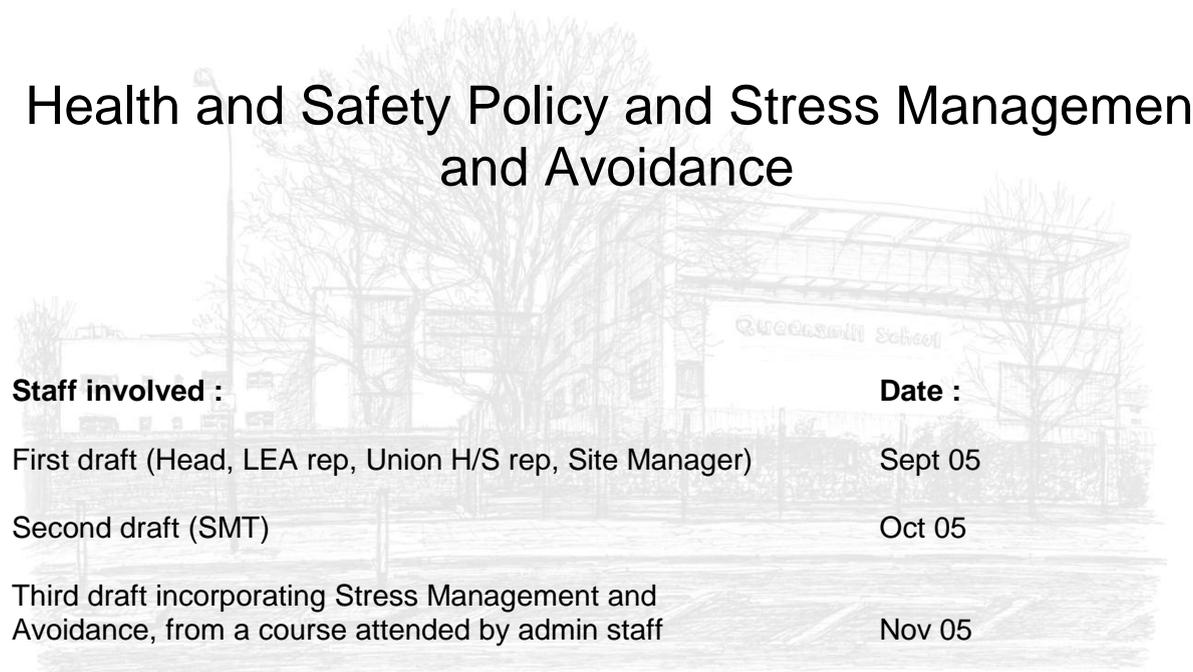


Queensmill School

Health and Safety Policy and Stress Management and Avoidance



Staff involved :	Date :
First draft (Head, LEA rep, Union H/S rep, Site Manager)	Sept 05
Second draft (SMT)	Oct 05
Third draft incorporating Stress Management and Avoidance, from a course attended by admin staff	Nov 05
Fourth draft (incorporating views of all staff)	Dec 05
Fifth draft (incorporating views of H/S governor)	Dec 05
Governors' committee	Feb 06
Ratified by full Governors	March 06
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Statement of Intent and Organisational Responsibilities

1 Statement of Intent

The governing body accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. The prevention of accidents, injury, ill health or loss is essential to the efficient operation of the school. Governors know that whilst we hope that staff and pupils will not be hurt whilst working at Queensmill that this will at times happen when our pupils with autism become highly stressed and lash out. Therefore the importance of avoiding, identifying and managing work related stress related to the autistic behaviours of our children and the work we do with them is crucial to this commitment. The governing body accept that working with children with autism who can sometimes present with challenging behaviours is a risky environment in which staff and pupils work, and that it relies on the LEA to admit children who fall within the school's agreed criteria, for which the staff have the relevant and requisite levels of training, skills and understanding.

2 The governing body aims to provide a safe, healthy working and learning environment for staff, pupils and visitors. This will help to create an environment that helps staff to cope successfully with the demands and pressures of their jobs, and to offer support to those staff whose health and well-being are affected by stress.

3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body believes that only the adoption of safe methods of work and good practice by everyone can ensure the personal health and safety of all. The governing body will take reasonable and practicable steps to identify and reduce hazards to a minimum, but all staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

4 Duties of the Governing Body

In the discharge of its duties the governing body, in consultation with the Head, will:

- (a) make itself familiar with the minimum standards set by legislation and codes of practices which are relevant to school activities and have a nominated Governor for health and safety.
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- (c) regularly assess the effectiveness of the policy and ensure that any necessary changes are made
- (d) work with the head teacher and staff to identify and evaluate all hazards and current methods of working relating to:
 - (i) accident prevention
 - (ii) health promotion
 - (iii) school-sponsored activities
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- (f) create and monitor the structure for the management of health and safety.
- (g) ensure the school is safe to work in and that staff have appropriate training, supervision and resources to work in a healthy and safe manner
- (h) provide adequate welfare facilities
- (i) consult with unions on issues affecting the working environment of the school

- (j) strategies are in place to inform staff about stress and its causes, both by discussing these issues at staff meetings and with individual staff and referring to them in policies
- (k) training needs are identified and reviewed annually, and staff receive information about health and safety and stress reduction on appointment or changing role.

5. Suitability of building for purpose

Queensmill School moved to a purpose built building for children and young people with autism in September 2015.

The building for teaching and learning from 9:00 – 3:00 from Monday to Friday. In addition there are a number of extra-curricular clubs. Breakfast Club: Tuesday – Friday 7:45 – 9am and after school clubs from Mon – Thurs 3:00- 4:30. There are also evening respite clubs on Mondays and Thursdays from 3:00-7:00. There is also a Sunday respite club for a very small group of students from 10-3:00pm.

The Hammersmith and Fulham Play Association also use the premises on a Saturday and during school holidays for holiday playschemes.

Facilities for overnight respite have been installed with the aim of this provision beginning in Autumn term 2015.

6 Distribution of this policy to staff

So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy
- (b) emergency procedures and all other relevant health and safety matters
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

All staff and governors will receive a copy of this policy. All visitors will receive a badge which advises them to read this policy for their own protection.

7 Duties of the Head

As well as the general duties which all members of staff have (see 10), the Head has responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school, and will take all reasonably practicable steps to achieve this end through senior members of staff, teachers, support staff and others as appropriate.

- 8** The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Head will:

- (a) keep abreast of relevant health, safety and welfare legislation, codes of practice and guidance relevant to school activities

- (b) ensure at all times, the health, safety and welfare of the staff, pupils and others using the school in any way or attending or taking part in school-sponsored activities
- (c) ensure safe working practices and procedures are operational throughout the school e.g. safe use of substances, equipment and machinery, so that each task is carried out to the required standards thus minimizing the risks to all
- (d) consult with members of staff, including the safety representatives of recognized trade unions, on health and safety issues
- (e) arrange termly inspections to allow the prompt identification and removal of potential hazards
- (f) manage the risk assessment process and carry out periodic reviews on the findings to ensure all improvements have been actioned
- (g) ensure that all members of staff who have identified needs receive appropriate health and safety training/instruction and that it is adequately financial resourced
- (h) encourage staff, pupils and others to promote health and safety and suggest ways of removing hazards/reducing risks
- (i) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- (j) collate accident and incident information and carry out accident and incident investigations
- (k) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and use the disciplinary procedures for those who consistently fail to consider their own well-being or the health and safety of others
- (l) ensure there is adequate first aid and welfare provision
- (m) regularly inform the governors of health and safety successes and problems
- (n) as part of Performance Management, identify any mismatch between the role and the job description and update the job descriptions as required
- (o) the school collects data on staff absences. Line managers will act sensitively towards staff absences that are potentially stress related
- (p) bullying and harassment will not be tolerated
- (q) ensure, through the LEA and supply agencies, that all staff and volunteers have a current Criminal Record Bureau check, and that whilst these checks are pending these staff are not left alone with any children.

In particular in this school, because of the high level of anxiety of our children, and their likelihood of lashing out when stressed, staff will be trained in the use of physical intervention. The school has annual training provided by the in-house TEAM TEACH trainers for all staff. Each member of staff is however a Responsible Adult, and will be expected to endeavour to keep children safe from harm even if they have not yet received training, as a responsible parent would do. This policy should therefore be read in conjunction with the school's policy on Restrictive Physical Intervention.

Where children are known to hurt others, there will be an individual risk assessment for that child and how to minimise the risk of them hurting others. There will also be risk assessments of curriculum areas and activities that might pose a risk, and of all educational visits out of school.

When staff or pupils are hurt by children who have become stressed and lashed out, we have a duty of care to those individuals, which would include any of the following:

1. Incident logged in PRI log book
2. Accident form submitted to the borough online (since September 2011)
3. Any injury (to child or adult) dealt with
4. The rest of the team takes over from that member of staff, to allow that member of staff's needs to be met
5. If the staff member is still able to work, time for them to relax and to talk to another member of staff before carrying on with work, without judgement, allowing the member of staff to express the feelings that are often apparent after being hurt. Some members of staff prefer to have some time on their own before returning to class duties.
6. Without feeling that they are blaming the child, the staff member should describe exactly the state of their injuries and be able to talk about the incident confidentially.
7. Support from SMT and follow up by reviewing the child's Behaviour Plan and/or individual Risk Assessment.
8. Staff should not be left alone with a child if that child is distressed.

10 The Duties Of All Members Of Staff

All staff will make themselves familiar with this policy and any procedures relevant to them for ensuring health and safety. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- (c) all staff have a duty of care and should take responsibility for clearing up spills around the school as they happen
- (d) not make unauthorised or improper use of plant, machinery, equipment and substances
- (e) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied, including using the colour coded cloths and mops so that different tools are used to mop spills on children, tables and floors.
- (f) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- (g) report any defects in the premises, plant, equipment and facilities which they observe
- (h) take an active interest in promoting health and safety and suggest ways of reducing risks.
- (i) take training opportunities to learn about autism so that their skills in managing autism are increased and they are able to calm pupils' autism anxieties
- (j) reassure a child if they are upset or distressed, touching them to console them if this is appropriate, but avoid lifting them unless it is an emergency (please refer to the policy "Policy guidelines for addressing sensory issues and Positive Touch")

- (k) report any injury or hurt to themselves or others to SMT, and seek first aid, and where there has been any injury fill out the log in the Head's office and an accident form (in school office) to go to the LEA.

11 Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 7 of this document.

- 12 The Head or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

- 13 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

- 14 When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without prior consent of the governing body:

- (a) introduce equipment for use on the school premises
- (b) alter fixed installations
- (c) remove fire and safety notices or equipment
- (d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.

- 15 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises.

- 16 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury.

- 17 The governing body draws attention of all users of the school premises (including hirers and contractors) that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

18 Governors' Health and Safety Sub Committee

The governing body will make arrangements for the establishment of a Health and Safety Sub-committee to oversee all matters of health and safety.

19 Review

The governing body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

20 Nominated Health and Safety Governor

The school governing body oversee health and safety issues when they arise and these are on the agenda at finance sub-committee meetings. The day to day issues are managed by the site care manager who is line-managed by a member of senior management. A new health and safety governor will be nominated in Autumn 2015.

21 Local Rules and Procedures

These local rules and procedures are supplementary to the Council Health and Safety Handbook which can be obtained from <http://www.hafed.org.uk/secure-shared/health-and-safety-handbook.doc>, and the Education Health and Safety Policy guidance from <http://www.hafed.org.uk/documents/health-and-safety-policy.doc>.

22 Early & Late Supervision Of Pupils

Children come in with either their parents/carers or their transport escorts at 9.00am and are taken out to parents/carers or escorts at 3.00p.m.

We provide a breakfast club for some pupils from 8.00am -9.00am. This is supervised by our regular staff. We also provide an after school club from 3.00pm to 4.15pm and a weekly 3-7 club and these are also supervised by regular Queensmill staff. A register for staff and pupils is kept for all clubs.

23 Playtime and Lunch Supervision

Adequate supervision should be maintained during playtimes and staff on duty should report any reduction in the level of cover. The Head delegates playground line management responsibilities to the teacher on supervision duty. They are responsible for ending playtime. Supervision must begin as the children exit the building. The Deputy Head is responsible for establishing a rota for supervision.

24 Adequate supervision should be maintained during lunchtimes in the dining halls and playground areas and staff on duty should report any reduction in the level of cover. At lunchtime class staff eat with their children in the lunch hall. Day to day organisation and responsibility is delegated by the Head to the Deputy who is responsible for establishing a rota for supervision.

25 Playtime supervising staff should ensure that.

- (a) children are able to sit in quiet areas, or play on the equipment, or play with staff or other children with the help of staff
- (b) children are not handling stones or similar objects
- (c) there is no swinging around, hanging on to or carrying each other by the children
- (d) there are no rough games
- (e) there is no climbing other than on the climbing equipment
- (h) no unauthorised adults are allowed in the playground at playtimes (any visitors to the school should wear visitors' badges at all times
- (i) all accidents should be reported to a member of SMT and dealt with immediately by the designated first aider
- (j) any hazards should be reported to a member of SMT or Site Care Manager.

26 Movement Around School

The movement of children between different parts of the building should be orderly and quiet. Running in the hall, corridors is discouraged. Staff and pupils should walk on the left hand side when going up or down stairs.

27 Fire Safety and Fire Drill

There is a Fire Risk Assessment and Fire Action Plan which details the potential hazards and their controls. A copy of the assessment and plan is kept in the school office.

28 Fire Drills are rehearsed regularly throughout the school year, (at least two drills per term), practicing a variety of scenarios:

- (a) blocked staircase
- (b) blocked playground passageway
- (c) varying times of day; days of week
- (d) different fire alarm call points are used each time

Less mobile children may need to be carried out of the building during evacuation, which poses a risk to staff which should be assessed.

A reasonable time for the complete evacuation of the building, with everyone mustered at the assembly point and the role call taken with all the information passed to the person in charge is 3 minutes.

Staff and pupils are to evacuate the building in the event of a fire and not to tackle the fire. The fire extinguishers in high risk areas, such as near the kitchen and boiler rooms are only to be used as a last resort; all staff are to evacuate the building.

29. The fire alarm is tested monthly by the site manager and serviced by Insaf.

30. Fire fighting equipment is regularly inspected and is serviced by FFE.

31 Crises Management and Emergency Evacuation

The Head will ensure that a crises or emergency plan (see Disaster Recovery Plan) is prepared to cover foreseeable major incidents which could put at risk the occupants or users of the school. A copy of this plan can be found appended to this document, in the school office and in the staff handbook.

32 Risk Assessment

The Head will ensure that risk assessments of significant hazards are carried out and reviewed regularly. Areas that will require written risk assessments include: school journeys, fire, glazing, manual handling, computer workstations, legionella, first aid. Other areas that may require written assessments include behaviour management risk assessments for individual pupils, violence and aggression, stress, and any other areas identified as having significant hazards.

33 Medicines

The school policy on use of medicines can be found in the staff handbook and will follow the DfES document on Medicines which is available from <http://www.dfes.gov.uk/medical/>.

34 First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents and will follow the standards set out in the DfES document on First Aid which is available from <http://www.dfes.gov.uk/firstaid/>.

- 35 There are at least three first aid trained staff and their names can be found on the notices displayed throughout the school. First Aid will be given, but only as far as knowledge and skill limit. Details of treatment given, child's name, class and date should be entered in to the Accident Book kept in the school office. As soon as practicable following an incident involving pupils, staff and others using the school premises or participating in school-sponsored activities, details of the injuries sustained and the accident must be fully and accurately reported. .
- 36 A First Aid kit is kept in every classroom and these should be available for use at lunchtime and for off-site trips and checked at least termly.
- 37 At the discretion of the governing body and through the Head, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.
- 38 Supplies of first aid materials are held in the school office. Each class should notify the Senior Admin Assistant when they need new stocks. The materials will be checked regularly by the Health and Safety representative, and any deficiencies made good without delay.
- 39 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 40 A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity to a level deemed as serious.
- 41 In dealing with accidents there are procedures that must be followed
- (a) Disposable rubber gloves are available and must be worn by any person administering first aid for whatever reason to whosoever.
- 42 Serious injury and any injury to the head, neck or back must be referred immediately to a member of SMT. If a child or adult has a serious fall, under no circumstances should they be moved until a first aider deems appropriate. Staff are responsible for keeping their immunisation against Hepatitis B updated; a reminder is in the Staff Handbook.

Queensmill First Aiders

Nancy Murphy
Nathesha Ashbourne
Jeannette Shackle-Rogers
Sue Simpson
Ana Lalwan
Denise Boyce

Lisa Guy
Tammie Otway
Anita Allotey
Aaron Bint
Jenny Moynihan
Connor Wallace
Charlotte Spencer
Salem Abraha

Claire Chapman-Paediatric First Aid
Nicola Burton- Paediatric First Aid
Pesh Gjegja- Paediatric First Aid

43. Restrictive Physical Intervention

All staff will be trained in RPI through the TEAM TEACH practice of using RPI is described in our Policy for Behaviour and Restrictive Physical Intervention.

All members of staff are Responsible Adults, and are expected to intervene to keep pupils as safe as possible whether they have yet received their TEAM TEACH training or not. All instances of RPI are noted in the school's RPI log that is kept in the Head's office, and data is collected and analysed.

All instances of RPI where there is any injury are reported to the LEA on accident forms which are held in the school office. When staff are hurt they are cared for by the school in a way that is appropriate to their hurt and injury. This is described in the RPI policy.

44 Inspection

The Head will ensure that regular inspections of the premises. This happens on an ongoing basis and it organised between the Site Manager and the H/S rep, who report to the Head. This will identify all defects and deficiencies, together with the necessary remedial action and control measures. The result of all such surveys will be reported to the governing body on an annual basis. Staff are required to report anything unsafe on the site immediately to the Site Manager.

45 Electrical Equipment

All electrical equipment receives a regular safety check and bears a dated "pass" sticker. All equipment will be given at least an annual visual inspection by the site manager. For office equipment a formal test in line with the HSE guidance on low risk environments will be followed. Classroom equipment will be tested at least annually

46 The moving of equipment by children is restricted:

- (a) Television sets and pianos should never be moved by children.
- (b) Computer trolleys may be moved by children but with adult supervision at all times. The trolley should be immobilised when in position.

47 The use of electrical equipment has restrictions:

- (a) No child should be permitted to plug in, or remove, a mains plug on any electrical apparatus
- (b) Electrical equipment may only be brought in to school on the approval of the Head.

48. **Security** All visitors must report to the School Office and should be directed to do so on enquiry. Where appropriate the Head / SAO or Site Manager will notify all staff of work persons on site. Visitors should wear a visitor's badge at all times that refers to this policy.
- 49 All strangers should be challenged but no employee must put themselves at risk. The presence of a stranger acting in a suspicious manner, on or off-site, should be reported to a member of SMT and Site Manager as soon as possible.
- 50 The school operates the *Schoolsafe* scheme and is obliged to fax details of any suspicious occurrence to the relevant authorities. All staff should make themselves aware of the content and procedures of the *Schoolsafe* folder which is kept in the school office.
- 51 **General Rules Of Safety**
The handling of substances has health implications:
- (a) Broken glass or china should not be handled by the children but wrapped in newspaper by an adult and either disposed of directly into the bins or clearly labelled and placed in the waste paper bin.
 - (b) Small spillages of sand or water should be cleaned up immediately whilst larger spillages should be reported to the Site Manager.
- 52 Only animals approved by the LEA should be kept in school. Cages must be kept clean and litter wrapped in newspaper prior to disposal. Animals must be handled and kept in a befitting manner. No animal should be allowed to roam the classroom and children must wash their hands after handling animals.
- 53 Queensmill is a non-smoking building. Smoking is not permitted in any part of the school building or grounds.
- 54 No dogs are allowed on the school premises with the exception of guide dogs or dogs who come with visitors into the school for a specific purpose and have been agreed by SMT.
- 55 Cycles and scooters are available for pupils to ride under supervision. They are maintained in good order by the Site Manager and volunteer help, and by services of a bike repair service as necessary. Helmets must be worn at all times.
- 56 Children should be trained to use the toilet facilities correctly and to leave them in a suitable condition for others. They should also wash their hands.
57. No class should be left unsupervised. Both interior and exterior areas should be supervised if the children are permitted to roam freely. In an emergency a member of staff should be sent to summon a member of SMT.
- 58 Gymnastic equipment and large toys should be regularly inspected for faults. Any detected fault should be reported to the Head and the equipment put out of commission.
- 59 **Classroom organisation**
Classes in Queensmill are organised according to TEACCH principles (Treatment and Education of Autistic and Other Communication Handicapped Children) to offer a clear visual structure and a calm, low-arousal environment. Whilst the school

has done a great deal to arrange these low arousal environments, the present buildings are not fit for purpose, and cannot provide clear uncluttered lines due to very large windows and a great deal of plumbing materials and equipment.

- 60 The use of equipment and apparatus with sharp or pointed edges is restricted:
- (a) Guillotines must be kept locked and not stored in classrooms.
 - (b) Staple guns should not be used near children and on no account should they be handled by the children or left unattended. Hand staplers may be used by the children if adequately supervised.
 - (c) Knives, scissors and other cutting implements may be used by the children under supervision.
- 61 The use of equipment or products containing spirit based solvents is restricted:
- (a) no child is permitted to use spirit based correction fluid. The use of such liquid is restricted to adults and any container must be returned to a place of safety immediately after use.
 - (b) no child is permitted to use spirit based felt tipped marker pens. The school purchases such items for adult use. Children may only use water soluble markers. Children may bring their own water based makers from home, but they must first be checked by their class teacher.
 - (c) all fluids containing spirits, e.g. duplicator fluid, methylated spirits, must be stored in the flammables fire resistant cabinet sited in the staffroom.
- 62 No child should be left unsupervised in any part of the school building at play times or lunch time, before or after school.
- 63 No child is permitted to leave the premises without prior notice and only after clearance has been obtained from the Head or Deputy.
- 64 Children will be registered in accordance with the guidance notes printed in class registers at the commencement of each school session, at 09.00 and 13.25. Head counts of children in the Nursery and Reception classes should be made after playtimes.
- 65 Physical Education - Large Apparatus**
The P.E. large apparatus have annual safety checks and are regularly overhauled.
- 66 When setting out the apparatus teachers must :
- (a) check for faults and report any defects to Head and Curriculum Co-ordinator.
 - (b) ensure that the P.E. apparatus is deployed in a safe manner and that all equipment is properly positioned and secured.
- 67 When using the P.E. apparatus:
- (a) the children should be dressed in the appropriate clothing, of shorts and T shirts with bare feet if at all possible
 - (b) all jewellery and watches should be removed
 - (c) should use planks and poles one at a time
 - (d) should dismount from the equipment in a safe and orderly way, only jumping where there is a mat and only after instruction from staff.
- 68 Teachers are expected to :
- (a) position themselves so that whole class is under constant supervision

- (b) report *any* accident to the Head immediately. If serious, send for help.
- (c) ensure the apparatus is dismantled and stored away in the appropriate areas and that all safety locks are engaged.

69 Educational Visits

The governing body recognise the value of educational visits in the development of the pupils. All educational visits will follow the DfES guidance, which is available from http://www.teachernet.gov.uk/Management/guidance_and_legislation/visits/. The school's Proposed Educational Visit form must be completed to ensure that all arrangements regarding catering, transport, risk assessments and insurance are finalised.

70 The LEA's Code of Practice concerning Educational Visits will be strictly followed. A copy is available from the school office and is in the staff handbook. Recommended levels of adult supervision will be regarded as minimum.

71 In normal circumstances, the teacher in charge of an Educational Visit will take the school's mobile telephone with them, ensuring that contact can be made at all times and help in an emergency can be summoned without delay.

72 Use of Transport

In considering private coach travel for Educational Visits and School Journeys the school will only use reputable coach companies and will not necessarily accept the lowest quotation for coach hire, (unless it is a negotiated discount).

73 The nature of the trip is considered when a decision is made upon the type of coach to hire.

- (a) The school will only hire a coach fitted with seat belts.
- (b) Only minibuses with seat belts will be used.
- (c) Use of our own minibus – regulations in staff handbook.

74 Strictly enforced rules of travel on any type of vehicle are applied:

- (a) each child is allocated a seat of his or her own
- (b) there is no standing when the vehicle is in motion
- (c) supervising adults will be seated throughout the vehicle
- (d) there is no eating on the coach
- (e) no child is permitted to use seats deemed to be more at risk than others, that is:
 - 1 front window seats
 - 2 middle of the back seat, facing the central aisle
 - 3 any seat positioned behind another exit.

75 Off-site Swimming & Games

The LEA's Code of Practice for off-site activities is kept in the school office and in the school handbook and should be strictly followed.

76 Health and Safety Staff

As at Autumn Term 2014

1. Site care: Nigel Lyons - Senior Site Manager, Hollis Atherley - Site Manager, Pedro Texeira Site Manager.

2. School: Deputy Head, Anrew Nowak
3. Link Governor: Michael Walsh
4. LEA rep: Mike Sopp

78 Governors' Health and Safety sub committee:
(Finance, Personnel and Premises)

Mr Mike Walsh
Freddie Adu
Andrew Nowak

Chair of Governors
Headteacher
Health and Safety Lead

Updated:

January 2012

September 2012

Sept 2013

Sept 2014

May 2015

Jan 2016

Jan 2017

Policy reviewed – Oct 2017

Reviewed by *F Adu*

Date for next review – October 2018