
STATEMENT OF INTENT

- To ensure that staff, Governors and Trustees are aware of their responsibilities and that action is taken where necessary.
- To provide a safe and healthy working and learning environment for staff, pupils and visitors.
- King Alfred Trust accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- King Alfred Trust believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- King Alfred Trust will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, 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.

RESPONSIBILITIES

Board of Trustees – King Alfred Trust

The overriding responsibility for Health & Safety lies with the Trustees of King Alfred Trust; it discharges its responsibilities as follows:

- Make itself familiar with the Local Authority's Health, Safety and Welfare Policy (particularly Section 4.2 - Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LA;
- Take account of the policy and scheme within budget and other policy considerations;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Ensure that the Trustees Premises and Health & Safety Committee has an overview of health and safety matters.

- Ensure that the Trustees undertake safety inspections with the Head of School 3 times a year or more frequently as required and then feeds back to the Board of Trustees and also complete the annual audit return for County with the Head of School.
- Bring to the attention of the Trustees any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.

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

- This policy;
- All other relevant health and safety matters;
- The instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

Head of School

As well as the duties which all members of staff have (see below), the Head of School has the general and specific responsibilities as set out in Section 4.3 of the LA's policy statement on health, safety and welfare.

These are:

- To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- To comply with the policy and duties under the Local Management of Schools Scheme;
- To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Executive Head, Premises, Health & Safety and Safeguarding Committees and the Board of Trustees.

And specifically –

- To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- To develop and distribute school-specific policies on local health and safety issues;
- To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with Trust and school health and safety procedures;
- To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- To investigate all accidents, near misses and episodes of work-related ill-health;

- To monitor and evaluate the health and safety performance of staff;
- To have and practise emergency and contingency plans;
- To provide the means for consultation with staff on health and safety matters;
- To supply an annual health and safety performance report of standard indicators to the Service Director (Resources, Improvements & Young People).

The Head of School is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

Supervisory Staff

In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Head of School, or the member of staff nominated by the Head of School, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.4 of the LA's policy statement on health, safety and welfare.

As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their area of responsibility;
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- New employees working within their area are given instruction in safe working practices;
- Risk assessments are conducted in their area of responsibility as required by the Head of School or as necessary;
- Regular safety inspections are made of their area of responsibility as required by the Head of School or as necessary;
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- All plant machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work; this particularly relates to electrical equipment, which must not be brought from home, unless on the day that portable appliances are being checked and their equipment can then receive a 'checked' sticker.
- Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled and exposure is minimised;
- They monitor the standard of health and safety throughout the phase in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- All health and safety information is communicated to the relevant persons;
- They report any health and safety concerns to the Head of School.

All members of staff

All staff are expected to familiarise themselves with the health and safety aspects of their work.

All staff have a responsibility to:

- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
- Follow agreed working practices and safety procedures; also following Safeguarding recommendations, the current Code of Conduct for adults working in the school and the Staff Behaviour Policy.
- Report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- Ensure health and safety equipment is not misused or interfered with, this particularly relates to electrical equipment, which must not be brought from home, unless on the day that portable appliances are being checked and their equipment can then receive a 'checked' sticker.

First Aiders

All trained First Aiders are responsible for all matters of first aid on site including the recording of all accidents in the accident book – if necessary it is their responsibility to complete the admin form to alert the Caretaker, Senior Leadership Team and admin staff for a need to report a serious accident/incident online. All training will be updated as necessary and a record of this is kept in the office. Current First Aiders are named on the poster on the Hygiene Room door and the Office cupboard.

Kitchen Staff/Midday Supervisors (MDSAs)

The kitchen staff are trained to the required standard and are responsible for food hygiene standards. The MDSAs are responsible for the care and safety of the children at lunch times and that the use and condition of playground equipment is safe. They will report any problems/concerns to the Senior MDSA who will report to the Head of School.

Cleaners

The school is cleaned by the Caretaker and site team. The Caretaker is responsible for ensuring all employees follow the closedown procedures, unless circumstances require to designate some of this responsibility to another authorised member of staff e.g. a teacher who is working late and require to lock up themselves.

- The Caretaker is responsible for keeping all cleaning materials locked away in the cleaner's cupboard. He/she must adhere to directions, wear safety gloves/glasses/protective aprons and follow safe practices when using dangerous chemicals. The caretaker is responsible for the COSHH sheets for any additional chemicals that he/she may bring onto site for use. It is the responsibility of the caretaker to provide and ensure staff wear protective clothing/eyewear.

Parents

It is the parent's responsibility to ensure that all children attend school in good health and adhere to the regulations from the HPA concerning quarantine rules. Parents should provide prompt notes/phone calls to explain all absences. Parents must provide support for the discipline within the school and for the teacher's role, ensuring early contact with school to discuss matters concerning the health and safety of their children or of others. They must accept responsibility for the conduct of their children at all times and ensure that the school has at least 2 up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

Hirers, Contractors and Others

The Head of School 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.

- When the premises are used for purposes not under the direction of the Head of School, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices.
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes 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.

When the premises are hired to persons outside the employment of the LA, it will be a condition of 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 Trust and that they will not, without the prior consent of the Trust:

- Introduce equipment for use on the school premises;
- Alter fixed installations;
- Remove fire and safety notices or equipment;
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

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

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of School will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

The Trustees will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

EMERGENCY PLANS

The Head of School will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (i) save life;
- (ii) prevent injury;
- (iii) minimise loss.

The plan will be agreed by the Trustees and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Trustees. (See Critical Incident Policy)

SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

Whenever required, the Board of Trustees, Local Governing Body, Executive Head, Head of School and other staff are to seek advice from the LA, the Council's corporate health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy. It may be necessary to seek the advice from Wiltshire Occupational Health Services that the Academy also purchases.

PROCEDURES AND ARRANGEMENTS

General

Regular safety procedures will be carried out, e.g. fire drills, safety inspections, risk assessments, water checks and monitoring of school cleaning. All activities recommended by the LA as being Risk Assessed will be assessed – this should include any activity where a risk is present – using Evolve & Emanate where appropriate. The Head of School will keep a risk assessment register and copies of Risk Assessments for a wide range of activities and these will update and draw these to the attention of Staff and adult helpers as necessary.

Asbestos

The building contains no asbestos.

Legionella

The school has a Legionella Risk Assessment in place carried out every 2 years by Churchill's Environmental Services – the Site Manager manages this. Additionally there are monthly water checks undertaken by Churchill's and the data is logged on the portal for management use. Outside and infrequently used taps are flushed weekly by the Site Manager and this is logged in the Legionella management folder.

Electrical Equipment

Electrical equipment will be tested regularly by a qualified electrician (not a requirement for new equipment under one year old) and staff will make visual checks when electrical equipment is used. Defective equipment will be taken out of use.

Hazardous Substances

Hazardous Substances, such as cleaning materials must be stored in a locked cupboard (Items such as glue etc. can be stored on the top shelf of the resources store-room (also see risk assessments for teaching areas). Directions/instructions must be adhered to and the wearing of safety equipment such as gloves and safety glasses worn when necessary. COSHH paperwork – risk register, risk assessments and product sheets are kept in a file (with the products) in the cleaning cupboard. The site manager is responsible for COSHH paperwork relating to cleaning materials.

Waste Disposal

In every teaching space and offices there are green and black bins. Green bins are for paper/cardboard waste. Black bins are for general waste.

The blue wheeled skip container is where all paper, cardboard, plastic & glass waste is stored and collected weekly to be recycled. Mixed recyclables should be loose in the wheeled blue skip container.

It is the pupils and staff responsibility to ensure that waste is put into the correct bins and then it is the responsibility of the Site Manager to empty the bins and put in the skips. General Waste should be in black bin bags.

Smoking

The school has a “No Smoking” policy and there is a sign on the main entrance gate to this effect.

No smoking is permitted anywhere on site for staff or parents. The same applies to the use of e-cigarettes.

Specific Arrangements for PE

Staff are not allowed to use the PE equipment until trained to do so by the PE Leader. Children are taught how to get out and carry equipment safely as part of their PE instruction. (See health and safety section of PE policy). All PE equipment is checked annually by a safety expert.

Playground Equipment

This is regularly inspected via a weekly visual check (internal & external) and repaired when required. The equipment is also annually maintained by an external specialist company. Children will not be allowed to play on the equipment when damaged or under repair.

Manual Handling

Staff are made aware of the Manual Handling guidelines set out in the Wiltshire Health and Safety Manual (guidelines are displayed in the staff room). Children and Staff should only lift equipment and furniture within their individual capability. Training will be provided for any hazardous moving and handling activities. Risk Assessments are done for all manual handling activities.

Positive Handling

Key staff have been Team Teach trained. Pupils for whom we know require Positive Handling strategies have a positive handling plan in place agreed and signed by parents. If any of these pupils or any other pupils require positive handling then this will be logged and reported appropriately to the Head of School, Behaviour Support Services and Wiltshire Council via the online reporting system and red book.

Adult Help in School

Any additional adult helping in school reads and agrees to the Code of Conduct for Safeguarding, Child Protection, Whistle Blowing and KCSIE policies. The DSL keeps a log of all adults who have viewed and agreed to these Policies and guidelines. A single central register of all adults associated with the school and their DBS status is also kept in the office and is constantly monitored and updated. Staff are asked to ensure that any adults helping in school are DBS checked and have signed that they have read the Child Protection Policy & Staff Behaviour Policy. Adults visiting the school officially have their photographic I.D checked and DBS. They sign in on the iPad and must wear their ID Badge/Sticker.

Health and Safety Education

This is built into the curriculum for PSHE and is also introduced in assemblies, i.e. visits from the local Fire service, Police, School Nurse NSPCC and Road Safety Officer & Life Skills Bus. The school also offers pupils over the age of 10 'Bikeability' training (cycling proficiency). Scooter Skills & Walk Safe are offered across the School. Year 6 pupils attend Junior Good Citizenship sessions with the emergency services. E-Safety is also taught as a separate unit of work across all year groups, including a Safer Internet focus week and also guidance is regularly shared with parents.

First Aid and Accidents

The First Aiders in school who hold a current First Aid Certificate are named on the wall at the First Aid location, in the training file and recorded on the SCR. The First Aid Box is located in the Hygiene Room. Contents of the First Aid Box and the travelling First Aid Kits are made up of items advised by St Johns Ambulance.

Guidelines for administering First Aid (taken from the H & S manual) are displayed on the wall at the First Aid location.

All accidents to pupils must be recorded in the accident book. Parents will be informed of all 'head bumps' and serious accidents recorded. The Health and Safety Executive (HSE) must be notified by phone immediately if a pupil is involved in a very serious incident and is taken to hospital.

Staff members have a separate accident book kept in the office and must enter details of any injuries sustained in school, whilst working.

An electronic form (E-Form) must be used to report:

- Any type of incident in which an employee or pupil is physically injured;
- Any type of incident in which a member of the public is physically injured as a result of being on our premises;
- Any type of incident in which an employee is exposed to threatening, intimidating or aggressive behaviour from a member of the public or subject to excessive verbal abuse;
- Any road traffic accident during a work journey, even if damage only;
- Any other near miss when someone could have been hurt.

Any incidents that are attributable to the bullet point list below are all reportable by e-form to Wiltshire Council:

- Conditions of the school premises;
- The use or condition of school equipment or materials;
- The way in which the situation was organised or supervised by school employees.

More serious staff or pupil injuries must be reported to the HSE immediately by phone on 0845 300 9923. (Advice on sheets in office, H&S file and First-Aid accident file)

Any injury, which prevents the injured person from continuing at his/her normal work for more than 3 days, must also be reported to the HSE.

Illness

If a pupil becomes ill during school hours, every effort will be made to contact their parent / carer through the emergency contact list. The pupil will remain supervised at the first aid location until the parent collects them (or they are well enough to return to class - if applicable). An ambulance will be called if the First Aider considers it necessary. Staff receive relevant information and are trained by the school nurse where a child has an illness that requires more specialist emergency action, e.g. anaphylaxis, epilepsy. Information is made available in a confidential file in the Office, so that all staff are made aware of pupils with specialist conditions. It is the responsibility of the staff member to make themselves familiar with the information contained in this file.

Medicine in School

No medicine is to be administered to pupils without written consent from parents / carers. Parental consent forms for administering medication are kept in the office. All medication should be delivered to school by a parent / carer (with the exception of bus and taxi children) and handed to a member of staff who will lock it away in the medicine cabinet in the office or place it in the fridge in the Office Area. The medicine must be stored in its original container, clearly labelled with the child's name and dosage. A written record is also kept of the administering of medicine (except inhalers) to pupils. Non-prescribed medicines containing analgesic will not normally be administered even with parents / carers permission. All medicines will be administered by a first Aider.

Fire Procedures

In addition to the fire policy – Emergency Evacuation Plan, in appendix 1 (which sets down the procedures to be followed in the event of a fire in school) the following precautions are taken:

Termly (three times a year) fire drills are held and logged.

Fire alarm bells are tested weekly.

Fire appliances are checked, weekly, monthly and annually and are also certificated regularly.

Fire exits are identified via emergency lighting (also tested regularly) and additional signage and are kept unobstructed at all times.

Good housekeeping practice is maintained, e.g. waste bins are emptied every day and waste material is cleared as soon as possible.

Risk assessments are carried out every 3 years (unless necessary before, following major building alterations) by approved contractors.

Emergency Closure of the School

In the case of adverse weather conditions, power failures heating problems, or an emergency situation then it may be necessary to close the school. In such circumstances parents will be contacted to collect their children. Closure of the school will be reported on BBC Radio Wiltshire. Up to date information will also be displayed on the school website and Social Media pages. A ParentMail/HomeRun post and email will be used if a decision to close is made by the Head of School.

Critical Incidents

In the event of a critical incident the Head of School will phone the Duty manager at the LA helpline (see critical incident policy) for support and advice.

Emergency Conditions and Major Incidents

The Head of School will follow the latest guidance from the LA in this situation detailed in the Critical Incident Policy, examples include: sending children home, structural damage to buildings, emergency heating, electricity emergencies, school closures, critical incidents.

Security Arrangements

Entry to the school building during the school day is via the main entrance (clearly signed)

Gates to the school are clearly marked with NO ENTRY signs for unauthorised persons.

All visitors to school are required to report to the school office, sign in the visitor's book and wear the visitor lanyards provided. Visitors are required to show their DBS and photo I.D.

If parents / carers need to collect their children during the school day, they must report to the school office.

At least two members of staff are on duty each break time.

In the case of an incident occurring whilst the children are at play, a whistle will be blown and the children will stand still and follow the teachers' instructions.

A member of the senior leadership team is available at all times to deal with security incidents.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors *are locked* and blinds are closed when it is dark.

It is recommended that anyone working alone should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close as possible to the entrance/exit door.

Working at Height

If it is necessary to work at height then staff and other persons must do so using the correct equipment and not under any circumstances are they to climb on chairs/tables or other furniture.

Equipment must be checked before use to make sure it is in good working order.

Ladders/steps must be used only on a level firm base and not be used in wet/slippy conditions.

Staff and other persons must not over stretch and are advised to wear suitable footwear.

Any individual working at height must have an adequate understanding of the equipment they are using and if in any doubt they should not proceed.

Items should be stored at an appropriate level and position relative to their height, weight and bulk.

A current risk assessment has been undertaken for working at height and ladders receive an annual visual check from Zurich Insurance.

Vehicular Movements on Site

All vehicle movement should be kept to a minimum, especially during the times of 8.30 – 9.00 and 3.00 – 3.30.

The use of vehicles to travel to school will be minimised through the encouragement of walking and cycling/scooter to school. (See Travel Plan).

There are designated parking bays/areas for staff to park and parents/visitors. Staff are requested to take the upmost care and caution when moving their vehicles and asked to refrain from moving them during the very busy times.

School regularly reviews the situation and encourages reminder communications to parents about parking and safety on site.

Close-down Procedures

All flammable materials must be locked away.

All rubbish is to be removed from the building to the external waste storage area.

All rooms must be checked, especially the toilets to make sure everyone has vacated the premises.

Checks must be made on all windows ensuring they are shut and locked, on fire doors that they are securely shut and that all internal doors are properly closed and blinds all be closed.

External lighting must be checked to confirm it is working correctly.

The intruder alarm must be set as you vacate the building.

School Trips

See School Trip Policy (Appendix 2)

Use of Personal Electrical Equipment

Only equipment that has been permitted by the Head of School and PAT tested (or less than 12 months old) will be permitted to be used in school.

Personal Use of School Equipment

No school equipment is permitted to be used for personal use, unless cleared by the Head of School. Please refer to the Loan of equipment procedures that need to be adhered to.

Use of Private Vehicles for Work Purposes, etc.

If you are using your vehicle for work business then you need to ensure that you have Class 1 business use Insurance. You are not permitted to transport any children unless you have this insurance and even then permission must be obtained from the Head of School and proof of the insurance, MOT and driving license shown. All safeguarding procedures must be adhered to and at least 1 additional adult as well as the driver must be with the children as a matter of course.

REVIEW

The Board of Trustees, Local Governing Body and Head of School will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff, pupils and all stakeholders.

Signed on behalf of the Trustees:

Signed: Head of School

Review date: February 2028

Appendix 1:

King's Gate Primary School Fire Policy – Emergency Evacuation Plan

Aim

To set down the emergency evacuation procedure to be followed in the event of a fire in school so that everyone is safe.

Responsibility

It is the responsibility of any person within the school (adult or child) who sees a fire to raise the alarm. They do this by telling an adult (if a child) or breaking the glass on the nearest fire alarm point. The alarm can also be set off manually from the control panel in the lobby next to the office. Teachers and staff are responsible for their class. They must get their children out via the nearest fire exit and travel to the pathway next to the park, where they will be given their register by the admin staff and will then need to check that each of their pupils are present. If the fire occurs at registration then the teachers will take the registers with them.

Procedures:

1. Sound the alarm.
2. Evacuate (as above) whilst admin staff receive the call from the fire service by a nominated person (Admin Officer or HT) – triggered by the alarm monitoring centre. If this call doesn't come quickly, then the admin staff, using a mobile phone will call 999, so that they can evacuate the building whilst remaining in phone contact with the emergency services. Give all relevant details of the fire and the location of the school.
3. If appropriate, staff may tackle the fire using the designated fire-fighting equipment. This should only be attempted if the member of staff isn't supervising pupils, their escape route is clear, the fire is in its early stages and the member of staff is familiar with the correct use of the fire extinguishers and all the children are safely evacuated.

FIRE FIGHTING MUST ALWAYS BE SECONDARY TO PERSONAL SAFETY

4. Assemble in the designated area (normally the playground). Designated fire marshals **Daisy Pullen, Sarah Cranham, Kirsten Bale, Janell Nothard, Julie Doyle, Molly Griffith, Amy Harris, Amanda Prout, Lacey Jackson and Sarah Jarvis** will check their designated areas (including the toilets) on their way to the playground if safe to do so. If they are absent, the teacher in charge will designate this responsibility to another member of staff.
5. **Merrissa Kerley** will bring the plastic box containing:
 - Registers
 - Evacuation Pack – (Critical Incident Policy, Fluorescent Vest, Plan of school site)
 - Parental Contact information from the School Office.
6. Admin staff will:
 - Press the Fire Evacuation report on the iPad and bring a copy of this, detailing all staff and visitors in the building.

7. Roll call: teachers check all pupils are present and then put their hand up. The Head of School will check that all staff and pupils are present.
8. Head of School will meet the fire service with all relevant information, including if any pupils are missing and descriptions of them and where they were last seen.
9. Only return to the building if the 'all-clear' has been given by the fire Service.
10. If the school has been too severely damaged by fire to return to or the situation is dangerous then, all staff and pupils will be moved to the Evergreen Extra Care Facility (Wiltshire Council run) and we will contact parents from there to come and collect their children.

Aim

To assess, reduce and manage any risks which may occur on any school trip or event.

Responsibility

All trips must be authorised by the Head of School (and LA where appropriate) and pupils must have parental consent.

Procedures/organisation

For low-risk trips requiring no transport or only coach transport a risk assessment is carried out by the teacher concerned and is checked and signed by the Head of School.

Trips that are high-risk activities (see list in section of outdoor education in H & S manual) require authorisation from the LA via online reporting risk assessment system.

The Head of School & **Alison Cocks** are the school Educational Visit Co-ordinator (EVC). The EVC must submit details of the trip on-line (using the system approved by the LA) at least 4 weeks in advance of the start date of the trip.

Guidelines for the Head of School approving a trip are:

The event has educational value;

The trip has been thoroughly planned and organised with a pre-visit including a thorough Risk Assessment, which will be checked with the Head of School well in advance of the trip.

The teacher in charge is sufficiently competent and experienced to lead the trip;

The levels of supervision are adequate in terms of ratio of adults to children, gender balance and suitability of individuals. Also, DBS clearance has been checked for all adults accompanying the group;

On the very rare occasion that pupils are travelling in staff cars, it is the responsibility of the trip organiser and Head of School to ensure they have seen copies of car insurance – Class 1 business use and driving licence documents prior to the trip and that there are sufficient 'booster seats' & seatbelts in vehicles. There must always be 2 adults in any vehicle.

All foreseeable risks have been assessed and appropriate control measures are in place;

Adequate contingency and emergency plans are in place;

Proper communications with parents/carers and those participating have been made and recorded where necessary;

All travel arrangements are through reputable and approved sources; only coaches with seat belts will be used.

If a Mini-bus is used, it can only be driven by an approved user whom has taken the appropriate test and checks. The vehicle must be checked prior to leaving the site and a Section 19 permit must be displayed in the vehicle before leaving site.

If at any stage after giving approval, the Head of School or teacher in charge learns of any reason why the trip cannot go ahead safely, then the trip must be delayed, postponed or cancelled.

Supervising adults:

We will adhere to the adult: child ratios as recommended by the Local Authority. Where possible, we will take adults employed by the school on visits. If more adults are required in order to maintain the ratios, parents and volunteers will be asked to come along. These parents and volunteers must have a current DBS check with King Alfred Trust. Parents attending any trip will not be responsible for their own child and will be in a different group unless they have been asked specifically to come and supervise their own child for health and safety reasons. If a parent needs to attend a trip due to the specific needs of their child, they

would not be counted in the adult: child ratio. Only adults in a supervisory capacity, holding a DBS will be permitted to lead groups on trips. All parent helpers are expected to conduct themselves in a professional, respectful manner and maintain confidentiality by not sharing details of support that pupils may require on the school trip.

Signature:

Date: