

9.3.2 The Electricity at Work Act requires that all work associated with electrical systems be carried out in a way which, as far as is reasonably practicable, does not give rise to danger.

9.3.3 All such work should, wherever possible, be done with all conductors and equipment isolated and proved dead at the point of work.

9.3.4 'Isolated' means ensuring that the power is switched off and **cannot** be inadvertently reconnected.

9.3.5 When work is necessary on or near a live conductor, this will normally be carried out by an external contractor.

### **9.4 Portable / Transportable Electrical Apparatus**

9.4.1 All portable/transportable electrical apparatus, including extension leads, must be identified by a serial number and recorded in a register, a copy of which must be kept on site.

9.4.2 All items must be inspected and maintained regularly. The person or people using the equipment can, after appropriate instruction, recognise visual signs that the equipment is not in sound condition, e.g.

- the plug is damaged, for example the casing is cracked or the pins are bent
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Obvious evidence would be if the coloured insulation of the internal cable cores were showing.
- there is damage to the external casing of the equipment or there are some loose parts or screws
- there is damage (apart from light scuffing) to the cable sheath or taped joints
- the equipment has been subjected to conditions for which it is not suitable e.g. it is wet
- there is evidence of overheating

These general checks (inspections) can be undertaken by the user when the equipment is taken into use and during use. Any faults should be reported in writing to the Bursar and the equipment should be taken out of use immediately. Steps should be taken to ensure that it is not used again until repaired by a person competent to carry out the task.

Any equipment bought into school on a temporary basis, such as fairs must be tested and passed as safe for use, before being used.

- 9.4.3 All items of equipment will have a Main Test carried out periodically in accordance with legislation by a person or company approved by the Trustees.

# 10. Computer Operating

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These guidelines are designed to offer advice on comfort and safety to all employees using word processors or computers.

The school has a risk assessment related to using computers kept by the Bursar – reviewed annually.

## **10.1 Breaks and Pauses**

10.1.1 Employees who use a computer continuously should not work for more than two hours before transferring to non-computer based work for half an hour.

10.1.2 Employees who intermittently use a computer have enough natural variation in their work to create adequate breaks and pauses.

## **10.2 General Arrangements**

10.2.1 Employees who use a computer should try and arrange their office so that a comfortable viewing distance and posture can be maintained.

10.2.2 Basic office safety should be observed in that electrical leads etc. are routed in such a way that they do not present a tripping hazard.

## **10.3 Eyesight Testing of VDU Users**

10.3.1 A VDU user is classed under The Health and Safety (Display Screen Equipment) Regulations 2002 as a person who uses a VDU as a significant part of their normal work. Subject to Paragraph 1 above, this can be defined as using the VDU practically continuously on most days; or for long continuous spells more or less daily and requiring high levels of attention and/or at a high pace.

10.3.2 A VDU user falling into this category can, after discussion with their line manager if appropriate, request an eyesight test by submitting this in writing to the Headmistress on the form at *Appendix 9*. On approval, the school will reimburse the cost of an eye test.

# 11. Security

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## **11.1 Persons**

- All visitors to any part of the school premises must report to Reception on arrival and sign in the visitors book.
- All visitors will be issued with a colour coded security pass and their name entered in a log. Visitors should return their pass to Reception on leaving the premises and sign out.
- All visitors/volunteers working with pupils on an occasional basis will undergo a risk assessment including an identity check.
- All deliveries must first report to Reception, with the exception of expected food deliveries to the kitchen which may be made directly to the kitchen.
- Vehicles must not be parked on school premises without the knowledge and express permission of the Headmistress or Deputy Head.
- All staff coming into school, including in the holidays, sign in and out at Reception. This includes when leaving the school premises in the school day.
- It is school policy that a pupil should not be left on their own in a building either during or after school hours. Staff should not make arrangements that could lead to a pupil waiting alone in a building for a member of staff e.g. to go over work. They should arrange to meet the pupil, e.g. by Senior School Reception, and walk over together.
- Junior School pupils will always be accompanied by staff when moving around the site. Senior School pupils are expected to walk between buildings in groups of at least two, or be seen over by a member of staff.
- Senior pupils entering the main building before 8.00am must sign in on the early arrivals' sheet.

## **11.2 Doors**

- All entrance doors to the five school buildings are fitted with digital locks and springs to ensure they close. The codes are changed termly, or more often as required, and all staff and pupils are told the new number on the first day of each term or as appropriate.
- The gates from Elm Avenue are fitted with digital locks with a different number from the school building locks. Junior School parents are aware of this number for the purpose of drop offs and pick up but at all other times parents must report to Reception.
- The back gate (Villa Road) of the Junior School is used by parents to drop off and when collecting pupils. Parents must accompany pupils to the front door of Stafford House. It may only be used by Years 5 and 6 when going to / from No 9 Villa Road.

## **11.3 Play Times**

- There will always be at least two members of staff on supervision duty in the Junior School playground.
- Two members of staff will be on duty at break time and lunchtime in the White House garden.

## 12. School Visits and Out of School Activities

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Hollygirt School regards visits, excursions and expeditions as a valued part of a pupil's education and acknowledges the contribution that teachers and other adults make in enabling young people to take advantage of a variety of visits out of School.

**This guidance must be read in conjunction with the Educational Visits Policy and Organising Trips documents in the Staff Handbook (Appendix 2 to 7).**

### 1. Preparation and Approvals

- 1.1 Careful planning and briefing is essential for pupils, parents and accompanying adults.
- 1.2 Parental consent must be obtained in writing for pupils to participate in all visits out of School. Careful instructions must be given regarding items of clothing, footwear, money, food etc. Parents must also provide details of special medical or dietary needs of pupils depending on the nature of the visit. All parental consent forms must have a reply slip. Please see examples attached.
- 1.3 A pupil's medication must be discussed with the party leader together with the parents' written authority to administer.
- 1.4 The step by step procedure must be followed for all educational and recreational visits. If there are objections either to the visit or to individuals taking part, the final decision will be made by the SLT after consultation with the organiser.
- 1.5 Parents must be informed in advance of key arrangements, party regulations, names of leader and accompanying adults, contingency plans, itinerary, emergency arrangements and of names, addresses and telephone numbers of any accommodation to be used. Parents may also be given the school mobile number if appropriate for emergency contact and reminded that the school answer-phone will be available for non-emergencies.
- 1.6 The organiser must collect, complete and return a checklist, from the Deputy Head, prior to any trip or visit.
- 1.7 A member of staff involved in all school trips must be trained in first aid (to a minimum of emergency first aid level) – appointed person.
- 1.8 Travel company risk assessments and any others put in place by external provider to be audited for health and safety as a contractor by the school and this record to be attached to the H&S Risk Assessment before final sign off.

### 2. Supervision

- 2.1 Every visit must have a designated leader who is a teacher at Hollygirt. If a party is led by an external company their employees will be DBS checked. Everyone must know who is in charge and that they must take instructions from the leader. When an extended visit is undertaken or there is a large party, a deputy leader must be designated. All leaders will be DBS checked.
- 2.2 The level of adult supervision must reflect the purpose and nature of the visit, the age and maturity of the pupils, the experience of the accompanying adults and any special needs. The level of supervision must never be less than one teacher to twenty pupils or on visits abroad one teacher to ten pupils. At least two members of staff will usually accompany each trip. If a residential visit includes both boys and girls, one member of staff/accompanying adult must be of each gender.
- 2.3 All adult supervisors must be informed clearly of their particular responsibilities in advance of the visit.

- 2.4 Parents or other accompanying adults who are on a school residential visit in a voluntary capacity or with any responsibility for a group of children will undergo a DBS check. These adults must be fully briefed and willing to undertake supervisory responsibilities.
- 2.5 The direct level of supervision during a visit including evenings must be appropriate to the circumstances. There must always be one adult on duty and pupils must know who to contact at all times.
- 2.6 When overnight stays are included, steps must be taken to ensure that the premises have adequate Fire Safety precautions. Leaders must ensure that pupils understand the emergency procedures and how to vacate the premises quickly and safely.
- 2.7 Each accompanying adult must carry a list of the names of pupils. Regular checks on names and numbers must be carried out.
- 2.8 Pupils should be encouraged to choose partners so that one partner can report if the other is in difficulty or lost.
- 2.9 Pupils must not leave the party without permission which should not be granted to very young pupils or to pupils where closer supervision is required to mitigate risk.

### **3. Expertise in Activities**

- 3.1 Where appropriate the party leader must carry a travel first aid kit and red trips information file and the school mobile telephone at all times. It may be necessary to carry additional first aid items if the party will be out of the country or staying out all night.
- 3.2 Accompanying teachers or adults must have reasonable knowledge, experience and skills in activities to be undertaken.
- 3.3 Detailed guidance on particular safety aspects and related emergency procedures for activities such as field trips and Duke of Edinburgh Award expeditions should be provided by the organisers well in advance of the proposed activity and a copy kept with the H&S documentation. Adults in charge of groups of pupils must know what they have to do, what their responsibilities are and how they would deal with an accident should it arise. There must always be adequate supervision for these activities.
- 3.4 The Headmistress must be satisfied that pupils are medically fit to undertake any activities and a declaration to this effect must be obtained from the parents.

### **4. Knowledge of Area and Conditions**

- 4.1 The Headmistress must ensure that party leaders are familiar with conditions likely to be encountered on a visit.
- 4.2 Prior information must be obtained about local hazards and safety requirements that are likely to be encountered. Contact with local agencies must be made to ascertain certain local conditions. This is particularly important for teachers leading 'High Risk' activities i.e. in mountains, moors, on water or snow. Informed local advice must be heeded and acted upon.
- 4.3 Pupils must be suitably clothed and equipped for particular activities and conditions likely to be encountered.
- 4.4 Start and finish times must be adhered to and pick up points and times thoroughly explained to all pupils. A procedure should be in place regarding non-arrivals and emergency measures.
- 4.5 All staff/leaders must complete a risk assessment to be approved by SLT prior to any trip receiving trial approval.
- 4.6 For holidays and residentials the Risk Assessment will be signed off by a member of the Board of Trustees.

## **5. Emergency Arrangements**

- 5.1 The party leader must leave a folder with the nominated member of SLT on emergency contact containing:
- A full list of pupils and adults (including any revisions from the initial/final request form)
  - A fully detailed itinerary (for residential visits)
  - Copy of all information given to parents
  - Copy of parental consent forms/medical information supplied and all emergency contact details of pupils and accompanying staff
  - Contact details of the group through the visit (holiday company, hotels etc.)
  - Copy of the final, agreed risk assessment and any additional risk assessment from the company travel operators or local authority.
- 5.2 In outdoor pursuits pupils need to know the procedure for raising alarm/assistance if necessary.
- 5.3 The party leader must take a first aid kit and a mobile phone.
- 5.4 The party leader must ensure that all accompanying adults are familiar with the emergency procedures, contacts and telephone numbers of services.
- 5.5 The party leader must ensure that pupils are warned carefully about local conditions, what to do if any emergency arises, if they get lost, or if they are in difficulty.
- 5.6 The party leader must ensure that parents can be contacted readily in cases of emergency and points of contact between the School, party and parents must be established.
- 5.7 The Headmistress must make advance contingency plans with the party leader for the care and/or return of individual children early in the event of illness, accident, disciplinary reasons, or in the event of visits being delayed. Parents must be informed of these plans.
- 5.8 In the event of an accident or illness, the parents must be informed as soon as possible. A full report including statements from eyewitnesses must be submitted, if appropriate. The Headmistress and/or Trustees must be informed as early as possible of accident, injury or serious illness.
- 5.9 On school trips staff must be especially aware of the whereabouts and behaviour of pupils in their charge.
- 5.10 When older pupils are allowed free time, a strict policy regarding behaviour must be made clear to all party members. The expectation is that this will normally be in small groups.
- 5.11 The party leader should keep full details of any incidents including all relevant facts / witness details / contacts made with police / emergency services.
- 5.12 The party leader and members of the party should not speak to media or discuss legal liability with other parties.
- 5.13 Photographs and videos taken on staff mobile phones or cameras must be downloaded to school files and deleted from devices within one week of return. All pupils used on photos or in videos must have permission for these to be used for school marketing purposes.

## **6. Insurance Cover**

- 6.1 An emergency code of practice should be written down and used by all teachers to act on in the event of any missing persons or accidents.
- 6.2 A statement of insurance cover must be available (from the Bursar's office) to parents of pupils going on visits.

6.3 During an extended visit, additional insurance for personal accident, loss, damage or theft of belongings and for illness of teachers or pupils will be arranged by the party leader, or requested to be purchased by the parents.

6.4 The parents must be informed precisely of what is and what is not covered for each visit.

## **7. Consumption of Alcohol/Drug Abuse**

7.1 No alcoholic drinks should be offered to or consumed by any pupils of any age while they are in the care of Hollygirt School.

7.2 No alcoholic drink should be consumed by teaching or non-teaching staff while on School premises or while supervising School activities except where arrangements have been specifically approved by the Headmistress.

7.3 The parents of any pupil found smoking or indulging in substance abuse will be contacted immediately and appropriate sanctions imposed in line with the school's serious breaches of discipline guidelines following investigation by a member of the SLT.

## **8. Information to Parents**

8.1 Parents must receive written information on all visits in which their child is participating. The amount of information will vary depending on the trip's lengths and location but in all cases will include the following:

- Destination and purpose of the trip
- Names of the organiser and accompanying adults
- Dates and times of departure
- Dates and times of return
- Method of travel
- Arrangements for delayed return
- Requirements for the journey
- Clothing and personal equipment that needs to be brought
- Specific rules and code of conduct
- Details of potential hazards and their management
- Explanation about any financial aspects
- Notification of supervision of pupils for the duration of the visit

Additional advance information may include:

- A statement of whether insurance is included or not
- Details of any insurance cover with names and addresses of insurers
- Whether there is a minimum number of pupils to make the trip viable and arrangements for return of deposits if minimum not reached
- Activities and visits which pupils will be allowed to participate in and whether these are included in the cost of the trip
- Cost and method of payment
- Name and address of any travel company through whom arrangements are made
- Name and address of any third party provider of adventures activities on site and statement confirming their licensing under regulations (Adventure Activities Licensing Regulations 1996)
- If there is a possibility of price revision, how this will be calculated
- General information about accommodation
- Documents that need to be brought (passports, Visa, European Health Card etc.)
- Any necessary vaccinations / medical requirements
- Address and telephone number of where pupils will be staying
- Telephone number of accompanying staff who can be contacted by parents in an emergency
- Name of member of SLT on emergency contact duty at home



## **9. Parental Consent and Permission**

The written consent of a parent or guardian is required for all residential visits, visits abroad and adventure holidays.

Parental consent should explicitly cover the following:

- Consent for the accompanying member of staff to act on their behalf in an emergency and to approve medical treatment (including anaesthetic, operation and blood transfusion) as it deemed necessary upon the advice of a qualified medical practitioner should contact with the parent/guardian be impossible.
- Parents/guardians must provide the party organiser with details of any medical needs or conditions applicable to their child. This must include the authority for the member of staff to administer as prescribed any medication. Full details of the medical condition; emergency contact details for the child's GP; information on allergies; information on phobias; information on any special dietary requirements; information on any toileting difficulties and special transport needs.
- Parent/guardian should sign a consent if a trip involves water or water margin activities by lakes, seas, rivers or purpose built pools and if any hazardous activity will be undertaken, e.g. high level activity, horse riding.
- Consent will also need to be given if pupils are to be supervised remotely and what the arrangements for this will be.
- For visits abroad or other residential visits a meeting will be arranged to confirm arrangements with pupils and parents.

## **11. Transport Arrangements**

- Coaches/minibuses are booked via Reception from a list of approved providers. All must have seatbelts for all passengers and staff must check that seatbelts are worn at all times.
- Staff or parents transporting pupils to and from school arranged activities are required to fill in Staff and Parents Using Own Vehicle Form (*Appendix 11*).

## 13. Work Experience

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Employers have a general responsibility on legal, social and moral grounds for ensuring the safety of their employees.

- Before taking up a work experience placement, Hollygirt School ensures that young people are not exposed to any health and safety risk or to any occupation generally considered undesirable for young people.
- The employer is sent a letter of understanding prior to the placement which they are asked to sign, indicating that the terms of the placement are acceptable.

In respect of Health and Safety the following points are covered:

- The employer will arrange for insurance cover against accident or injury caused to the student by the negligence of the employer or an employee.
- The employer will (as he would for paid employees) accept, or insure himself against, liability for loss, damage or injury caused by the student, whilst they are acting as a servant of the organisation, to the employer's property, other employees or a third party.
- The work will be planned by a responsible person, and the student will be given appropriate instruction before, and adequate supervision whilst operating machinery or equipment.
- The employer will ensure that the student is not required to operate any hazardous machine, to work in any hazardous environment, or to carry out work of an unsuitable or objectionable nature.
- The employer will supply any special or protective clothing required by the student whilst performing the work.
- The school's Public Liability Insurance covers the school or pupil whilst on work experience.
- The school's Personal Accident Policy will continue to apply for pupils who are covered by this scheme.
- In the final briefing before a placement, the student is made aware of their responsibility for Health and Safety in the Workplace.
- Students all complete a Health and Safety booklet in school before commencing work experience.
- The school complete a general visit assessment for all students out on placement.
- The school pays an external company to check that public liability is up to date and that premises and procedures are in place at each establishment to ensure the safety of all students.

# 14. Disaster Recovery Policy

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## **14.1 Preface**

Proactive planning is needed to ensure maximum safety of pupils and staff, a coordinated and effective response and an ability to contain any problems. Prior planning ensures the return to normal conditions as soon as possible and enables staff to deal positively with the media.

The policy provides guidance for staff who may be involved in a serious or major incident affecting the school, including out of school activities. Major incidents include:

- Death of a pupil or member of staff;
- Death on a school trip;
- Violent incident in school;
- Destruction or major vandalism in school;
- A hostage situation;
- A transport accident involving the school;
- A disaster in the community;
- Civil disturbance or terrorism.

## **14.2 Responsible Manager**

This is the Headmistress or, in her absence, the Deputy Head unless circumstances or special knowledge makes a member of the Senior Leadership Team more appropriate. The Responsible Manager shall have the authority for determining responsibilities at the time of the emergency. It shall be the responsibility of this person to coordinate the team: all communications, press statements etc must be authorised by this person.

## **14.3 Site Arrangements**

1. Evacuation procedures are well known and regularly practised by all.
2. All staff are aware of organisation structure and the systems and procedures which apply in the event of a disaster occurring.
3. Systems exist to deal with notifiable accidents.
4. Equipment conforms to regulations and is subject to risk assessment and testing.
5. Insurance cover:
  - a) Consequential Loss Policy
  - b) Buildings Policy } Details held  
by the Bursar

## **14.4 Reaction to Emergencies**

In the event of an emergency, the information available may be inadequate or ambiguous. It is better to err on the side of caution when determining the nature and extent of the emergency. Try to ascertain the facts as soon as possible. These may be invaluable in saving lives, reducing further casualties and/or patient suffering. The Responsible Manager should refer to the following guidance which should eliminate the possibility of overlooking essential actions. All eventualities cannot, however, be covered. Common sense and flexibility must take their place and the framework should be adapted in individual circumstances to suit.

## **14.5 Guidance Sheets**

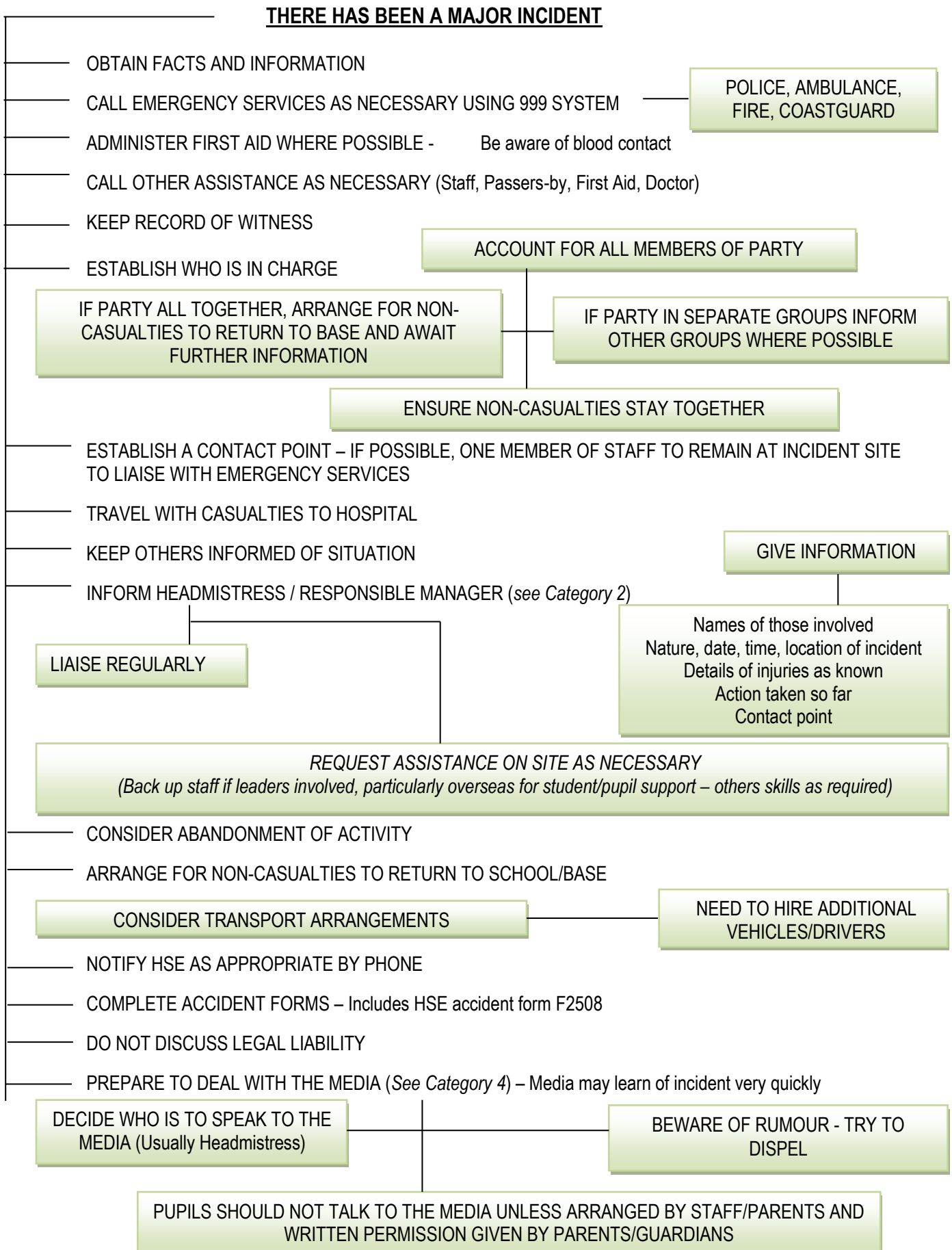
All essential actions are contained where possible on a single sheet. Consequently this guidance is subdivided into categories dealing with events in and out of school, and should provide the triggers for appropriate action. The categories are as follows:

Category 1	Incident away from school – On site guidance
Category 2	Incident away from school – Guidance for school
Category 3	Incident in school environs
Category 4	Dealing with the media
Category 5	The aftermath
Category 6	Appendices – emergency telephone numbers

## Category 1

### Guidance for Group Leaders on Out of School Activities

**RECORD ALL ACTIONS – If not immediately, as soon as possible after the events.**



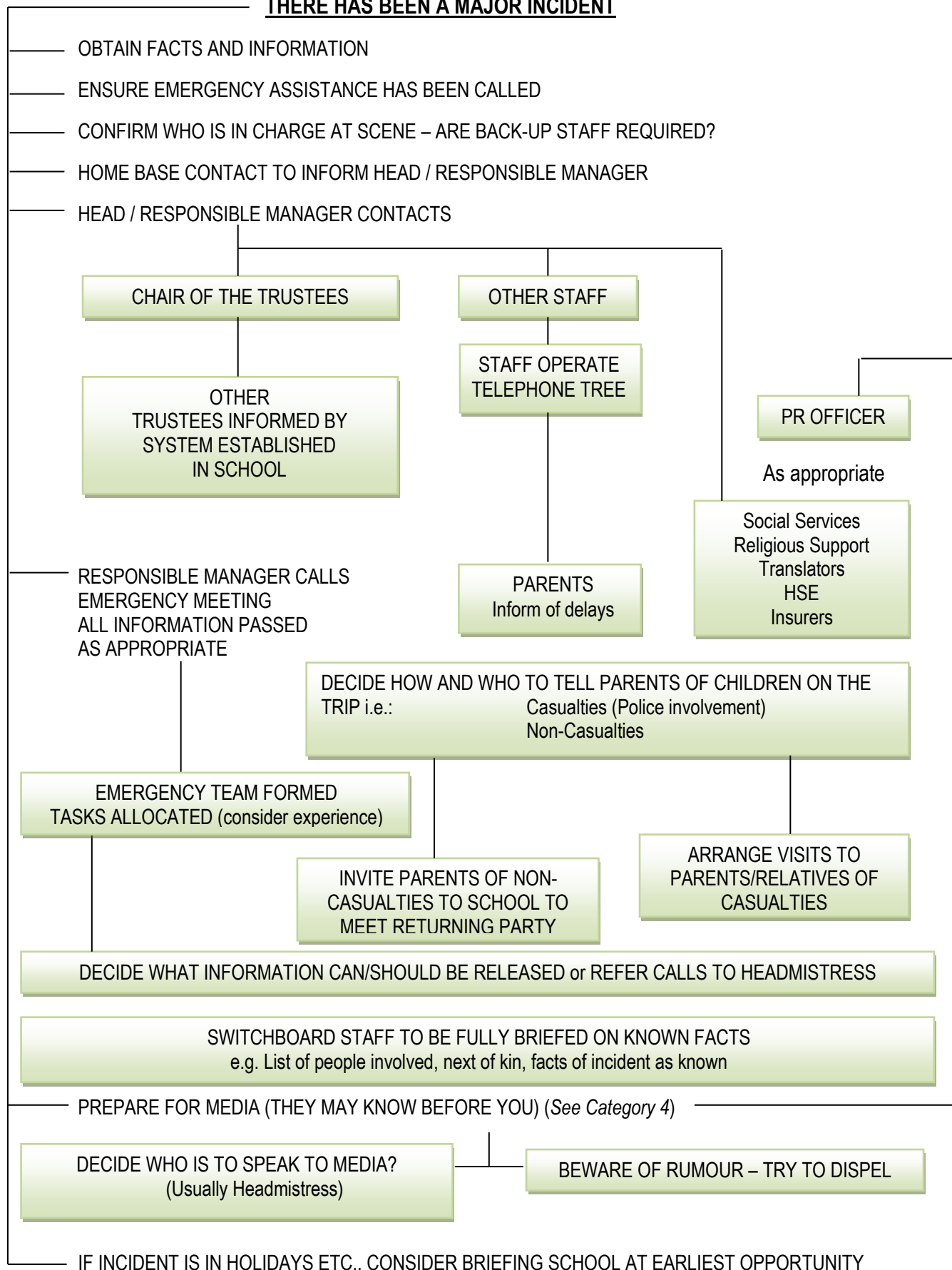
***BLANK PAGE FOR NOTES ON CATEGORY 1***

**Category 2**

**Guidance for Senior Staff on Hearing of a Major Incident Affecting Out of School Activity**

**REMEMBER TO RECORD ALL ACTIONS**

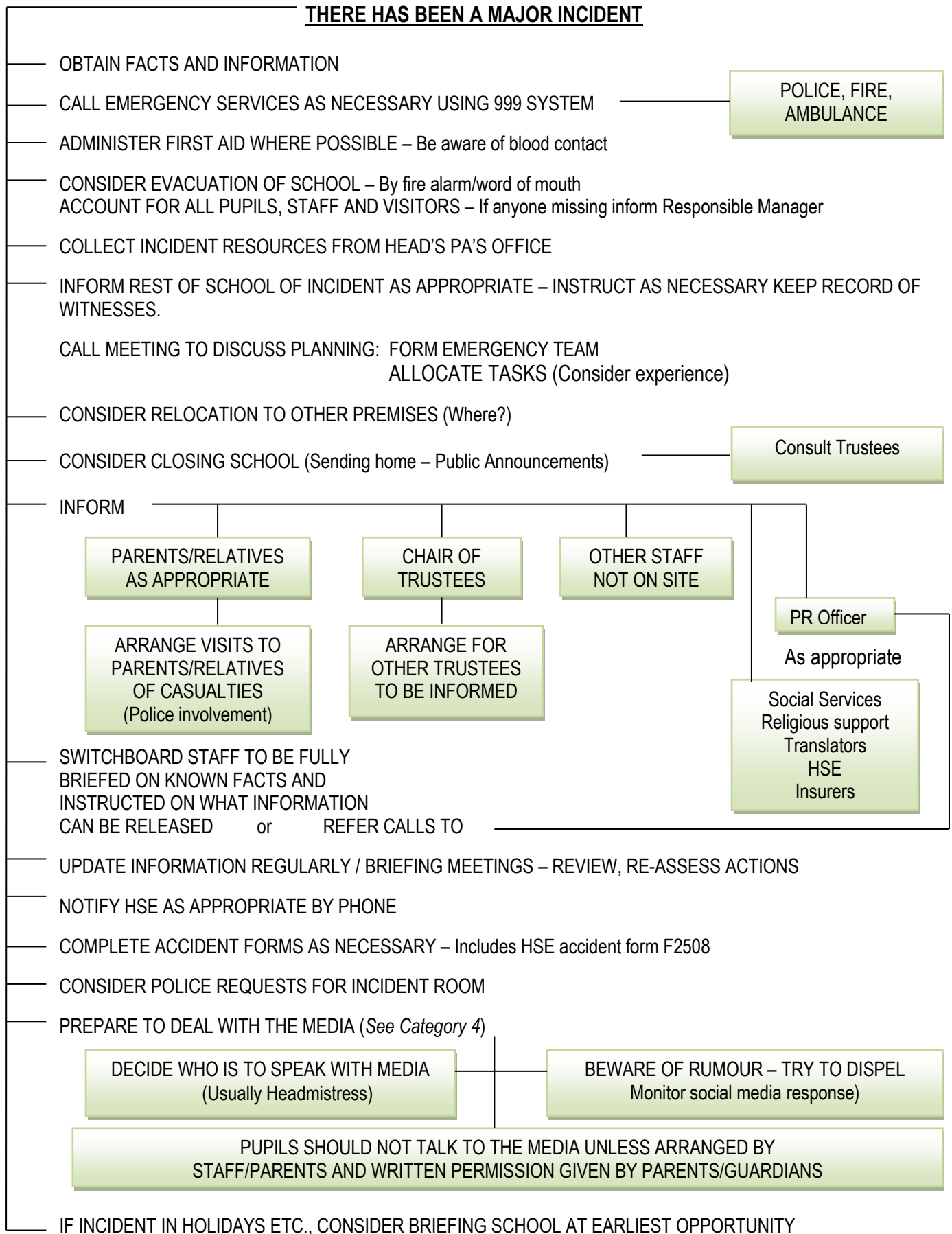
**THERE HAS BEEN A MAJOR INCIDENT**



**Category 3**

**Guidance for School Staff in Event of Major Incident in School Environs**

***RECORD ALL ACTIONS, if not immediately, as soon as possible after the event***





## **Category 4**

### **Dealing with the Media**

#### *Comment*

#### ***Record all actions, if not immediately, as soon as possible after the event***

The Headmistress or responsible manager will normally be the person dealing with the media.

Remember, unless you were directly involved in the incident, the media or social media may find out about it before you do.

You need to be prepared. Someone in the out of school group or at the school will have received some training in dealing with the media.

Switchboard staff to be fully briefed on known facts and made aware of what information can be released to callers.

#### ***Advice for spokespersons***

Stick to facts – do not give any fact unless you are certain it is correct.

Do not speculate – your interpretation and understanding can and probably will be exaggerated or quoted as fact.

Do not reveal unauthorised information – but do tell the media that is why you cannot divulge such detail.

Never say “no comment” – it can be taken as a negative answer which could be inaccurate and lead to later difficulties.

Do not be afraid to say “I don’t know” –try to find the answer for a later response.

Try to arrange a press conference or interviews – state time and place.

#### ***Advice for Staff Dealing with the Media***

Do know where the Media Liaison Point or Media Centre is if set up.

Do not unnecessarily hinder or obstruct Media personnel.

Do remember your attitude to the Media will be reflected upon our school.

Do inform the Press Officer/Spokesperson of –

- Any development which may assist them, and
- Any Media representative you suspect of acting inappropriately

Do not allow yourself to be distracted from the main task – explain if you have to why you are too busy to help.

REMEMBER – Ad hoc ill-informed and casual statements will be unhelpful and may prejudice a later claim for negligence. All official statements to the Press should be made after liaison with other relevant persons involved to avoid misrepresentation.

## **Category 5**

### **The Aftermath**

#### General Guidance for Staff and Managers

The consequences of any major event upon all those connected with it cannot be precisely defined. The care and support necessary for individuals will be needed as quickly as possible after the event.

At this stage, you will not be on your own and outside support will be available to you.

Teachers should know their own pupils and have some idea on how best to handle them. Each individual may need a different approach.

There will be much to consider and the job ahead may be very difficult.

#### **TEACHERS – REMEMBER:**

You are the person best placed to help your pupils.

If possible, keep to your routine.

Talk to your children today, tomorrow and so on.

Talk to other staff – you are your own best support group – you are not alone, lean on your colleagues.

Listen to your pupils and each other – take time.

Arrange for de-briefings.

Remember the incident – draw pictures – consider acting it out – separate facts / feelings / thoughts.

Remember your friends – talk about them.

Monitor possible effects – seek professional support.

Be careful how you answer the telephone – it may be a relative of a casualty, it may be the press

Don't talk to the media without prior consideration / approval

Try not to apportion blame.

Consider how hurt and bereaved families should be contacted – use the most appropriate people with relevant skills – consider how trustees can help.

Consider how hospital visits should be arranged – who should go, who should not.

Consider protocol for funerals with family – seek advice e.g. ethnic/religious considerations

Consider a special assembly

Consider how to handle spontaneous memorials e.g. flowers in school.

#### **LATER**

Consider what may have been lost – not only lives but other things – resources, accommodation, coursework, personal property and continuity.

Consider re-entry to school of injured pupils / staff

Consider establishing a memorial / holding a service

***Remember***

You can do no more than your best

Expect heightened anxiety or guilt

Do not expect instant results

Do not expect to please everyone

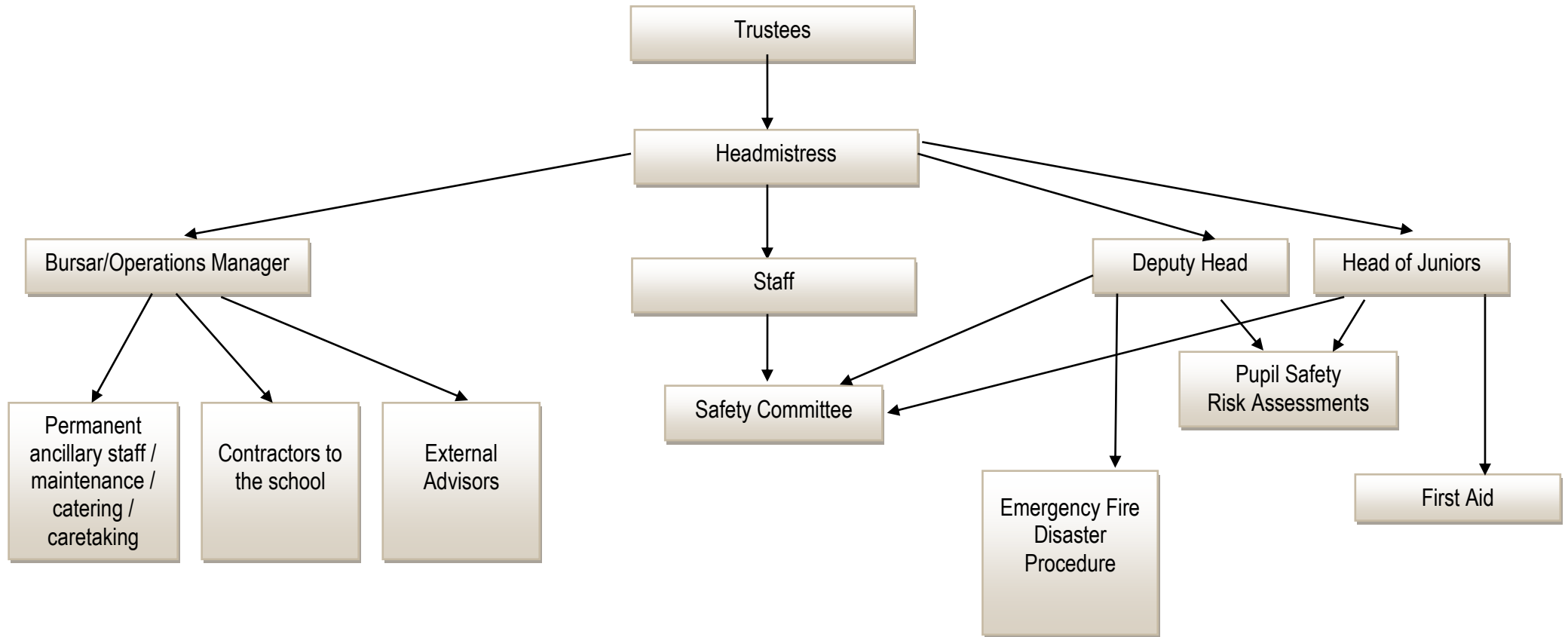
Learn from what has happened

Adjust emergency plans accordingly

*Unchanged September 2018*

# Management Chain for the Implementation of Health and Safety in the School

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# House Rules for Contractors

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These must be read by all contractors prior to commencing work on the premises, i.e. the rules adhered to whilst on site at Hollygirt School. Need to ensure the company follows all appropriate DBS procedures and that certificates are checked before work starts.

## **General**

- 1.1 These Health and Safety Rules have been drawn up for the protection of contract staff who work on these premises. Each member of contract staff, however, has an obligation to take responsible care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work. The contract staff shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and of any other Acts, regulations or orders pertaining to the health and safety of employees.
- 1.2 These rules should be read in conjunction with or as an extension of his/her own company's health and safety rules, a copy of which should be supplied to Hollygirt School, together with completed Health and Safety Resource Questionnaire, Risk Assessments and proposed working method.
- 1.3 Contract staff must report to Reception on entering the school.
- 1.4 Each member of contract staff must familiarise him/herself with the fire regulations of Hollygirt School and with the nearest fire exit, extinguisher and alarm.
- 1.5 Any member of contract staff who is in doubt with regard to:
  - a) The functioning of a machine
  - b) A work procedure
  - c) The safety of electrical equipment or connections
  - d) The health and safety of any part of their work

must contact his/her immediate Supervisor/Manager and where applicable, stop using the cause of their concern.

- 1.6 Any contractor working in term time in pupil accessible areas will be supervised by the Caretaker, unless appropriate DBS checks are checked.

# House Rules for Contractors

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**THIS PAGE SHOULD BE DETACHED AND HANDED TO  
RECEPTION BEFORE WORK COMMENCES**

I/we agree to observe your school Health and Safety Policy and will do all in my/our power(s) to preserve the safety of my/our employees, your employees and the general public while working on your premises. A copy of our general statement of Safety Policy is attached.

<b>Signed:</b>		<b>Date:</b>	
<b>Company Name:</b>			
<b>Contractor's Comments:</b>			
<b>Full Names of all contractors working on site to be listed below:</b>			

## **Health and Safety Provision Required by Contractors**

All contractors must conduct their business within the law and in accordance with current health and safety and environmental codes of practice in order to be considered for work with Hollygirt School. The school requires every contractor it employs to be fully aware of the need to ensure the health and safety of pupils and staff, and to make the school fully aware of any risks involved from the contractor's work that could affect the activities of the school, its staff and its pupils.

Below are the minimum provisions which should be in place before commencement of work:

- All contractors must provide **written risk and COSHH assessments**, identifying key hazards involved in their activities potentially affecting their employees and any third party.
- All contractors must provide **written method statements for any tasks identified as having a significant risk to health and safety**, showing how they will conduct their work, and from their risk assessments, how they will minimise those risks through their working practices and establish '**safe systems of work**'.
- All contractor companies employing **5 persons or more at any time** (this includes sub-contracted self-employed labour co-opted by that sub-contractor) must provide a copy of their **written safety policy** describing the safety structure and arrangements within their company.
- All contractor companies **employing 5 persons or more at any time** (this includes self-employed sub-contracted labour) must (under the Management of Health and Safety At Work Regulations 1999) have access to a **competent health and safety person or persons**:
  - to assist in undertaking measures to comply with the requirements and provisions imposed upon him by or under relevant statutory provisions.
  - To put it briefly this means that contractors must either employ **someone who has the necessary health and safety training or use the services of an external advisor to assist and inform them on health and safety issues**.
- All contractor companies, regardless of size, must agree to work within the conditions of Hollygirt School's Health and Safety Policy whilst working on the school's premises.

Please note that the above are the minimum standards which must apply to all contractors working for Hollygirt School.

# Health and Safety Resources and Competence Questionnaire

FOR CONTRACTORS TENDERING FOR \_\_\_\_\_ CONTRACT

N.B. A satisfactory response to the following questions is required to demonstrate that the Contractor has the necessary resources, experience and competence to undertake the project. It is essential that this questionnaire is completed accurately and returned to Hollygirt School, Elm Avenue, Nottingham NG3 4GF with the quotation.

<b><u>1. General Details</u></b>		
1.1	Company Name:	
1.2	Address:	
1.3	Telephone No:	
1.4	Fax No:	
1.5	Number of Employees:	Managers and Supervisors ____ Administration ____ Other Employees ____

<b><u>2. Details of Insurances</u></b>			
2.1	Employers Liability	Limit of Cover:	Provider and Expiry Date:
2.2	Public Liability	Limit of Cover:	Provider and Expiry Date:

<b><u>3. Project Experience</u></b>			
List any 2 previously undertaken contracts of a similar scope and value to this contract:			
3.1	Client:	Approx Value: £	Date:
3.2	Client	Approx Value: £	Date:

<b><u>4. Health &amp; Safety Details</u></b>			
4.1	Person with overall responsibility for health & safety:		
4.2	Person responsible for day to day health & safety issues:		
4.3	Do you employ the services of an external Health and Safety Advisor?	Y / N	
4.4	If yes to 4.3, External Health & Safety Advisor:	(name) Attach details	
4.5	Who will be the person responsible for the provision of health and safety information and documentation to the school with reference to on-going contract work and, where relevant, future maintenance of work completed?	(name)	

<b><u>5. Health &amp; Safety Policy / Risk Assessments / Safe Working Methods</u></b>	
• A copy of your Health and Safety Policy	Y/N
• An example of a Risk Assessment	Y/N
• An example of a COSHH Risk Assessment	Y/N
• An example of a Safe Working Method Statement	Y/N





## **Employees Qualified in First Aid**

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<b><u>First Aiders</u></b>	<b><u>Certificate Expires</u></b>
Miss Melissa Carr	August 2020
Mrs Dee Carr	July 2019
Mrs Lesley Swift	February 2019
Mrs Gemma Wand	May 2021
Mr Jared Goodhead	October 2020
<b><u>Paediatric First Aiders</u></b>	<b><u>Date of Certificate</u></b>
Mrs Pippa Bond	June 2021
Mrs Sue Mahl	September 2019
Mrs Helen Nicholson	February 2020
Mrs Caroline Scott	January 2020
Mrs Rosalind Heatlie	July 2020

### **Appointed Persons**

Most staff have now reached the appointed persons status and therefore are sufficiently qualified to deal with minor injuries both in school and visits off school premises. Certificates are renewed every three years. The next whole school staff 1 day course will take place in September 2019.

## Location of First Aid Boxes

Location	<u>Full First Aid Box</u>	<u>Spills Kit</u>	<u>Mini Spills Kit</u>	<u>Travel Kit</u>
<u>Senior School</u>				
Sick Bay	YES	YES	YES	YES x 2
Games				YES x 2
<u>The White House</u>				
Lab 1	YES			
Lab 2	YES			
Lab 3	YES			
DT1	YES		YES	
DT2	YES	YES		
Art Room	YES			
Music Room	YES			
<u>Junior School</u>				
Staff Room	YES	YES		YES
Nursery/Reception Class	YES			
Kitchen	YES			
Ground Floor Toilets			YES	
<u>9 Villa Road</u>				
Staff Room	YES	YES	YES	

# Drug Administration Form

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Request for School to Administer *Medication (Junior School only)*.

The school will not give your child medicine unless you complete and sign this form.

<b>Name of Pupil:</b>		<b>Form:</b>	
<b>Date of Birth:</b>			
<b>Condition or Illness:</b>			
<b>MEDICATION</b>			
Name/Type of Medication: <i>(as described on the container)</i>			
How long will your child take this medication?:			
Date dispensed:			
<b>FULL DIRECTIONS FOR USE OF MEDICATION</b>			
Dosage and Method:			
Timing:			
Special Precautions:			
Side Effects:			
Self-Administration:			
Procedures to take in an emergency:			
<b>CONTACT DETAILS</b>			
Name:			
Contact Telephone Number:			
Relationship to Pupil:			
Address:			

***I understand that I must deliver the medicine personally to my child's Class Teacher each day  
(or in their absence to the Head of Juniors)***

<b>Signature(s):</b>	
<b>Date:</b>	

# Medication Sign In/Out Form

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Date	Class Teacher (Signing In Medication)	Parent (Signing Out Medication)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)
	I have received the medicine from: Parent's Name..... Signed.....(Teacher)	I have received the medicine from: Teacher's Name..... Signed.....(Parent)

# Long Term Administration of Medication Sign In/Out Form

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Date	Class Teacher (Signing In Medication)	Parent (Signing Out Medication)
	I have received the medicine from: Parent's Name ..... <b>This will be kept in school over the school week</b> Signed .....(Teacher)	I have received the medicine from: Teacher's Name ..... Signed .....(Parent)
	I have received the medicine from: Parent's Name ..... <b>This will be kept in school over the school week</b> Signed .....(Teacher)	I have received the medicine from: Teacher's Name ..... Signed .....(Parent)
	I have received the medicine from: Parent's Name ..... <b>This will be kept in school over the school week</b> Signed .....(Teacher)	I have received the medicine from: Teacher's Name ..... Signed .....(Parent)
	I have received the medicine from: Parent's Name ..... <b>This will be kept in school over the school week</b> Signed .....(Teacher)	I have received the medicine from: Teacher's Name ..... Signed .....(Parent)
	I have received the medicine from: Parent's Name ..... <b>This will be kept in school over the school week</b> Signed .....(Teacher)	I have received the medicine from: Teacher's Name ..... Signed .....(Parent)



# Risk Assessment Form

<b>Out of School Activity:</b>	
<b>Member of Staff:</b>	
<b>Date of Activity/Trip:</b>	
<b>Place to be Visited:</b>	
<b>Number of Pupils plus Year Group:</b>	
<b>Number of Staff/Helpers:</b>	
<b>Member of Staff with Emergency First Aid at Work Certificate:</b>	
<b>Signature: Health &amp; Safety Co-ordinator (after checking)</b>	

SEVERITY (S)		LIKELIHOOD (L)	
<b>Rating</b>			
5	Death / Permanent disability	5	Will almost certainly happen
4	Serious injury / Long term sickness	4	Highly likely to happen
3	Temporary disability / 3 day absence	3	Possible
2	Require medical attention	2	Less likely
1	Minor injury e.g. bruise/graze	1	Remote possibility

SEVERITY x LIKELIHOOD = RISK FACTOR (RF)	
<b>Factor</b>	<b>Risk Assessment</b>
16-25	Unacceptable! Requires immediate attention
10-15	A high priority for action before embarking on the trip
6-9	Medium risk – do something as soon as possible
3-5	Low priority – examine practicality of change
1-2	Low risk – no further action required

<b>Activity:</b>					
<b>Possible Risks</b>	<b>Who is at risk</b>	<b>Existing Controls</b>	<b>S</b>	<b>L</b>	<b>RF</b>
•		•			
•		•			



# Risk Assessment Form

## *For Trips, Visits, Holidays and Residential*

<b>Out of School Activity:</b>	What activity/activities are you taking part in?
<b>Lead Member of Staff:</b>	Who will be the designated leader?
<b>Date of Activity/Trip:</b>	
<b>Place to be Visited:</b>	Ensure all locations to be visited are included
<b>Number of Pupils plus Year Group:</b>	
<b>Number of Staff:</b>	Ensure that all ratios are correct. See <a href="https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf">https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf</a> for guidance. Are they medically fit to be leading pupils?
<b>Member of Staff with Emergency First Aid at Work Certificate:</b>	Who are the First Aiders and are their certificates up to date?
<b>Signature:</b>	<i>(Health &amp; Safety Co-ordinator - after checking)</i>

SEVERITY (S)		LIKELIHOOD (L)	
Rating			
5	Death / Permanent disability	5	Will almost certainly happen
4	Serious injury / Long term sickness	4	Highly likely to happen
3	Temporary disability / 3 day absence	3	Possible
2	Require medical attention	2	Less likely
1	Minor injury e.g. bruise/graze	1	Remote possibility

SEVERITY x LIKELIHOOD = RISK FACTOR (RF)	
Factor	Risk Assessment
16-25	Unacceptable! Requires immediate attention
10-15	A high priority for action before embarking on the trip
6-9	Medium risk – do something as soon as possible
3-5	Low priority – examine practicality of change
1-2	Low risk – no further action required

Activity:					
Possible Risks	Who is at risk?	Possible Controls	<u>S</u>	<u>L</u>	<u>RF</u>
<ul style="list-style-type: none"> <li>Pre-trip <b>information to pupils/parents/staff</b> and school</li> </ul>	N/A	What is it? Is it timely enough? Are contingencies for late arrival back explained? Is a list of additional kit included? Have any additional cost been explained? Consent kept? Registers left in school?			
<ul style="list-style-type: none"> <li>Travel – Coach/Train/ Boat/Air</li> </ul>	All on trip	Bookings? Safety procedures on board? Pupil rules on board? Baggage allowances?			
<ul style="list-style-type: none"> <li>Coach travel (getting on/off safely, misbehaviour, breakdown, stopping off points)</li> </ul>	All on trip	Supervision at stop-off points? Interactions with the public? Headcounts? Pupil lists?			
<ul style="list-style-type: none"> <li>Coach travel/private vehicles (defective transport, driver error), insurance details</li> </ul>	All on trip	Are there company risk assessments available?			
<ul style="list-style-type: none"> <li>Crossing roads...in UK/abroad</li> </ul>	All on trip	Due care and attention to be paid. Briefing about what to do? Staff on the crossing points?			
<ul style="list-style-type: none"> <li>Separation from teachers/adults/lost pupils</li> </ul>	Pupils	What arrangements are in place? Subgroups? Ratios? Meeting points? Plans for pupils not to be on own? Impact on trip if departure is delayed? Use of mobile phones? Explanation to pupils of what to do? Pupils lists with staff?			
<ul style="list-style-type: none"> <li>Indirect and remote supervision plans</li> </ul>	Pupils	Is this allowed? What are the rules? How are safeguards checked? What happens if something goes wrong?			
<ul style="list-style-type: none"> <li>Administration of medicines/Epipens etc.</li> </ul>	All on trip	Process for dealing with medication on trip? Parental consent?			

Possible Risks	Who is at risk?	Possible Controls	<u>S</u>	<u>L</u>	<u>RF</u>
<ul style="list-style-type: none"> <li>Illness – minor/major (including animal/insect bites)</li> </ul>	All on trip	Process for dealing with incidents? What to do? Who to contact? How are ratios of supervision ensured?			
<ul style="list-style-type: none"> <li>Plans for hospitalisation (for specific location)</li> </ul>	All on trip	What should you do? Is there one in place from tour operator/insurance company? If not what will happen?			
<ul style="list-style-type: none"> <li>Temperature extremes (protection from/amends to plan because of)</li> </ul>	All on trip	Plans in place to safeguard participants? Contingencies if conditions change?			
<ul style="list-style-type: none"> <li>Incident involving the group leader or any other member of staff</li> </ul>	All on trip	What happens if leaders/adults are incapacitated? Emergency routines in place and understood by all on trip? Deputy leader named?			
<ul style="list-style-type: none"> <li>Contingency money/arrangements</li> </ul>	All on trip	Is this necessary? Who is responsible? What should it be used for?			
<ul style="list-style-type: none"> <li>Loss of passports/visa (for foreign trips)</li> </ul>	All on trip	Need for visas/ESTAs? Plans in place for loss of passports/documentation?			
<ul style="list-style-type: none"> <li>Major incident/ Terrorists attack/Force majeure</li> </ul>	All on trip	What plans are in place? Do all on trip understand what to do?			
<ul style="list-style-type: none"> <li>Insurance – travel/medical/ EHIC (for European trips)</li> </ul>	All on trip	Are additional copies of these held by trip leader?			
<ul style="list-style-type: none"> <li>Loss of luggage/ theft of money/valuables</li> </ul>	All on trip	Protocols in place for reporting and replacing items if necessary?			

Possible Risks	Who is at risk?	Possible Controls	<u>S</u>	<u>L</u>	<u>RF</u>
<ul style="list-style-type: none"> <li>Child protection</li> </ul>	Pupils	Are correct safeguards in place? Vulnerable pupils...plans?			
<ul style="list-style-type: none"> <li>Parents who are on the trip... Safeguarding issues</li> </ul>	Parents/ Pupils	Not in direct supervisory roles? Not counted in ratios if child is on trip?			
<ul style="list-style-type: none"> <li>Use of a pupil code of conduct for trip?</li> </ul>	All on trip	To be considered if this is necessary? Distributed and signed by pupils and parents?			
<ul style="list-style-type: none"> <li>Pupil behaviour / drugs / alcohol / smoking / bullying</li> </ul>	Pupils	How should this risk be planned for and dealt with?			
<ul style="list-style-type: none"> <li>Specific arrangements for certain pupils</li> </ul>	Specific pupils	Consultation with teaching/pastoral staff who have most experience with specific pupils			
<ul style="list-style-type: none"> <li>Local customs/laws/regulations/ language/issues around petty crime</li> </ul>	All on trip	What are they? How might they impact on the trip? Is there any preparation that can be done?			
<ul style="list-style-type: none"> <li>Major injury/death</li> </ul>	All on trip	How should this situation be handled? Who is informed? In what order?			
<ul style="list-style-type: none"> <li>Specific direction for Ski trips</li> </ul>	All on trip				
<ul style="list-style-type: none"> <li>Specific direction for UK trips</li> </ul>	All on trip				
<ul style="list-style-type: none"> <li>Specific direction for other foreign trips</li> </ul>	All on trip				
<ul style="list-style-type: none"> <li>Specific direction for hazardous activities</li> </ul>	All involved in activity	Licenses of providers seen/copies kept? Consent from parents for additional activities e.g. swimming?			

Possible Risks	Who is at risk?	Possible Controls	<u>S</u>	<u>L</u>	<u>RF</u>
<ul style="list-style-type: none"> <li>Overnight accommodation</li> </ul>		Male/female split? Security from outside? Fire escape routines? Mixing with general public?			
<ul style="list-style-type: none"> <li>Return from trip</li> </ul>	Pupils/Parents	Parental contact planned for? Pupils not picked up plan?			
<ul style="list-style-type: none"> <li>Cancellation of the trip</li> </ul>	All on trip	Alternative arrangements been explored? Insurance policy in place? Who needs informing? How? By what time?			

Please ensure Appendix 3 (Staff Handbook) Procedure for Organising Longer School Trips is completed.

Please attach any company specific risk assessments that are also in place and attach to this document for final sign off.

List any parents accompanying as a volunteer with responsibility for children – DBS must be sought and logged on SCR.

Signed (in school):	<i>(Headmistress)</i>
Signed (by Trustee for residential or overseas visit):	
Date:	

# COSHH

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## 1. Control of Substances Hazardous to Health

1.1 Substances hazardous to health include:

- a) Chemicals labelled:
  - very toxic
  - toxic
  - harmful
  - corrosive
  - irritant
  - harmful to the environment
- b) micro-organisms
  - substances which have been assigned a 'Maximum Exposure Limit' or an 'Occupation Exposure Standard'
- d) sources of greatest risk in schools are:
  - Chemistry lessons
  - dust in practical classes
  - micro-organisms in Biology lessons
  - paints and solder fumes
  - pesticide, fertilisers and cleaning materials
  - solvents and glue

1.2 Lead, asbestos and flammable liquids also cause hazards and their handling can be included in a document on COSHH.

1.3 The school and every employer working for it must:

**ASSESS** the risk to health arising and what precautions are needed.

**PREVENT** exposure to substances hazardous to health or introduce appropriate measures to **CONTROL** the risk

**MONITOR** control measures

**INFORM, TRAIN** and **INSTRUCT** employees

1.4 Ventilation systems must be checked periodically.

## 2. Complying with COSHH

### **2.1 Identification of Hazards and Risks**

The following fall into the Hazards and Risks category.

- a) storage - shelf life
- b) dispensing - handling
- c) transportation
- d) spillages

- e) disposal
- f) use of corrosives
- g) inhalation
- h) ingestion
- i) entry to body - skin/eye contact
- j) scale of use
- k) possible abuse and vandalism
- l) fire hazard
- m) explosion
- n) breakages

## 2.2 Duty of Care to Seek to Use Least Hazardous Substance Practicable for the Task

This must be carried out before using the hazardous substances. Risk assessment involves careful consideration of hazards which occur, evaluating risks to health and deciding on action using either appropriate precautions and/or control measures.

Trustees will have to:

- a) carry out risk assessment before using substances hazardous to health.
- b) provide, inspect and maintain control measures (fume cupboards).
- c) provide appropriate training and information for staff.

They must decide what type of risk assessment is appropriate and instruct employees to follow it. Employees have a duty to make proper use of control measures and protective equipment and to report defects to employers.

## 2.3 Chemical Storage

This is the responsibility of the Science Technician.

- a) chemicals must be kept in a lockable chemical store
- b) they must be arranged alphabetically
- c) flammables must be kept in a lockable store external to the building
- d) poisons must be locked in a fire resistant cupboard within the chemical store
- e) access to the chemical store is restricted to Science teachers and technicians
- f) small quantities of chemicals should be purchased to ensure rapid turnover of stock
- g) incompatible chemicals must be stored well away from each other
- h) the date of arrival at school of all chemicals must be recorded and old stock must be used first.
- i) unwanted chemicals must be disposed of in the appropriate manner
- j) all solutions must be carefully labelled
- k) there must be good ventilation to prevent the build up of corrosive or flammable fumes
- l) heavy items must be stored on the floor if possible
- m) wall racking must be securely fixed to the walls
- n) non-slip steps must be used to reach chemicals stored above head height
- o) acids and corrosive liquids must be kept in the acid store
- p) there must be easy access to fire extinguishers, fire blankets, sand buckets, first aid box and eye wash facilities, dispersing agent (teepol), mercury spillage kit.

## 2.4 Transport of Chemicals

The movement of chemicals and equipment is hazardous when one preparation room serves several laboratories and where there is rapid changeover of materials between lessons.

- a) A trolley must be used when moving trays of chemicals

- b) Winchester carriers must be used and a bottle must never be held by the neck, or unsupported at the base;
- c) If there is a spillage the following should be at hand:
  - protective gloves
  - dustpan and brush
  - floor cloths
  - heavy duty plastic bags
  - chemical scoops
  - dry sand to absorb substances

## 2.5 Flammable Liquids

- a) Limit to 50 litres the volume of liquid to be stored in any fire resistant cupboard.
- b) Limit the container size to 500ml of any flammable liquid on open shelves.
- c) Note that some liquids emit vapours which are heavier than air and creep along benches.

## 2.6 Handling Chemicals and Personal Protective Equipment

- a) Due attention must be made to the use of personal protective equipment: laboratory coats, eye protection and/or gloves. Teachers are responsible for ensuring pupils wear prescribed personal protective equipment.
- c) Safety spectacles, goggles or face shields must be worn for various tasks, e.g. dealing with acids and alkalis and working with glass.
- c) Staff and pupils will be more willing to wear eye protection if it is clean, in good condition and stored carefully.
- d) Cleaning and maintenance staff must wear prescribed personal protective equipment.

## 2.7 Fume Cupboard

- a) A fume cupboard should be used whenever gases, vapours or dusts are being handled.
- b) Fume cupboards must only be used as a secondary defence when all other precautions have been taken to minimise the release of substances hazardous to health.
- c) Fume cupboards must be checked every 14 months and a record kept in the Science Prep Room.
- d) Fume cupboards must be kept clean and free from apparatus and materials not required.
- e) Sinks and/or containers in fume cupboards should not be used as general all-purpose disposal points.

## 3. Accidents and their Prevention

In order to prevent accidents there must be a system of safety communications within the school. Good management leads to safety.

- 3.1 The Trustees have the responsibility to formulate a safety policy and to ensure that safety practices are established and maintained.
- 3.2 The Headmistress, as overall manager, is responsible for ensuring that safety practices are established and maintained.
- 3.3 Staff are under obligation to fulfil responsibilities to colleagues, pupils and other members of staff:
  - a) The Head of Science must:
    - i) Establish and maintain safe working procedures
    - ii) Resolve health and safety problems with staff
    - iii) Carry out regular inspections
    - iv) Arrange necessary training and supervision
    - v) Provide and communicate appropriate information
    - vi) Propose requirements and allocate resources for safety.



- b) Teaching staff must:
- i) Supervise pupils effectively
  - ii) Know emergency procedures
  - iii) Know safety measures and ensure that they are adopted
  - iv) Give clear instructions and workings as required
  - v) Follow safe working procedures
  - vi) call for special safety resources when required
  - vii) supervise issue and adoption of personal protective equipment
- c) Pupils must:
- i) Exercise personal responsibility for self and others
  - ii) Observe dress consistent with safety
  - iii) Observe all safety rules
  - iv) Not wilfully misuse, neglect or interfere with safety equipment provided
- d) Technicians must:
- i) Be aware of the Safety Policy and must be involved in Science safety discussions
  - ii) Be well trained and well informed.
- e) Cleaning and Maintenance Staff must:
- i) Seek to use least hazardous substances
  - ii) Know emergency procedures
  - iii) Know safety measures and ensure that they are adopted
  - iv) Give clear instructions and workings as required
  - vi) Follow safe working procedures
  - vii) Call for special safety resources when required
  - viii) Ensure all residues are cleaned up

**EVERYONE USING HAZARDOUS SUBSTANCES MUST:**

- ANTICIPATE foreseeable **risks**
- give ADEQUATE WARNINGS of **risks**
- prescribe and carry out REASONABLE PRECAUTIONS to ensure risks are minimal to all who could be affected
- maintain an APPROPRIATE STANDARD of BEHAVIOUR in the storage and use of hazardous substances

**6. Risk Assessments**

Risk assessments must be carried out on all chemicals and practical procedures.

These assessments are filed as follows:

- Science in Preparation Room
- DT
- Art
- Caretaker's Room

A copy of Croner's Head of Science manual is kept in the preparation room and the CLEAPSS files and Hazard cards are kept in the Chemistry Laboratory.

# Science Department Risk Assessment

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<b>Title:</b>		<b>Date:</b>	<b>Date Reviewed:</b>
<b>APPARATUS LIST:</b>		<b>ASSESSMENT CARRIED OUT BY:</b>	
<b>EQUIPMENT</b>	<b>CHEMICALS</b>	<b>PROCEDURE</b>	<b>HOW RISK IS CONTROLLED</b>  For each lesson assess: <ul style="list-style-type: none"> <li>• experience of staff</li> <li>• competence of students</li> <li>• size/age of group</li> <li>• appropriateness of laboratory/room</li> </ul>
<b>Hazard to Technician/Teacher:</b>		<b>Further Action necessary:</b>	
<p><b>Assessment of remaining risk with controls in place:</b></p> <p><b>LOW    MEDIUM    HIGH</b></p>			

# Substances Hazardous to Health

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<b>Activity/Process Assessed:</b>			
<b>Full Assessment Required:</b>		Yes / No	
<b>Description:</b>			
Substance: (Name/Brand/Chemical Name)			Data Sheet No.
Supplier's Name & Address			
Emergency Numbers – Tel:		Fax:	
Toxic/Very Toxic	Harmful	Corrosive	Irritant
Maximum Exposure Level(s)/Occ. Exposure Standard(s)		Routes of Entry (Ingestion/Absorption/Inhalation etc)	
Hazard Type (Dust/Mist/Fume etc)		Health Warnings (e.g. Avoid direct contact)	
Emergency/First Aid Procedure		Maintenance/Spillage/Cleaning Procedure	
Controls Required		Personal Protection & Equipment Required	
Monitoring Required Yes / No		Safe Disposal	
Health Surveillance		Storage/Location/Type of Container	
Training Undertaken/Required		Further Information Required Yes / No	

Control measures in place

Control measures required

Recommendations / Risk controls

Assessed by:

Date:

Re-Assessment Due Date:



# Request for Eyesight Test

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<b>Name:</b>	
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**Details of Work:** (Provide details of VDU tasks you are involved with and the proportion of time you spend on these.)

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**Use Confirmation**

I can confirm that the above named person is a VDU user as specified in 10.3.2 of the Health & Safety Policy. I agree with the user details outlined above.

<b>Name:</b>	
<b>Signed:</b>	
<b>Date:</b>	

**Authorisation**

<b>The above named is entitles to have an eyesight test at:</b>	
<b>Please arrange your own appointment by telephoning:</b>	
<b>Signed:</b>	
<b>Date:</b>	

# Missing Persons

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In the event of a member (or members) of the party going missing please follow the following procedure:

1.	Quickly identify the missing person/persons.
2.	Alert all members of staff in the party and discuss a plan of action e.g. which person is going to stay with the whole group, how much time will be put aside to look for the person (s) before the local police will be contacted, will a member of staff need to stay behind, most appropriate use of the mobile phone etc. Decision will be based on the actual location and circumstances at the time.
3.	Send a member of staff with 2/3 reliable pupils to retrace the route or areas visited if possible.
4.	Telephone any places that have been visited during the day.
5.	Telephone school and inform the Headmistress or Deputy Head of the problem. Also mention if the return to school will be delayed and ask if someone could be at school when the party returns.
6.	Contact the local police and ask for assistance if necessary.
7.	Remember to let everyone know if the person has been found.

# Emergency Travel Pack

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To Whom it May Concern,

Please find enclosed all the necessary information that may be required in the case of a major emergency.

See attached sheets for names/addresses of all party members.

In the case of an emergency please contact:

<b>Headmistress</b>	<b>Mrs P Hutley</b>	<b>0115 958 0596</b> <i>(during normal school hours)</i> <b>07960 062026</b> <i>(after hours)</i>
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Or

<b>Deputy Head</b>	<b>Mr C Dean</b>	<b>0115 958 0596</b> <i>(during normal school hours)</i> <b>07751 708506</b> <i>(after hours)</i>
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*Private telephone numbers for key staff will be issued to organising staff.*

In the event of a major incident the school will prepare a statement for the press.



# Staff and Helpers Details

*For school trips*

<b>Visit To:</b>	
<b>Date of Visit:</b>	

Details of all teachers and other adults involved in the school trip (including the organiser) to be included in the School Travel Pack.

<u>NAME</u>	<u>ADDRESS</u>	<u>CONTACT NUMBER</u>

# Staff and Parents Using Own Vehicle

*For staff and parents using own vehicle to transport Hollygirt pupils.*

In order to comply with current legislation and safeguard our pupils can you please fill in the brief questionnaire and return to the member of staff organising the event.

Event	Date of Event	Organiser	Name of Driver

Please tick the appropriate boxes.

	YES	NO
Is the vehicle roadworthy, taxed and with a valid MOT?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold a current driving licence?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have valid insurance for work-related activities?	<input type="checkbox"/>	<input type="checkbox"/>
Does the vehicle have functioning seatbelts, which will be worn by all passengers for the duration of the journey?	<input type="checkbox"/>	<input type="checkbox"/>
Will you abide by the rules of the road?	<input type="checkbox"/>	<input type="checkbox"/>

Signed: ..... Date: .....

**Completed forms to be filed in the Risk Assessment file in the Deputy Head/Head of Juniors office.**

# Fire Extinguisher Reference Guide

		Class of Fire						
		A	B	C	E	F		
		Wood, paper and plastics	Flammable and combustible liquids	Flammable gases	Englised electrical equipment	Cooking oils and fats		
<p>Colour scheme - AS2444 Pre 1999 Post 1999</p> <p>  YES   NO                 </p>	 Water							Dangerous if used on flammable liquid, live electrical equipment and cooking oil/fat fires.
	 Wet Chemical							Dangerous if used on electrical fires.
	 Foam							Dangerous if used on electrical fires.
	 Powder AB(E)							Special powders are available specifically for various types of metal fires (seek expert advice).
	 Powder B(E)							Special powders are available specifically for various types of metal fires (seek expert advice).
	 Carbon Dioxide							Generally not suitable for outdoor use. Suitable only for small fires.
	 Vaporising Liquid							Check the characteristics of the specific extinguishant.

**NOTES**  
**LIMITED** indicates that the extinguishant is the agent of choice for the class of fire, but that it will have limited extinguishing capability.

**Class D** fires (involving combustible metals) use only special purpose extinguishers and seek expert advice.

**COMMENTS**  
 Refer to Appendix A of AS 2444

**FIRE HOSE REEL**

**'A' TYPE FIRES ONLY**  
 Paper, wood and plastics

**NOTE:** Ensure you maintain a path of egress between you and the nearest exit.

**FIRE BLANKET**

**'F' TYPE FIRES ONLY**  
 Cooking Oils and Fats

**NOTE:** Use as a blanket to wrap around a human torch (ensure you replace after every use).

Extract - AS.2444-2001