



GESHER SCHOOL
ENGAGE EMPOWER EDUCATE

Health and Safety Policy

2020-2021

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School Health and Safety Policy

To include EYFS

(Including First Aid and Medical Treatment, Site Security, Risk Assessment, School Visits and Journeys, Transport, Emergency Procedures and Disaster Recovery.)

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Rationale

The Health and Safety Offences Act 2009, gives courts greater powers of sentencing and increase fines for those who breach health and safety legislation. The Act widens the range of offences for which an individual can be imprisoned and increases the maximum penalties that can be imposed for health and safety regulation breaches, from £5,000 to £20,000 in the lower courts. Sentences can now more easily be set at a level that will deter businesses that do not take their health and safety management responsibilities seriously and further encourage employers and others to comply with the law.

The school's health and safety policy is included in the staff handbook, reviewed annually and presented to staff at the beginning of the academic year. New staff are made aware of the policy as part of their induction. Visitors, those hiring the premises and pupils are made aware of their responsibilities and the health and safety procedures that affect them. Notices are displayed indicating evacuation procedures

All employees have a duty to work in a safe and responsible manner, to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves and others and to submit suggestions for the improvement of standards in health and safety within the school to the Senior Leadership Team (SLT).

The school's operations are conducted in such a manner as to ensure as far as reasonably practicable, the health, safety and welfare of all the school's employees and any other persons who may be affected by its acts or omissions, including pupils, contractors, visitors and members of the public.

Adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of equipment.

Suitable and sufficient training is given. Full use is made of any guidance and/or training available either in-house or through the trade associations, professional bodies, manufacturers and suppliers of equipment and others as appropriate.

Where and when necessary, appropriate protective clothing and equipment must be provided by the school and used by all employees and pupils.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the school shall manage a full risk assessment to ascertain the action required to minimise the risk. The findings of this risk assessment may lead to additional support or exclusion of that pupil from further participation in that area to which the risk assessment applies.

Aims

- To provide and maintain a safe and healthy environment throughout the school site and safe means of access and egress from it
- To establish and maintain safe working practice and procedures amongst staff, pupils, volunteers, those hiring the premises and all those on the school site
- To ensure safe measures of using, handling, storing and transporting articles and substances
- To provide safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control
- To provide information and training to enable everyone to contribute positively to their own safety and that of others
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- To lay down procedures in case of accidents and medical treatments
- To provide guidance on the use of school and company vehicles

Responsibilities of the Headteacher

To:

- bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy and the arrangements and procedures contained herein. This includes regular audits, inspections and safety tours to include the site manager, health and safety representative and union representatives;
- ensure that there is a school health and safety committee responsible for monitoring the H&S Policy, procedures, risk assessment and actions. Minutes of these meetings must be kept with actions recorded;
- ensure that accidents and injuries are recorded in the accident book;
- carry a radio and ensure that office staff know the whereabouts of the Headteacher/person in charge of the school/SLT at all times;
- ensure suitable and sufficient risk assessments are carried out. These assessments must be recorded in writing and brought to the attention of all appropriate employees. A person must be trained to carry out the assessment to ensure that they are suitable and sufficient;
- ensure that there is at least a termly fire drill and a record kept of the date, time and length of time taken to evacuate the building and account for all persons

(Annex 14);

- ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school;
- appoint responsible persons to co-ordinate the actions of staff and pupils in case of fire;
- ensure that there is an emergency plan and that suitable arrangements are in force and adequate equipment made available for dealing with emergencies. S/he will also ensure that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils;
- identify and make arrangements for training all staff. This includes induction of new employees and where necessary, retraining of existing staff;
- consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy and procedures contained herein. Rights have been given to recognised trade unions to appoint safety representatives these rights are embodied in the *Safety Representatives and Safety Committees Regulations 1977*. Similar rights exist for volunteer or management appointed safety representatives under the *Health and Safety (Consultation with Employees) Regulations 1996*;
- investigate and report all accidents, injuries and near misses;
- ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users, and persons exposed to the hazard;
- designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein. The legal requirement is one First Aider per 20 employees

Responsibility of Key Health and Safety Personnel

Members of SLT are responsible for advising on health and safety, monitoring and reviewing of procedures and suggesting revisions to the policy, as required. The Caretaker is responsible for weekly and termly site inspections to address any health and safety issues including:

- display of statutory notices;
- accident reports and near misses;
- risk assessments;

- site tour report;
- training needs;
- reported health and safety maintenance needs;
- vehicle compliance;
- compliance with health and safety checks (water, fire, electricity);
- site security;
- school visits and fixtures;
- performance and events;
- fire drill and emergency procedures

Responsibility of Staff

The school has a 'duty of care' to all pupils. This includes providing 'adequate supervision' during arrival and dispersal at the beginning and the end of the day. Staff must have access to emergency contact details at all times. Such details must be available in printed form as well as electronically in case of system failure. Clarity must be obtained with regard to parental rights of access if there is any dispute.

The Deputy Headteacher is responsible for ensuring that duties are organised to ensure the safety and wellbeing of all pupils. Staff are also required to adhere to wet break duties/supervision requirements.

All staff are responsible for maintaining good health and safety practices.

Staff must ensure that fire exits are unlocked and free from obstruction. All areas under their supervision or control must be kept in a clean and tidy manner and any articles or substances therein properly stored, clearly labelled and used in a manner not likely to result in harm. They are responsible for reporting all accidents and near misses to the Headteacher.

Before school, the Security Team is responsible for checking the site and ensuring that fire exits and the alarm system are operational.

Classrooms and storage areas in classrooms must be kept tidy particularly ensuring that the aisles and exits are kept clear. The furniture in classrooms is to be arranged so that the need to move safely around the classroom is taken into account. The teacher is to ensure that s/he is strategically placed to ensure maximum vision.

All materials and tools must be stored safely. At the end of each school year all drawers and cupboards are to be cleared/tidied and equipment appropriately cleaned.

Any spillages are to be cleared up immediately. Toner cartridge spills should be cleaned up with a dust pan and brush as the particles can pass through a vacuum cleaner filter and in to the air.

Pupils must wear protective clothing and be taught how to safely use scissors and tools. Only low melt glue guns and non-toxic paint to be used.

After School Clubs

A register must be taken at the beginning of each session. If a pupil has been in school but is absent from a club the parent must be contacted to check the whereabouts of the pupil.

School Matches and Fixtures

Suitable and sufficient risk assessments are to be carried out prior to the journey/fixture.

Travel arrangements and a list of pupils attending the event must be left at the school office. Parents are allowed to transport pupils other than their own on behalf of the school (the motor policy has been extended to cover these journeys) but written permission must be given by the parents beforehand. Any parent that uses their own vehicle must ensure that the vehicle is road worthy. They must also provide the school with their current driving license which must be copied and kept on file.

In order that emergency contact may be made, the staff must carry a mobile phone which is to be switched on at all times. Mobile telephone numbers are to be left at the school office and attached to the trip risk assessment.

Performances and Events

A risk assessment (Annex 8) must be carried out and appropriate action taken for all performances and events. Any recommended limits for fire safety must be adhered to. Risk assessments are stored by the Administrator.

Visits Away from School Premises

Refer to Annex 1, Parental Consent Form for Educational Visits; Annex 2, Diabetic, Epipen and Epileptic Teacher Information Sheets; Annex 3, Consent Form for Swimming Activities or Activities Where Being Able to Swim is Essential; Annex 8, Educational Visit Risk Assessment.

The Headteacher/Deputy Headteacher must ensure that:

- adequate child protection procedures are in place; a file of all paperwork/contacts is stored in the Reception;
- a risk assessment has been completed and appropriate safety measures adopted and enacted;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;

- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the group leader or another teacher is suitably competent to instruct the activity and is familiar with the location where the activity will take place;
- non-teacher supervisors on the visit are appropriate people to supervise children;
- group leaders are allowed sufficient time to organise visits properly;
- ratio of supervisors to pupils is appropriate including males and females for mixed parties;
- parents have signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the pupils;
- adequate first-aid provision will be available;
- the mode of travel is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- s/he has the address and phone number of the visit's venue and have a contact name;
- a school contact has been nominated (this may be the Headteacher) and the group leader has details;
- the group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedure;
- the group leader, group supervisors and nominated school contact have the names of all adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors next of kin;
- there is a contingency plan for any delays including a late return home.
- CST have been notified of trips and times/locations.

The group leader must:

- obtain the Headteacher/Deputy Headteacher's prior agreement before any off-site visit takes place;
- appoint a deputy;
- define clearly each supervisor's role and ensure all tasks have been assigned;

- be able to control and lead pupils of the relevant age-range;
- be competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- be aware of child protection issues;
- ensure that adequate first aid provision is available - the minimum requirement is a first aid box containing a leaflet giving advice on first aid, six individually wrapped sterile adhesive dressings, one large sterile unmediated wound dressing, two triangular bandages, two safety pins, individually wrapped moist cleansing wipes, one pair of disposable gloves;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment (Annex 8) to include an exploratory visit if necessary
- review regularly undertaken visits/activities and advise the Headteacher where adjustments may be necessary;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have a procedure in place for such an eventuality;
- ensure the group supervisors have details of the school and parent/carer contact;
- ensure that group supervisors and the school contact have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs

The group leader is responsible for:

- the facilities/equipment the group will need to take on the visit;
- the facilities/equipment to be provided at the venue including disabled access, specialist equipment and emergency rations;
- communicating staff training needs to SLT;

- first aid and medical treatments provision; the designation of someone to carry out first aid and medical treatments and to record the details of any accidents;
- Ensuring pupils are never left unaccompanied;
- transport arrangements - hiring from a reputable company; pupils using transport should arrive on time and wait in safe place, not rush towards the transport, wear seatbelts, never tamper with any of the vehicle's equipment or driving controls, keep the aisles free of baggage, never attempt to get off the moving transport, never lean out of or throw things from the window of the transport, never get off the vehicle held up by traffic lights or in traffic, never run about or pass someone on steps or stairs while transport is moving, never kneel or stand on seats, never distract or disturb the driver, stay clear of doors after boarding, after leaving the vehicle, always wait for it to move off before crossing the road, to use the Green Cross Code when crossing the road;
- insurance arrangements to be available during the visit;
- information to the provider;
- communication arrangements;
- supervision ratios, taking into account the sex, age and ability of pupils, nature of activities, experience of adults in off-site supervision and their competence, duration and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the pupils and first aid cover;
- contingency measures for enforced change of plan or late return;
- information to parents including early written information about the costs of the visit;
- preparing pupils and staff so that they understand the aims and objectives of the visit/activity, how to avoid specific dangers, what standard of behaviour is expected, who is responsible for the group, what not to bring back from abroad, what to do if approached by anyone from outside the group, rendezvous procedures, emergency procedures, procedures if pupils have time where they are not directly supervised.
- emergency arrangements to include establishment of the nature and extent of the emergency, ensuring that all the group are safe and looked after, establishing the names of casualties and getting immediate attention for them, ensuring that all group members who need to know are aware of the incident and following the emergency procedures, ensuring that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together, notifying the police as necessary, notifying the British Embassy/Consulate if an emergency occurs abroad, informing the school contact.
- arrangements for sending pupils home early.

All staff must:

- follow the instructions of the group leader and help with control and behaviour management;
- take responsibility for stopping the visit or activity and notifying the group leader, if they think the risk to health or safety of the pupils in their charge is unacceptable

Adult Volunteers must:

- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit

Pupils must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensible and responsibly;
- if abroad be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

Parents

The group leader must ensure that parents are given sufficient information so that parents can make an informed decision with regard to the suitability of the visit for their child.

Parents must be sent a letter including dates of visit; visit's objectives; times of departure and return; the location where the pupils will be collected and returned; mode(s) of travel including the name of any travel company; the size of the group and the level of supervision including any times when remote supervision may take place; details of accommodation with security and supervisory arrangements on site; details of provision for medical and special needs; procedures for pupils who become ill; name of leader and other staff; details of activities planned and of how the risks will be managed; standards of behaviour expected in respect of, for

example, alcohol, sexual behaviour, smoking and general group discipline, what pupils should not take on the visit or bring back, details of insurance, clothing and equipment to be taken, money to be taken, information to be given by parents and what they will consent to.

The group leader must tell parents how they can help prepare their child for the visit; the arrangements for sending a pupil home early and who will meet the cost; how parents can contact their child via the school contact and the group leader in the event of a home emergency; and the number to ring for information in the event of an incident during the visit or a late arrival home.

Parents must:

- provide the group leader with emergency contact numbers;
- sign the consent form;
- give the group leader information about their child's emotional, psychological and physical health (details of medical conditions, any medication required and parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer, information on any allergies or phobias, dietary requirements, any toileting difficulties, special equipment, emergency contact numbers, the child's GP name, address and phone number, information on whether the pupil has spent a night away from home before and their ability to cope effectively

If parents withhold consent absolutely, the pupil must not be taken on the visit but the curriculum aims of the visit should be delivered to the pupil in some other way wherever possible. A parental consent form must be completed for each pupil in the group.

Educational Visit Risk Assessment (Annex 7)

The risk assessment must be based on:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

The following must be taken into account:

- the type of visit/activity;
- the location, routes and modes of transport;

- the competence, experience and qualifications of supervisory staff;
- the ratio of teachers and supervisory staff to pupils;
- the group members' age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of pupils;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a pupil becomes unable or unwilling to continue;
- the need to monitor the risks throughout the visit

The person carrying out the risk assessment must record it, including details of the measures they need take to avoid or reduce the risks. Copies must be given to the Headteacher/Deputy Headteacher and all teachers/supervisors on the visit. Frequent visits to local venues such as swimming pools require a generic risk assessment. The group leader must monitor the risks throughout the visit and take appropriate action as necessary. The generic assessment must be monitored and reviewed at regular intervals.

Before booking a visit the group leader must obtain written documentary assurance that providers have conducted their own risk assessment.

Whatever the length and nature of the visit, regular head counting of pupils must take place, particularly before leaving any venue.

For child protection reasons, pupils must not wear name badges, but badges displaying the name of the school and its emergency contact number are advisable for young children.

The group leader must establish rendezvous points and tell pupils/members of staff what to do if they become separated from the group.

The DfES document Health and Safety of Pupils on Educational Visits (1998) gives particular guidance with regard to adventure activities, coastal visits, swimming pools, farm visits, visits abroad.

Health and Safety and Emergency Procedures (Alphabetical Order)

1. Accidents, Near Misses and Dangerous Occurrences

The following

- (a) deaths;
- (b) major injuries;
- (c) over-three-day injuries;
- (d) an accident causing injury to pupils, members of the public or other people not at work;
- (e) a specified dangerous occurrence, where something happened which did not result in an injury, but could have done.

must be recorded and reported directly to the Headteacher and to RIDDOR
The Link to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) is as follows:

<http://www.hse.gov.uk/riddor/report.htm>

The Link for reporting of incidents is as follows:

<https://www.hse.gov.uk/forms/incident/index.htm>

Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;

- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 3 day injuries

This is where an employee or self-employed person is away from work or unable to perform their normal work duties for more than three consecutive days (not counting the day of the accident).

Occupational diseases

There are a wide range of diseases which must be reported. These include:

- Chickenpox
- Cholera
- COVID-19
- Diphtheria
- Dysentery (amoebic or bacillary)
- Acute encephalitis
- Erysipelas
- Food poisoning
- Legionellosis
- Malaria
- Measles
- Meningitis
- Meningococcal septicemia (without meningitis)
- Mumps
- Paratyphoid fever
- Plague
- Acute poliomyelitis
- Rabies

- Rubella
- Scarlet fever
- Tetanus
- Tuberculosis
- Typhoid fever
- Typhus
- Viral haemorrhagic fevers
- Viral hepatitis

Records of accidents must conform to the requirements of the Data Protection Act and be recorded in the accident book. The school nurse is responsible for managing the accident book.

In the case of adults, accident forms must be completed either by the injured person or someone acting on the injured person's behalf.

Work experience trainees are classified as 'employees' under Health and Safety legislation.

A copy of the form should be placed in the injured person's file (either pupil or staff) or to a separate file for non-employees.

The original form must be kept in the school's central file in the main office and a copy given to the site manager.

Deaths, major injuries to employees and injuries where non-employees are taken to hospital and dangerous occurrences must be reported to the Headteacher.

These include:

- fatalities;
- major injuries – defined as fracture other than to fingers, thumbs or toes, amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring admittance to hospital for more than 24 hours.

Any other injury leading to hypothermia, heat related illness or to unconsciousness; requiring resuscitation or requiring admittance to hospital for more than 24 hours, unconsciousness caused by asphyxia or exposure to harmful substance or biological agent, acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin, acute illness

requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Dangerous Occurrences

If something happens which does not result in a reportable injury but which clearly could have done, then it may be deemed a dangerous occurrence. If an accident involved any of the following, then it may be defined as a dangerous occurrence.

If personal injury results in more than three days (not counting the day of the accident) incapacity from work or from normal duties, but does not fall into the category of 'major', the written report alone is required. The enforcing authority is either the Health and Safety Authority or The Local Authority. The approval form for reporting is F2508 for injuries and dangerous occurrences and F2508A for disease. These can be found in the link to the HSE incident reporting above.

2. Allergies (Refer to Medical Policies)

Food brought in by pupils must keep to the guidelines set out in the Healthy Food and Kashrut policies.

Information regarding allergies must be clearly shared in visible spaces in classrooms and the staff room.

Aerosol cans must not be brought on site.

3. Cleaning and General Maintenance

Cleaning and general maintenance is undertaken by outside agencies.

4. Contractors and Trades People

Contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities must provide written or other evidence of their competence to complete such work including relevant industry qualifications (Gas Safe Register etc.).

Contractors/trade people visiting the site to quote for work must be accompanied onsite by the Estate Manager or Facilities Manager or Caretaker.

Once a contract has been agreed the contractor must ensure that:

- employees have been made aware of the school's health and safety policy and that work can proceed safely without risk to health (Annex 9);
- all safeguarding checks have been carried out and evidence recorded + identity checks by the school or contractors are accompanied as per the visitor's

policy and procedure;

- employees comply with the visitors' section of this policy;
- employees and external contractors are not exposed to hazardous conditions;
- employees do not cause hazardous conditions for others;
- compliance with legal requirements

The *Construction (Design and Management) Regulations 1994* place responsibilities for safety on construction sites on **everyone** involved.

The regulations relate to:

- construction work including carrying out any building, civil engineering or engineering construction work where more than five persons are employed;
- all demolition work regardless of how many employed.

Headteacher to be notified:

- before any specialist work commences on site e.g. asbestos removal;
- if construction work will last longer than thirty days;
- if work involves more than 500 person days of construction work

Prior notice is required if a contractor is likely to disrupt the school's emergency plan or the teaching of pupils. A letter must also be written to parents explaining the nature and benefits of the work and measures taken to ensure that the safety and education of the pupils.

5. Electricity (Mains)

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within the school.

Any work of an electrical nature on any conductors or circuit must be carried out only by competent staff and qualified electricians.

All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person. A record of such testing must be kept by the Administrator.

If any item of electrical equipment fails to function properly the user must immediately report the fact to the Administrator. On no account must amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

The only time a machine can be opened is when clearing a paper jam on a photocopier or a printer. In such instances the power must be switched off, the machine unplugged and the manufacturer's instructions followed.

6. Emergency Procedures and Disaster Recovery

The Headteacher or designated person is responsible for declaring an emergency and leading the emergency operation. S/he must ensure good communications and the activation of the disaster recovery plan.

An emergency is defined as an incident which causes or threatens death, injury or serious disruption to the normal working of the school and may require the assistance of outside agencies to ensure that the organisation returns to normal.

Emergency situations might include:

- adverse media publicity;
- outbreak of food poisoning/communicable disease;
- a pupil goes missing;
- murder of a pupil;
- serious road traffic accident;
- serious injuries/death on school trips;
- suicide of pupils or staff;
- terrorist or criminal activity;
- major arson attacks;
- severe illness/death of staff or pupils;
- industrial incidents;
- fire, flood, burglary, criminal damage

Disaster Recovery Plan

The Disaster Recovery Plan is updated annually and activated immediately by the Headteacher or designated person when there is an emergency. The aim of the disaster recovery plan is to ensure that in the event of a fire or other emergency, everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that:

- the school can be safely evacuated or children assembled in school;

- all relevant information is made available to the emergency services;
- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities are catered for

A copy of the Disaster Recovery Plan is kept by the Administrator in the School Office

It includes:

- copy of the health and safety policy (emergency procedures and disaster recovery);
- names of the Incident Management Team (Headteacher, Deputy Headteacher, Administrator, Chair of Governors, Co-founders);
- drawings of the school detailing:
 - essential structural features including classroom, work and internal assembly spaces, escape routes, doorways, walls, corridors, stairways etc.;
 - location of any flammable materials/ stores;
 - location and type of firefighting equipment;
 - location of manually operated alarm call points and the control equipment for the alarm;
 - location of main electrical, gas, oil and water valves and control systems;
 - location of water hydrants;
 - location of the assembly points.
- inventory of resources and equipment;
- details of the backup of school ICT systems/stored data so that emergency access can be set up;
- employee contact details

Evacuation and Fire Alarm Protocol

RESPONSIBLE PERSON – OFFICE MANAGER: Dafna Hyman

FIRE MARSHALL – ACTING HEADTEACHER: Tamaryn Yartu

Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation sound the alarm via nearest fire alarm call point.

Calling Fire Service

All outbreaks of fire or any suspected fire, however small should be reported immediately to the Fire Service by the quickest means available (nearest telephone).

Evacuation

- On hearing the fire alarm, pupils must be instructed to leave the building in a calm, orderly manner
- Pupils leave the building by the nearest exit as outlined on class PEEP
- Fire Marshall to check children's toilets and any other areas children may be
- All classes report to the assembly point – **FRONT CAR PARK BY SIGN**
- Anyone not in class must go immediately to the assembly point
- No re-entry of building until told to do so by the Fire Service in attendance, or in the case of a fire evacuation drill the senior person in charge

Roll Call

- Teachers immediately take roll call of classes and ensure all pupils are accounted for
- Administrator takes roll call of staff, visitors or contractors currently on premises
- The count at the assembly point must be checked with the attendance registers, staff sign in and visitors book to verify that everyone is out of the building
- Attendance registers and visitors book are held at a central point and must be brought to the assembly point when the alarm sounds
- Each teacher must report to the administrator to verify that everyone in their charge is accounted for or to inform him/her of the persons missing

Meeting the Service

The administrator must identify him/herself to the Fire Service on arrival and relay any vital information.

Firefighting

- Any attempt to fight the fire must always be secondary to life safety
- Circumstances will clearly dictate whether firefighting should be attempted

- Attempts to fight the fire only to be carried out by trained staff

Regular fire drills will ensure that the evacuation procedure fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

Assembly of Pupils Inside the Building for External Emergencies

The incident or emergency may be outside of the building e.g. poisonous gas cloud.

If the emergency requires pupils and staff to be secure inside this is communicated via Tannoy system.

When the emergency has ceased the head teacher will announce the end of invacuation, followed by the day of the week.

Managing an Emergency and Activating the Disaster Recovery Plan

The Incident Management Team (IMT) are responsible for activating the Disaster Recovery Plan.

The IMT are responsible for directing the situation including managing the media and contacting HSE.

The Administrator is responsible for bringing the disaster recovery plan/resources to the designated person. The Administrator is responsible for back-up of the ICT system.

A designated person from the IMT must open a log of events/actions detailing what happens and where, date and times of action and by whom which includes the following as appropriate:

- emergency evacuation or assembly inside the building including disabled persons on school premises;
- 999 call to the emergency services and any other authorities involved in the incident: call out of relevant specialist personnel (internal and/or external) to provide assistance;
- inform CST of the emergency;
- organise treatment of casualties;
- direction of emergency services to relevant areas/individuals;
- information to all staff on site and off site referring to the 'Emergency Tree' and staff signing in and out register;
- commissioning an investigation/enquiry if appropriate

Establishing effective communications and control measures

The IMT must:

- establish a temporary HQ in a safe location;
- prepare a statement of incident;
- ensure maintenance of effective communications – by mobile phones, available landline and website, temporary access to ICT systems if these are impacted by the emergency. Ensure designated staff are fully briefed and have contact numbers in their possession;
- brief all staff and inform parents as to status of disaster and subsequent recovery;
- inform pupils appropriately and sensitively;
- control escape of inappropriate/inaccurate information;
- maintain communication with emergency services and CST as to status of emergency

Make arrangements to reunite pupils and adults with families

The IMT must arrange for:

- designated staff to contact all parents using prepared statement;
- establish and offer useful contact numbers (for information or support);
- consider requesting help from police if unable to contact;
- arrange an appropriate location for parental collection of children;
- identify any absent staff and pupils and arrange for them to be briefed

Determine when disaster can be considered as over acute phase

The IMT must arrange for:

- liaison with emergency services to determine safe return to area/buildings;
- brief staff on next steps;
- issue printed statement to parents

Recovery Plan

The IMT must:

- set up arrangements to deal with enquiries:
 - give known facts, initial actions being taken and expressions of sympathy (names not to be released until police and families have given permission);

- caution staff not to talk to the media;
- continue log
- Organise restoration of building and facilities:
 - supervise the restoration of all facilities and services to a level essential for the core activities or the provision of suitable alternative accommodation;
 - liaise with insurance companies and assessors preparatory to organising insurance claims.
- Make arrangements to support pupils and adults:
 - identify pupils, staff and adults who are most likely to need support;
 - arrange for school staff/support agencies;
 - ensure that pupils, staff and adults are aware of support available and how to
 - access it;
 - make available area for pupils unable to cope with normal lessons;
 - give permission individually or collectively for pupils to discuss events and reactions;
 - support staff so that they can cope with pupils' questions.
- Make arrangements for personal effects register and rotas:
 - in consultation with parents/families decide how to deal with personal effects;
 - discuss with peers as to what to do with work belonging to pupil(s) who may have
 - died;
 - adjust registers, rotas and lists accordingly.
- Make arrangements for expressions of sympathy and/or acknowledgements:
 - make arrangements to express support/sympathy to families, pupils and adults.
 - support plans for a memorial;
 - plan for attendance at funerals with support if needed;
 - make arrangements for someone from school to visit hospital or bereaved home;
 - consider sending cards/messages from pupils and staff;
 - in consultation with the family, consider special assemblies/services to collectively
 - acknowledge what has happened and how to come to terms.
- Plan for return to school for those involved in the incident
 - arrange home visit to discuss arrangements for return;

- plan support for emotional needs;
 - arrange home visit from school friends;
 - organise work to be sent home prior to return.
- Return to 'normal', planned memorials and commemorations;

People will 'move on' at different times and in different ways after a disaster which may include injury and/or loss of life. (Refer to 7.23 Coping with Death and Bereavement). The Headteacher and senior staff must plan how to manage sensitively a return to 'normal functioning' where the emergency or disaster is not the main focal point. An appropriate memorial decided in conjunction with the bereaved and/or marking the anniversary are ways of marking the importance of those involved.

7. Fire Procedures

The Fire Marshall (Acting Headteacher) has overall responsibility for ensuring that fire precautions and procedures are adhered to; that an emergency plan is in place and to undertake termly Health and Safety/Fire inspections. The fire alarm is automatically linked to the Fire Service so that there is an immediate response to the fire alarm unless a pre-arranged fire drill has been arranged by the Acting Headteacher.

The Acting Headteacher is responsible for:

- liaison with the fire service and the school insurers; formal certification; checking the adequacy of fire-fighting equipment and regular maintenance; risk assessments;
- managing the school to minimise the incidence of fire; fire escape routes and fire exit doors/passageways are kept unobstructed and operate correctly; fire detection and protection systems are maintained and tested and proper records kept; fire notices in place;
- termly fire drills; safe evacuation of the school ensuring those persons with specific needs or disabilities are catered for;
- staff training so that staff are aware of: the action to be taken on hearing a fire alarm; the action to be taken on discovering a fire; how to raise the alarm and location of alarm points; the location and appropriate use of firefighting equipment; escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises; the importance of keeping fire doors closed

Fire Instructions

It is the duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.

All staff must make certain that they are fully conversant with:

- the routes of escape in the case of fire, and location of the assembly area (front of the school on the other side of the car park)
- the method of sounding the alarm;
- the location and operation of the various firefighting appliances;
- the procedures and responsibilities set out in this policy
- The class PEEP as coordinated by the Class Teacher

Fighting a fire

No member of staff, student or visitor should attempt to fight a fire unless trained to do so. It is the policy of the school that firefighting is best left to the professionals. Attempts to fight a fire should not be carried out if:

- it is larger than a waste paper bin;
- it cannot be put out with one extinguisher;
- smoke is affecting breathing;
- the way out cannot be seen (the exit must always be visible and should be behind the person to enable a hasty retreat if necessary);
- gas cylinders or chemicals are involved;
the efforts are not reducing the size of the fire

Types of extinguisher

Basically there are the following types of fire extinguisher.

- Water
- Foam
- CO₂
- Dry Powder

The extinguishers will conform to one of two colour coding systems. they will be red with coloured handles or a coloured 'shoulder' or band on the cylinder.

Fire Extinguisher Chart

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

8. First Aid and Medication

Refer to separate policy

Support Staff/The Administrator are responsible for co-ordinating the administration of first aid and the administration of medication.

Food Handling

Staff handling food are responsible for complying with legislation and must have knowledge of:

- storage of food and the ways and conditions that bacteria grow and multiply;
- the ways of preventing food poisoning and contamination;
- cleaning materials;
- pest control;

- food handlers' legal requirements

All staff to ensure children wash hands properly prior to eating food or participating in cooking/baking lessons.

9. Hire of School Premises

The Headteacher is responsible for giving a copy of the school's Health and Safety Policy to hirers. The hirer has responsibility to ensure that individual leaders comply with the school's health and safety policy.

Regular hirers are required to produce their own health and safety procedures based upon the school policy. A copy of the individual procedures must be submitted to the named person and filed with the lettings documentation.

Regular hirers must conduct a termly fire drill in liaison with the site manager.

Hirers are required to provide their own mobile phone for emergencies.

In the case of an emergency, hirers must contact the emergency services using 999 and then contact the site manager. The site manager will then contact the Headteacher.

- Pupils must be supervised at all times whilst on school property. Those in charge of children are responsible for ensuring that they behave sensibly and that activities are controlled and well managed
- Sliding on the floors or climbing on any equipment is not allowed
- School equipment is not to be used by the hirer without prior agreement
- Tables, chairs etc. must be returned to their original position. If tables and chairs are provided they must be wiped and returned in the condition in which they were found
- Pupil's trays and personal belongings must not be touched nor items on or in the teacher's desk
- Care to be taken not to damage wall displays, fixtures and fittings e.g. if using a ball
- The floors must be protected (including no stiletto heels) and the Headteacher consulted if there is a spillage as certain products damage the flooring
- The hirer will be charged for any damage to the school or school property that occurs during a letting
- Hirers need to ensure that they have adequate and current insurance (A copy of the hirer's insurance certificate to be kept on file)

Security During Lettings

Doors must be closed or supervised during the letting period. It is essential that members of the general public cannot gain access to the school at these times.

Those responsible for the letting must not leave the premises until the key holder arrives to lock up and assume responsibility for the security of the building.

10. Machinery and Equipment

Machinery and electrical items must be checked at least once a year.

All machinery and equipment with the school must be maintained in good working order at all times, or otherwise clearly marked by provision of suitable fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when using equipment to check for obvious signs of damage and report any defects found.

Boilers, lifts, portable appliance testing (PAT), emergency lighting, hot water system, stored cold water system, fresh air systems (including air conditioning), fire alarm & firefighting apparatus, intruder alarm, CCTV, sprinkler systems are to be tested and certified at least annually, The Mains wiring (Fixed wiring) including fuse boards) are tested every 5 years unless alterations are made to the circuits.

Full and suitable assessments must be made of the hazards and risks involved in the use of all machinery and these must be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records.

Clear guidelines must be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care must be taken over the use, installation or siting of such equipment.

All purchases and gifts must be reviewed to identify potential hazards. Each new purchase or gift must be monitored and its use reviewed in terms of its safe operation.

11. Manual Handling and Lifting

The risk of injury, due to the manual handling of loads, must be recognised by the school and all measures taken as necessary to reduce such risks through individual risk assessments.

Training in proper handling techniques must be given, as appropriate, and only those persons so trained must be asked to move heavy weights. Under no circumstances should pupils be allowed to lift or move heavy or awkward weights.

12. Materials and Hazardous Substances

The use of any material or substances within the school is subject to prior assessment. Hazardous substances and materials are to be kept in the cleaning cupboard and locked away.

13. Personal Protective Equipment (PPE)

Protective clothing and equipment, which conforms to the British/European standards, must be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means.

All PPE will be regularly inspected and kept in good order.

Staff and pupils must be trained in the correct selection, wearing and use of PPE.

It is the responsibility of all staff and pupils to wear such PPE as required, using it in the proper manner, and reporting any defects immediately.

Records of the issue and maintenance of all PPE must be kept and its use monitored as part of the ongoing risk assessment process.

Protective Clothing

Appropriate protective clothing must be worn by staff, pupils and others involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.

In areas exposed to high temperatures and naked flames overalls must be of an appropriate type of material. Protective clothing made from synthetic fibres must not be used unless supplied specifically for the purpose.

All aprons and overalls must be cleaned every week.

Eye Protection

It is a requirement to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.

Staff and pupils must wear eye protection when involved in any of the following operations:

- using or dispensing liquids which could cause injury;
- when breaking, cutting, dressing, carving, stone, metal and glass;
- any other process involving the production of fine particles;
- any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well maintained and carry the relevant code for the type of protection offered.

Hand Protection

Suitable hand protection must be worn whenever the relevant risk assessment indicates e.g. rubber gloves must be worn when washing items in hot water or when using certain cleaning agents. Ribbed or similar gloves must be used when a risk of injury from the handling of sharp abrasive objects is present.

Ear Protection

Suitable ear protection must be worn whenever the relevant risk assessment indicates the need for them.

14. Recreational Areas, Adventure Playgrounds and Safety Surfaces

All apparatus/equipment must be kept in good working condition.

All apparatus/equipment must be inspected on a regular basis.

A log of these inspections is kept by the administrator.

The playground must be inspected weekly using the playground risk assessment by the Caretaker as per duties rota (Annex 8)

Procedures

A risk assessment on the use and supervision of each piece of apparatus/equipment must be drawn up, the control procedures to be adhered to at all times.

Pupils must be reminded that while using the facility they should respect the needs of others.

All staff and pupils must be alerted to the need to recognise faulty equipment and report immediately.

Safe surfaces, of the correct level of absorbency for the height of the equipment, must be installed below and around each item of equipment from which pupils could fall.

15. Risk Assessments

Refer to Annex 6 Activity/Area Risk Assessment Form; Annex 7: Educational Visit Risk Assessment. Annex 8 Playground Risk Assessment

Risk assessment is defined as a systematic method of:

- analysing work activities;
- identifying: hazards, hazardous situations and hazardous events;

- estimating risks: by considering the likelihood of hazardous events occurring and the nature and severity of the subsequent harm/damage;
- deciding upon possible control options and action priorities;
- judging the 'acceptability', or, 'tolerability' of the risk

Definitions

Hazard: Something with the potential to cause harm/loss. The potential to cause harm including ill health and injury, damage to property, plant, products or the environment.

Risk: The potential or the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect

The Headteacher/Deputy Headteacher are responsible for:

- ensuring that risk assessments are carried out by competent persons;
- ensuring that the employees carry out suitable and sufficient risk assessments of all work areas including all lessons and activities;
- ensuring that advice on relevant legislation is made available to employees;
- ensuring the provision of adequate resources to implement necessary control measures identified in the completed assessments;
- ensuring contractors working on the premises have completed health and safety risk assessments covering activities that they propose to undertake, and that a copy is reviewed by a competent person to ensure that it is suitable and sufficient

The Headteacher/Deputy Headteacher are responsible for:

- undertaking, coordinating and updating health and safety risk assessments, including ensuring that they are documented, and action plans developed and implemented;
- ensuring that information obtained from the assessment such as control and safety procedures are communicated to those working in the area covered by the assessment;
- maintaining a risk register of assessments carried out

Risk assessments must be completed prior to all educational visits including external sports fixtures.

The amount of effort placed into health and safety in the workplace should be based on the risks associated with the work, with the greatest effort being placed into controlling those work activities that create the greater risk.

Consideration should be given to the following:

- description of work;
- work location;
- previous accidents/incidents in the area;
- existing work practices;
- existing controls;
- non-typical events within the work area;
- groups of people within the work area:
 - employees;
 - trainees;
 - young persons;
 - contractors;
 - members;
 - visitors;

particular attention should be paid to the following:

- staff with disabilities;
- new or expectant mothers;
- trainees or temporary staff;
- lone workers;
- young persons;
- Inexperienced and new staff;
- cleaners;
- visitors;

The assessment must include confirming that there is adequate insurance cover for the activity.

Risk assessments should be specific to individual work activities; ideally, they should also be site-specific to ensure that all risks are adequately assessed at each work location. If the work activities are similar, generic risk assessments may be carried out e.g. cleaning, office work, a single activity that occurs at several locations.

If generic assessments are used, they must be valid for the work activities to which they apply. In order to achieve this, the following points should be observed:

- the assessment must represent the particular activities at all relevant locations, or the worst case scenario should be assessed;
- there should not be any significant deviations from the assessment;
- the assumptions on which the assessment is based should be recorded, such as the safe working procedures detailed in the health, safety and environmental policy statement that all work locations follow;
- the control measures that are in place should not deviate from that on which the assessment was based.

If hazardous substances or manual handling are required as part of the work activity, then any relevant COSHH Assessments/Manual Handling Assessments must be taken into consideration as part of the comprehensive risk assessment.

Risk assessments must be carried out as follows:

Assess Risk

- Identify area/task for assessment
- Assess risk using the form in Annex 10
- Decide upon Control Measures
- Can the risk be eliminated?
- Are risks adequately controlled?
- Detail additional controls required
- Implement control measures

Recalculate the risk.

Risk assessments must be reviewed annually or when:

- there is a process change;
- there is a personnel change;
- there is a change made to work equipment;
- there is a change made to the working environment

Risk assessments are required for dumb waiters and hot water urns.

16. Site Security

All staff must be alert to the need for security including ensuring that the gates and boundaries are secure. All exterior doors must be kept closed. Windows and blinds must be closed at the end of the day

Visitors must be kept separate from pupils; report to the school office immediately on arrival; sign in; receive a visitor's badge. The signing in book should have: date; name of visitor; whom they are visiting; vehicle registration.

Every visitor is to be shown the 'Information for Visitors' document

All visitors to wear identification badges at all times. Badge colours are as follows:

Purple – Geshar Staff/Governors

Blue – Contractors/Workmen/Volunteers

Green – Professionals/Specialists

Red – Parents/Carers

Any person (other than a member of staff or pupil) on the school site and not in possession of a security badge must be challenged by an adult and, if necessary, asked to leave. Pupils must not challenge people without badges but must immediately inform a member of staff. Notices must not indicate the names and locations of pupils.

Employees are required to wear name badges and to sign in and out of the main office. The visitor book and staff register must be checked to ensure that all staff and visitors are accounted for in cases of emergency evacuation.

17. Smoking

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

All staff are obliged to adhere to, and support the implementation of the policy. Any concerns employees may have regarding smoking at work should be reported immediately to the Headteacher so that corrective action can be taken if necessary.

All visitors, temporary staff, contractors and customers are expected to abide by the terms of the Smoking Policy and employees should tactfully remind visitors of the policy, if necessary.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy and, in the case of repeated offences, may be dismissed from the organisation's employ. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0169 for details.

18. Stress in the Workplace

Workplace stress is recognised as a legitimate problem affecting staff and one which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultations with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

Major changes within any organisation can be stressful and therefore members of staff should be appropriately informed of any major changes in so far as they may affect their own activities.

Members of staff are encouraged to seek advice from management regarding any situation they feel is causing them undue stress. The employee consultative forum is a mechanism for discussion and consultation.

19. Transport Management for School and Company Vehicles

Drivers

Pupils must be separated from areas where vehicles move and park. Drivers must observe the speed limits and parking restrictions.

During dispersal staff to hold pupil's hands until handover to parents, carers and transport. All staff and pupils to be briefed as appropriate to the risks of the car park and surrounding area.

Drivers employed or hired by the school must be over the age of 21, have held a valid full UK licence for a minimum of two years and be CRB checked. Where required, they must also have passed the Passenger Carrying Vehicle Test. Copies of these documents must be kept on file. Before any person drives a school vehicle, they must supply the Administrator with an original copy of their driving licence (both card and paper sections). Copies to be updated Annually.

Drivers must notify the Facilities Manager of any changes to the status of their driving licence including all endorsements, bans and health defects within seven days of issue. Drivers must make their licence available for verification as requested, but not less than quarterly. Alcohol must not be consumed by the driver at least 12 hours prior to driving. Drivers must not drive if they feel tired or unwell, or taking a course of treatment which advises against driving.

School Vehicles

The Administrator is responsible for ensuring that all school vehicles are serviced, have a valid tax disc and MOT certificate.

A full risk assessment is required prior to any journey using a school vehicle. Before driving school transport and at the end of the journey, the driver/designated person must carry out a full vehicle check covering:

- seat belts;
- mirrors;
- condition of all windows;
- door locks;
- lights, side and main beam;
- indicators;
- hazard and brake lights;
- screen wipers and washers;
- horn;
- first aid kit;
- fire extinguishers;
- driving controls;
- emergency exit operation and access;
- tyre pressures and tyre condition including spare;
- toolkit;
- personal protective clothing for adverse weather conditions

Any damage or faults should be recorded in writing as well as any incidents during the journey. These should be reported to a named person responsible for ensuring that these are dealt with immediately.

In the event of a breakdown the driver should try to move the vehicle off the carriageway (onto the hard shoulder of the motor way). If it is not possible to move the vehicle off the carriageway, then it should be moved as far away from the traffic as possible.

On motorways and other busy roads passengers should be taken onto the embankment or grass margin as far from the traffic as is practicable. They should be kept together in one group. Pupils should be kept calm and under constant supervision.

The mobile phone should be used to inform the emergency services and the school.

During a journey:

- seat belts must be worn at all times;
- gangways must not be blocked with luggage;
- no passenger to enter or leave by the rear doors unless a member of staff is present;
- no portable tank containing fuel must be carried;
- the ratio of adults to pupils must be appropriate to ensure adequate supervision and safety;
- breaks must be taken by the driver at least every four hours;
- mobile phones must not be used whilst driving.

Booster seats

The law states that child restraints must be appropriate to weight. Children 3 years to 135cm (4ft 5 ins) MUST use the appropriate child restraint:

- baby seats for children up to 13 kgs birth to 9 -12 months;
- child seats forward facing for children 9kgs to 18 kgs 9 months to 4 years;
- booster seats for children up to 15 kgs from approx 4 yrs old;
- booster cushions for children from 22kgs from approx 6 yrs

It is not a legal requirement to use child restraints (e.g. child car seats or boosters) on a minibus, bus or a coach because they are designed for car seats and may not be suitable for a bus seat, Gesher School policy is that school must only use minibuses fitted with seatbelts and that passengers must use them for all journeys.

Escorts

It is not a legal requirement to have an escort as well as the driver. A risk assessment is required to determine if an escort is required.

Insurance

The company policy covers drivers for school and company business only.

Permitted Use

A school vehicle may only be used for school business. It must not be used for:

- competitive driving (e.g. racing, rallying, competitions or trials);
- pleasure, domestic or social use;
- the carriage of passengers for payment

Accident, Theft or Damage

The driver must notify the Administrator within 24 hrs of any accident, theft or damage and by no later than 10:00 hrs the following working day.

The driver has full responsibility for ensuring that the vehicle is always parked in a safe place paying due consideration to other road users.

Where damage to any company vehicle is identified as being due to the fault of the driver, and is not covered by insurance, the employee will be held responsible and required to personally pay for the damage.

Travelling Abroad on School Trips

A school or company vehicle may only be taken abroad if permission is granted by the Headteacher and the appropriate insurance and breakdown arrangements have been made.

The driver is responsible for ensuring full compliance with the relevant country or countries motoring legal requirements.

Fines and Penalties

The driver is liable for any fines/penalties incurred whilst driving the vehicle.

20. VDU Operation

Display Screen Equipment (DSE) regulations relate to computer workstations and any alphanumeric or graphic display screen including microfiche readers, calculators, cash registers, word processors as well as personal computers

The DSE regulations apply if:

- the user (employee or agency staff) habitually uses DSE as a significant part of their normal work;
- the work activity depends on the use of DSE;
- there is no discretion as to the use of the DSE;
- there is continuous use of DSE for spells of an hour or more;
- use is more or less the same daily

The recommended environmental factors for work in offices and ICT rooms are:

Noise	Light	Temperature
Up to 50 db (average)	300 + lux and 500 lux if used for evening classes.	At least 18 degrees centigrade (64.4f)

Health risks associated with DSE

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

Controlling the risk

An assessment of the risks associate with using DSE equipment must be made using the DSE Workstation Checklist (Annex 17). This assessment is used to decide what needs to be done and what actions, if any, need to be taken. Assessments must be dated and kept in the Health and Safety Policy file. Workstation review should be carried when:

- major changes are made to the equipment, furniture, work environment or software;
- users change workstations;
- the nature of work tasks changes considerably;
- it is thought that the controls in place may be causing other problems

The risks from DSE can be controlled using a range of straightforward, low-cost controls (outlined in Annex 18).

21. Violence to Staff

Anyone can be a target for violence. Aggressors are not easily identified. The most common form of attack is verbal abuse. Staff must be advised to avoid aggressive gestures, stay calm, keep their distance, keep an escape route open, and leave the situation to get help if s/he feels in danger.

The school will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. Management will give all support necessary to any member of staff who reports any such incident, actual or perceived, whatever the circumstances.

The risks of any activity should be assessed e.g. those handling money may be at risk when they take money to the bank. Staff must arrange for a senior colleague to be present if they are concerned about the possibility of aggression. A parental consultation form must be used to record the meeting and agreed actions.

22. Waste Disposal

All waste produced must be disposed of to a licensed waste disposal site via a registered carrier.

Waste storage areas are subject to a full risk assessment.

Annex 1: Parental Consent Form – Day Educational Visits

Name of Pupil:	
Class:	
Visit to:	
Date of Visit:	
I agree to (name)..... taking part in the visit.	
Signed (parent/guardian)	

Declaration	
I do/do not agree to my child receiving medication and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.	
Does your child have any condition requiring medical treatment, including medication?	Yes/No
If Yes, please give details:	
Paracetamol/Calpol may be given for flu/pain relief.	Agree/Disagree
No other medication is taken on school trips unless a child is on prescribed medication. For this a further form needs to be completed	
Please outline any special dietary requirements:	

Contact Details	
Name of Pupil:	
Contact telephone number during the time of the trip:	
Name of contact:	
Telephone of alternative emergency contact:	
Name of contact:	
Name of family doctor:	
Address of family doctor:	

Telephone of family doctor:	

Parental Consent Form – Residential Educational Visits

Name of Pupil:	
Class/Form:	
Visit to:	
Date of Visit:	
I agree to (name)..... taking part in the visit.	
Signed (parent/guardian)	

Does your child have any condition requiring medical treatment, including medication?	Yes/No
If Yes, please give details:	
Paracetamol/Calpol may be given for flu/pain relief	Agree / Disagree
No other medication is taken on school trips unless a child is on prescribed medication. For this a further form needs to be completed.	
A packed lunch will be provided. Please outline any special dietary requirements:	

Declaration
I do/do not agree to my child receiving medication and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.
Signed: Date:

Contact Details
Home Address:

Home telephone:	
Mobile:	
Work Address (Father):	
Work Telephone:	
Work Address (Mother):	
Work telephone (Mother):	
Alternative emergency contact:	
Name/Relationship to pupil:	
Address of alternative emergency contact:	
Telephone of alternative emergency contact:	
Name of family doctor:	
Address of family doctor:	
Telephone of family doctor:	

Annex 2: Diabetic, Epipen and Epileptic Teacher Information Sheets;

DIABETIC PUPILS School Trips (Including Residential)

Going out on a day trip should not cause any real problems as the routine will be much like at school. However residential trips require more planning when a diabetic pupil is involved. Please ensure that these guidelines are followed so that Class teachers, the Administrator and the parents have plenty of time to get all the required information and training organised.

Teacher Guidelines

1.0. Day Trip

1.1. Booking the Trip.

- Inform the Administrator about the planned school trip, so that she has time to make any necessary arrangements.
- Inform, if necessary, the centre that they are visiting that a pupil is diabetic.
- Consider if the pupil will require an increase in the staff ratio to meet their medical need requirement

1.2. 2 Weeks Prior to the Trip

- Allocate a member of staff who will be the pupils' link person for that day. They need to meet with the Administrator to discuss the following.
- The pupils' insulin regime.
- Know how to manage a hypoglycaemic ('Hypo') episode and what snacks to give.
- Understand the pupil's routine of blood monitoring and administration of insulin.
- Know where they carry all their diabetic kit.
- Understand how to manage if the pupil should be ill (See section 2.5)

1.3. Day of the Trip

- Check with the pupil that they have their emergency 'hypo' snack pack (if needed), blood monitoring kit, their insulin pen (with a full cartridge) and their diabetes record card with them.
- Failure to have any of the correct equipment will mean that they will not be able to go on the trip.
- If needed, for the allocated teachers to carry an 'Emergency Hypo' pack as well.
- For the teacher who is responsible for this pupil to ensure that the blood monitoring, insulin administration and required snacks are all given according to their daily regime.
- All the paperwork to be completed, recording blood levels, and the amount of insulin given.

Day Trips Abroad (See Section 3.0)

2.0. Residential Trips

2.1. Booking The Trip

- Same as section 1.1. with some additional points.
- To check with the Administrator if any extra insurance cover is required.
- Alert the company organizing the trip or the Centre Manager that one of the pupils has diabetes.

2.2. One Month Prior to the Trip

- Same as section 1.2. with some additional points
- To ask the parents to get a letter from their GP or Hospital Consultant to confirm the pupil's diagnosis, current treatment regime, and to authorize the carriage of insulin and needles.
- To get details from the Tour Company or the Centre Manager for details of the nearest hospital with an A&E department.
- The Administrator will organize for the Paediatric Diabetic Liaison nurse to come into school to teach a some of staff who are going on the trip how to do blood monitoring, administer insulin, manage a 'hypo' and illness. Even though the pupil may be competent in doing their injections there may be occasions when this is necessary whilst away.
- Confirm with the parents that they will ensure that the pupil has sufficient supplies of insulin, needles, sharps bin, needle cutter, blood monitoring kit, glucogel and a 'hypo' pack.
- Class Teacher to write Medical Care Plan.
- 2 weeks before ensure all the documentation from the GP / Hospital Consultant, insurance company and the E1.11 card is at school with all the trip documentation and filed into pupil's holiday medical folder.

2.3. Day of Departure

- Same as section 1.3.
- Pupils' holiday medical folder.
- Check with the pupils and the parents that they have all the required supplies using the attached checklist. (Section

2.4. Responsibility of Care Whilst Away

- To ensure that the pupil does all the correct blood monitoring, administration of insulin and has access to the correct foods.
- When out on trips for the day to ensure you have adequate supplies of all the equipment required.
- To check the pupil at bedtime and to have their room near to the allocated teachers room.
- To educate the pupil's peers in their room to keep an eye on them and to get the teacher should they have any concerns.
- In the morning to check that they have woken up properly and are rousable.
- All the documentation is kept up to date.
- On return from the trip all the documentation to be given to the School Nurse for filing in the medical documentation.

2.5. Illness

If a pupil is unwell then their blood glucose may rise, even if the pupil just has a cold. Symptoms to observe for are:

- Increased thirst.
- Drinking more.
- Going to the toilet more frequently.

If these are present, then

- The pupil will need to recheck their blood level.
- The insulin dose may need to be adjusted according to the sliding scale.
- **However** contact with the parents should be made in the first instance for advice and if necessary or unable to contact the parents, then medical help needs to be sought.
- If the pupil is sick and/or has diarrhea give them some sips of a sugary drink and contact the parents for advice. If unable to or concerned seek medical help.

3.0. Travelling Abroad

3.1. Booking the Trip

- Same as in section 2.1. with some additional points.
- Ask the Tour Company to clarify with customs officials at the point of departure from this country as to what documentation is required for the carriage of specified medications and needles. **This is especially important with the airline companies as they all have various rules.**
- Clarify the travel insurance arrangements with the Tour Company. (Diabetes UK produce a leaflet called 'Insurance and Diabetes')

3.2. One Month Prior to the Trip

- Same as in section 2.2. with some additional points.
- Class Teacher to access from Diabetes UK a 'Country Guide' which contains information about local foods, diabetes care, and translations of useful phrases.

3.3. Day of Departure

- Same as in section 2.3. with some additional points.
- For the pupil and allocated teacher to go through check in and customs together.

3.4. Responsibility of Care

- Same as in section 2.4. with some additional points.
- To confirm at the place you are staying local contact details for the Doctors and hospital.

Epipen Guidelines School Trips (Teachers Sheet) (Including Residential)

It is essential that when a pupil is going out on a day trip that the pupil has access to **TWO** Epipens. They need to have the Epipen that they carry with them every day as well as the School's spare Epipen. Along with this antihistamine medication will be taken as well as the pupils' inhaler (if prescribed).

If these are not adhered to then the pupil will **NOT** be allowed to go on the trip.

Ensure that these guidelines are followed so Class Teacher, Administrator, Tour Company, and the parents have plenty of time to get all the required information and training organised.

Teacher Guidelines

1.4. Day Trip

1.5. Booking The Trip

- Inform the school nurse about the planned school trip, so that she has time to make any necessary arrangements.
- Inform if necessary the centre that they are visiting that a pupil is an Epipen holder.
- Consider if the pupil will require an increase in the staff ratio to meet their medical need requirement

1.6. 2 Weeks Prior to the Trip

- Allocate a member of staff who will be the pupil's link person for that day.
- They need to meet with the administrator to update themselves about the pupil's medical needs
- If necessary, familiarise themselves with the administration of an Epipen using a trainer pen.

1.7. Day of the Trip

- The allocated member of staff for that pupil will check with the pupil that they have their Epipen.
- Failure to have their Epipen will mean that they will not be able to go on the trip.
- The allocated member of staff to collect and carry the pupils school's spare Epipen and antihistamines (Inhaler if required).

Day Trips Abroad (See Section 3.0)

4.0. Residential Trips

4.1. Booking The Trip

- Same as section 1.1. with some additional points.
- To check with the Administrator if any extra insurance cover is required.
- Alert the company organising the trip or the Centre Manager that one of the pupils is an Epipen carrier.

4.2. One Month Prior to the Trip

- Same as section 1.2. with some additional points
- To have a letter from the GP or Hospital Consultant to confirm the pupil's diagnosis, current treatment regime, and to authorise the carriage of an Epipen.
- To ask the Administrator to check that all the correct medical paperwork is being processed.
- 2 weeks before to ensure all the documentation from the GP / Hospital Consultant, insurance company is at school with all the trip documentation and filed into pupil's holiday medical folder.

2.3. Day of Departure

- Same as section 1.3.
- Pupils' holiday medical folder.
- Check with the pupil that they are carrying their Epipen with them and that it is NOT packed in their suitcase.

2.4. Responsibility of Care Whilst Away

- To ensure that the pupil does carry their Epipen at all times and that the spare one is carried by an adult who has responsibility for them. **(If that adult is not familiar with Epipen administration then a member of staff who is may need to remain with that pupil.)**
- To educate the pupil's peers in their room about the signs and symptoms of Anaphylactic Shock.
- On return from the trip all the documentation to be given to the School Nurse for filing with their medical notes.

3.0 Travelling Abroad

3.1. Booking the Trip

- Same as in section 2.1. with some additional points.
- Ask the Tour Company to clarify with customs officials at the point of departure from this country as to what documentation is required for the carriage of specified medications and needles. **This is especially important with the airline companies as they all have various rules.**
- Clarify the travel insurance arrangements with the Tour Company.

3.2. One Month Prior to the Trip

- Same as in section 2.2.

3.3. Day of Departure

- Same as in section 2.3. with some additional points.
- For the pupil and allocated member of staff to go through check in and customs together.

3.4. Responsibility of Care

- Same as in section 2.4. with some additional points.
- To confirm at the place, you are staying has local contact details for the Doctors and hospital.

EPILEPTIC GUIDELINES School Trips (Teachers Sheet) (Including Residential)

It is essential that when a pupil is going out on a day trip that the staff involved are familiar with the Epileptic Seizure Policy and Management procedure.

Ensure that these guidelines are followed so that School Nurse, Business Administrator, Tour Company, and the parents have plenty of time to get all the required information and training organized.

Teacher Guidelines

1.8. Day Trip

1.9. Booking The Trip.

- Inform the Administrator about the planned school trip, so that she has time to make any necessary arrangements.
- Inform if necessary the centre that they are visiting that a pupil has a history of seizures.
- Consider if the pupil will require an increase in the staff ratio to meet their medical need requirement

1.10. 2 Weeks Prior to the Trip

- Allocate at least 2 teachers who will be the pupil's link person for that day.
- They need to meet with the Administrator to update themselves about the pupil's medical needs.
- If necessary the staff need to familiarise themselves with the Epileptic Management Procedure.

1.11. Day of the Trip

- The allocated teacher for that pupil will make themselves known to that pupil.

Day Trips Abroad

(See Section 3.0)

5.0. Residential Trips

5.1. Booking The Trip

- Same as section 1.1. with some additional points.
- To check with the Administrator if any extra insurance cover is required.
- Alert the company organizing the trip or the Centre Manager that one of the pupils has Seizures.

5.2. One Month Prior to the Trip

- Same as section 1.2. with some additional points
- To have a letter from the GP or Hospital Consultant to confirm the pupils diagnosis, and current treatment regime.
- To ask the Administrator to check that all the correct medical paperwork is being processed.
- 2 weeks before to ensure all the documentation from the GP / Hospital Consultant, insurance company is at school with all the trip documentation and filed into pupil's holiday medical folder.

2.3. Day of Departure

- Same as section 1.3.
- Pupils' holiday medical folder.

2.4. Responsibility of Care Whilst Away

- To be aware of what the signs of an impending fit may be, do they have an aura, prior to the seizure.
- To educate the pupil's peers in their room about the signs and symptoms of a seizure.
- **To be aware that if they are in an environment where there may be 'strobe lighting' that it may not be appropriate for the pupil to be there. This can be a trigger factor for some seizures.**
- On return from the trip all the documentation to be given to the Administrator for filing with their medical notes.

3.0 Travelling Abroad

3.1. Booking the Trip

- Same as in section 2.1. with some additional points.
- Ask the Tour Company to clarify with customs officials at the point of departure from this country as to what documentation is required for the carriage of specified medications. **This is especially important with the airline companies as they all have various rules.**
- Clarify the travel insurance arrangements with the Tour Company.

3.2. One Month Prior to the Trip

- Same as in section 2.2. .

3.3. Day of Departure

- Same as in section 2.3. with some additional points.
- For the pupil and allocated teacher to go through check in and customs together.

3.4. Responsibility of Care

- Same as in section 2.4. with some additional points.
- To confirm at the place you are staying has local contact details for the Doctors and hospital.

Annex 3: Consent Form for Swimming Activities or Activities Where Being Able To Swim Is Essential

	Yes	No
Is your child able to swim 50 metres?		
Is your child water confident in a pool?		
Is your child safety conscious in water?		

I would like.....(name) to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

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

Full name of parent/guardian.....

Telephone numbers:

Home.....

Work.....

My home address is:.....

.....

Name, address and telephone number of family doctor.....

.....

.....

Annex 4: Near Miss Reporting Form

Name of School:	
Address of School:	
School Telephone:	
School Fax:	
School email:	
Headteacher:	

Name of person(s) involved:	
Address of person involved:	
Telephone/contact details:	
Name of Parents (if pupil):	
Form Tutor/Class Teacher:	

Date of near miss:	
Time of near miss:	
Location of near miss:	
Details of near miss: <i>Include the full names of anyone involved. Continue on a separate sheet if necessary.</i>	
Contact details of anyone involved in the near miss. Name: Address:	

Annex 5: Risk Assessment Summary Action Form

No.	Action Required	Risk Assessment Reference Number	Priority ¹
1			
2			
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¹Priority 1 = within 1 month Priority 2 = within 3 months Priority 3 = within 6 months

Annex 6: Activity/Area Risk Assessment Form

Company Name: Gesher School				Risk Assessment Reference No:		
Activity or Area Being Assessed:				Location:		
Hazards ¹	Persons at Risk	Risk Rating ²			Existing Control Measures in Place	Further Action Required to Reduce Risk
		S	P	R		
Is there adequate insurance cover for this activity/area? Yes/No						
Date:	Assessor's Name:		Assessors Signature:			Review Period:

¹ If manual handling or use of hazardous substances are identified as a hazard, separate Manual Handling/COSHH Assessments should be completed

² Risk Rating S = Severity, P = Probability, R = Overall Risk Rating

Severity

- 5** Fatal Loss of Life or, total system loss.
- 4** Major Serious injury or illness absence from work over 3 days, major damage or environmental impact
- 3** Notifiable Loss time injury or illness absence from work up to 3 days, damage or environmental impact
- 2** Minor First Aid accident, damage requiring minor repair
- 1** Negligible Very minor or little consequence

Probability

5	Likely	Likely to occur frequently
4	Probable	Likely to occur several times
3	Possible	Could occur sometimes
2	Remote	Unlikely, though conceivable
1	Improbable	Very unlikely, it may never occur

Risk Matrix

Severity						
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	
	5	4	3	2	1	Probability

15 – 25 = HIGH RISK

8 - 12 = MEDIUM RISK

1 – 6 = LOW RISK

Annex 7: Educational Visit Risk Assessment



Educational Visit Risk Assessment

Group:	Group Leader:		Itinerary:	Contact Numbers: (mobile)
Date:	Time out:	Time in:		Mode of transport & route:

Pupil Name	Medical/diet	Hygiene	Behaviour Support	Safety concerns related to place being visited

Staff: _____

Routine Activity: Yes/**No**

Visit approved by:

ACTION TO BE TAKEN

1. Medical/Diet

2. Hygiene

3. Behaviour Support

4. Safety concerns regarding place to be visited

(Attach venue risk assessment if available)

All pupils have limited sense of danger- Particular vigilance required when walking and crossing roads.

5. Specific note re staffing implications of the above

Staff allocated to specific pupils before leaving school (reviewed for return journey). Staff to be aware that children may run away. Must be in close proximity to children at all times and holding hands on journey to and from school.

6. Do the educational aims of the trip justify any risks involved?

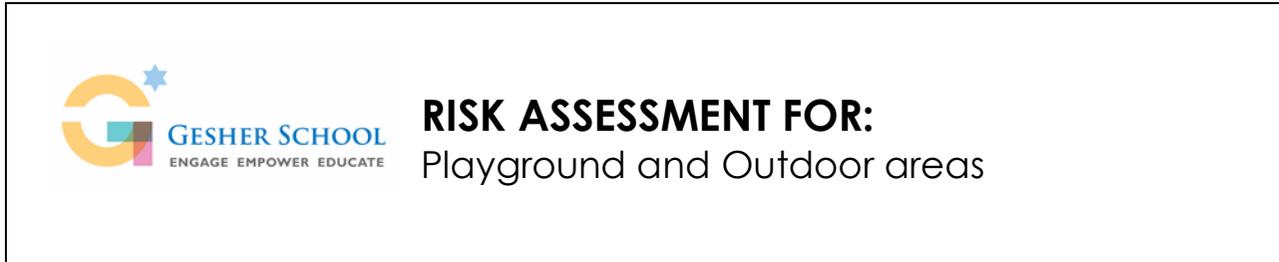
Yes

7. Have you eliminated risks that are not necessary to achieve your aims?

Yes

Signed (Group Leader) Date

Annex 8: Playground Risk Assessment



Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Playground structures: Bent Warped Cracked Loose Broken Rotten	Pupils	Instability causing falls and subsequent injury. Abrasion/scratches on damaged wood /metalwork.	<ul style="list-style-type: none"> Regular checks for defects and reporting of these Inspections of play and sports equipment. Annual maintenance agreement in place and repairs undertaken where necessary by the Caretaker 	Y	Y

Playground fixtures: Missing Nuts Missing Bolts Loose Nuts Loose Bolts Broken Worn	Pupils	Instability causing falls and subsequent injury	<ul style="list-style-type: none"> Regular checks for defects and reporting of these Inspections of play and sports equipment. Annual maintenance agreement in place and repairs undertaken where necessary by the Caretaker 	Y	Y
Swings and balance beams Open Hooks (condition) Links (condition) Guard Panels (condition) Worn chains Worn ropes	Pupils	Instability causing falls and subsequent injury	<ul style="list-style-type: none"> Regular checks for defects and reporting of these Inspections of play and sports equipment. Annual maintenance agreement in place and repairs undertaken where necessary by the Caretaker 	Y	Y

Litter, glass	Pupils & staff	Minor injuries, cuts / abrasions	<ul style="list-style-type: none"> Inspection of the area and litter pick as required. 	Y	Y
Used Needles	Pupils & staff	Needle stick injury Blood-born viruses (HIV, Hepatitis B)	<ul style="list-style-type: none"> Inspection of the area and litter pick (identify measures for preventing needle stick injuries) 	Y	Y
Dog/fox/cat faeces	Pupils & staff	Infection, Toxocariasis	<ul style="list-style-type: none"> Daily check of the playground surface Where possible prevent dog walking within the school grounds. Provide signage at school entrance points Provide equipment so that faeces can be removed safely. 	Y	Y

Trees, poisonous or thorny plants	Pupils & staff	Minor injury, abrasion, allergic reaction	<ul style="list-style-type: none"> • Grounds maintenance contract in place which includes a tree survey to identify any foreseeable risks from falling branches etc. • Identify any plants identified as being an irritant or a danger. 	Y	Y
Hard Surfaces / slips trips and falls	Pupils & staff	Broken limbs, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Ensure that the play areas are even and maintained. • During cold weather spells, check for ice on the playground and paths and use salt/grit to make safe. • Area periodically checked for missing drain covers, uneven surfaces, etc. • Any areas which become unsuitable will need to be coned off and placed out of bounds until repairs can be undertaken. 	Y	Y

Forest area	Pupils & staff	Infection, Toxocariasis Minor injury, abrasion, allergic reaction Broken limbs, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Ensure that the play areas are even and maintained. • Grounds maintenance contract in place which includes a tree survey to identify any foreseeable risks from falling branches etc. • Identify any plants identified as being an irritant or a danger. • Inspection of the area and litter pick as required. 	Y	Y
Gates	Pupils & staff	Crushed fingers	<ul style="list-style-type: none"> • Inspection of the gates and locks • Follow fire safety regulations 	Y	Y

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			
DATE OF REVIEW:	COMMENTS:			
DATE OF REVIEW:	COMMENTS:			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team

MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Annex 9: Report of Violence, Abusive or Threatening Behaviour

Date:	
School Name:	
Name of person reporting the incident:	
Position of person reporting the incident:	
Name of person receiving the report:	
Position of person receiving the report:	

Description of incident including the names of people involved and any witnesses:

Action to be taken:

Date for review:	
-------------------------	--

Signature of person making the report:	
Signature of person receiving the report:	

Annex 10: Physical Education Health and Safety

Whilst this statement identifies the general policy and procedures adopted for safety in physical education, the sports, games and other activities organised are wide ranging and may sometimes include specialist activities either as part of, or in addition to, the normal teaching programme.

General Sports Safety

It is essential that good practice is followed, and demonstrated by members of staff and that all pupils are made aware of the principles of safe practice, the type and range of hazards that may be present, and the procedures to be adopted in the event of an emergency.

The age, physical attributes, fitness, skill and experience of any individual shall be assessed to determine their suitability to participate in the various sports activities. No pupil shall be required to perform any tasks that are obviously beyond their abilities such that injury or harm may result.

During all activities both members of staff and pupils should be mindful of their own abilities and not knowingly exceed them in such a way as may cause injury.

All sports activities shall be supervised by a competent member of staff.

Risk Assessment

A risk assessment must be carried out for each activity/location in order to identify any hazards and the precautions necessary to control risk.

The significant findings of these assessments will be brought to the attention of all staff. Where appropriate these findings will be included in instructions to pupils in order that activities can be performed safely.

Additional procedures may be required for special occasions such as competitive events, where members of the public such as parents, or visiting teams etc. may be present or involved. In such circumstances the safety of those persons and the effect of their presence upon the safety of others will be considered and assessed accordingly.

Clothing

Suitable clothing and footwear must be worn for all sports and games. Pupils will be advised of the minimum requirements.

Where any activity organised by the department requires specialist clothing, then the department will ensure that it is provided and worn at all times.

Jewellery should be removed so that it cannot become caught up on equipment or present a hazard to other participants. Long hair must be tied back. Staff to remove lanyards.

Personal Protective Equipment

Many sports require the use of certain protective equipment to prevent injury. Pupils will be advised as to the correct type of protection required for each activity.

The school must ensure that a sufficient supply of protective equipment is provided where such equipment is not part of the normal kit of the pupil.

It is the responsibility of each member of staff to issue and check the returns of such equipment.

All loss, damage or defects will be reported and logged in order that repair or replacement can be actioned.

The stock and suitability of all protective equipment must be reviewed at the beginning of each term and the general condition monitored following each issue and use.

All such equipment must conform to the relevant British/EC standard.

Teaching staff are responsible for instructing their pupils in the correct methods of use and care of protective equipment, and must supervise and enforce its use as necessary.

Sports Equipment

All sports equipment must be maintained in good order at all times and any defective or faulty items must be removed for repair or replacement. Where it is not possible to remove such equipment (e.g. fixed apparatus) it must be clearly identified as unsuitable for use and disabled or cordoned off to prevent usage.

All apparatus and equipment must be checked for faults, defects and wear before each use by the member of staff in charge to ensure that it is safe for use. A thorough examination and audit must be carried out at the beginning of each term.

Only apparatus and equipment officially provided and approved must be used. Makeshift or improvised equipment will not be permitted.

Many items of sports equipment, e.g. javelins, can inflict serious harm if relevant safeguards and procedures are not followed. It is, therefore, essential that all staff and pupils are familiar with, and understand the correct use of, all sports equipment used.

Indoor Activities

When planning indoor sports and activities, consideration must be given to the suitability of lighting and ventilation, etc. provision will be made to ensure adequate space is provided in relation to the number of participants at any one time.

All indoor sport areas must be kept in a clean and tidy manner and outdoor clothing, footwear and bags etc. must be kept in the changing room or in separate areas set aside for the purpose.

Floors must be of a suitable non-slip surface and kept dry and free from obstructions. Wooden floors must be checked on a regular basis for damage and splinters.

Outdoor Activities

Due regard to prevailing weather conditions and their effect upon the safety of the activity and participants is a factor in all outdoor games and sports.

The member of staff responsible for the activity, taking into account the abilities of the participants as appropriate, must in all cases of doubt, postpone cancel or cease the activity.

Outdoor games must only be played on suitable surfaces and these must be inspected before commencement. Special attention must be given to ensuring the absence of tripping hazards, broken glass or other sharp objects, which could cause injury.

Off-site Activities

Many sports activities are conducted away from the school site, such as competitions, and those requiring specialist facilities or locations such as water sports and cross-country running. In addition, special trips or extra-curricular activities may be organised.

School policy must always be adhered to and any facilities and equipment provided by others for use by the school checked that it meets all safety standards.

No pupil or member of staff must be permitted to take part in any water sport unless they are a competent swimmer.

Hygiene and Welfare Facilities

Most sports and games require the wearing of appropriate clothing and suitable and sufficient changing facilities will be provided. Where applicable, such facilities will be segregated for male and female pupils and staff and will be supervised as appropriate.

During extended periods of activity, especially during spells of hot weather, or where the level of physical exertion is likely to warrant it, then an adequate supply of drinking water and/or suitable refreshments must be made available.

First Aid Facilities

Each location where sports activities take place must have access to emergency first aid equipment, appropriate to the type of activity being performed, and sufficient members of staff instructed in its use.

All members of staff and pupils must be informed of the location of such facilities and the identity of those persons trained and authorised to dispense first aid and emergency treatment.

It is the responsibility of each member of staff to inform the Headteacher of each sport/activity of any medical condition, long or short term, which may affect their ability to perform any physical activity.

Inspections and Audits

The Headteacher and Deputy Headteacher must ensure that all safe working practices and procedures are adhered to, and that all relevant statutory requirements are adhered to. Regular inspections and audits will be carried out to ensure facilities and equipment continue to be safe and in good working order.

Any necessary alterations or remedial action highlighted by such inspections and audits, must be put into effect, following due consultation with the relevant safety representatives, members of staff and nominated competent persons.

All changes made in the light of inspections/audits must be brought to the notice of affected persons.

Annex 11: Science Health and Safety

Whilst following the general health and safety guidelines and procedures contained in the policy, science requires additional procedures to ensure the health and safety of staff and pupils at all times.

It is the responsibility of the Headteacher to ensure that the general policies are adhered to and to instigate any specific procedures developed, in consultation with the nominated competent person and all members of staff.

Members of staff, both teaching and non-teaching, have a duty to work in a responsible manner, and in accordance with all laid down procedures, at all times.

- Pupils to wear appropriate clothing at all times
- Science activities involving heat, chemicals, hazardous materials or equipment to be risk assessed
- Pupils to be monitored at all times to ensure resources are used in a safe and appropriate manner
- Pupils with long hair to have their hair tied back
- Resources to be kept in a safe place and cleared away when the activity has finished.

Annex 12: Design Technology Health and Safety

In design and technology the primary responsibility is to maintain safe working conditions for pupils and staff.

Issues relating to safety in design and technology

- The safe upkeep of tools, equipment, machinery and teaching areas.
- Monitoring pupils' use of equipment and tools and ensuring they are used safely.
- An awareness of the hazards relating to certain materials and equipment.
- The training of pupils in safe working practices.
- Washing of hands before and after cooking activities.
- The maintenance of good discipline in teaching areas.
- Procedures in the event of an accident.

Annex 13: Fire Safety Policy

Gesher School Fire Safety & Procedures Policy

1 Introduction

1.1 Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments at Gesher School are designed to help our community to respond calmly and effectively in the event that a fire breaks out in our building.

1.2 All staff have a duty of care in ensuring that the fire safety policy is embedded in the entire school community.

1.3 A Health & Safety Committee meets once a term in order to discuss all matters of health, safety & welfare. The members include the Health & Safety Officer, Headteacher, Deputy Headteacher. Part of their duties include looking after the following regarding fire safety:

- The Fire Safety & Procedures Policy is kept under regular review by the SMT and governing body
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire
- Ensure the announcement of fire safety procedures at the start of special school functions & events
- Ensure that appropriate records are kept of fire drills, firefighting equipment & escape route checks
- Appropriate fire awareness training is given to staff
- Procedures for emergency evacuation are regularly tested
- The Fire Risk Assessment is regularly reviewed and updated
- Fire prevention measures are meticulously followed
- Fire procedures and risk assessments are reviewed if the building is altered, extended or rebuilt, or when new buildings are acquired

1.4 As the 'designated person', the Health & Safety Officer ensures that records are kept of the following:

(i) Fire Risk Assessment and its review; (ii) Fire Safety Policy; (iii) Fire Procedures and Arrangements; (iv) Training Records; (v) Fire Practice Drills; (vi) Certificates for the maintenance of fire-fighting systems and equipment.

2 Briefing of staff and pupils

- 2.1 All our new staff (teaching and non-teaching alike) and pupils are given a briefing on the school's emergency evacuation procedures within their first few days at Geshar.
- 2.2 For staff this is covered as part of the induction procedures by the Headteacher, and for pupils this is covered by the class teachers.
- 2.3 All staff receive a copy of the Staff Handbook on or before their first day at school. This Handbook contains details of the school's Fire Safety procedures and arrangements, and the FEEP (Fire Emergency Evacuation Procedures) as per Appendix 1. These matters are discussed and reviewed annually during the Autumn term staff inset.
- 2.4 We offer fire awareness inset training, including the basic use of fire extinguishers, at regular intervals (including refresher training). Designated Fire Wardens attend additional professional training in order to fulfil their roles.

3 Fire Safety Procedures

- 3.1 The safe evacuation of everyone – staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. No one should attempt to use a fire extinguisher before they have been trained in its use. On no account should anyone return to a burning building.
- 3.2 Fire notices are clearly displayed in all rooms and public places (eg. corridors, hall, staffroom, offices). If a person discovers a fire, they should break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest exit. They should go to the Fire Assembly Point, which is located in the green area to the right of the parking lot.
- 3.3 Escape routes are clearly signed, using standard, compliant signage. Escape routes and emergency exits are checked daily by the caretaker to ensure they are kept clear.
- 3.4 Suitable firefighting equipment (both fire extinguishers and fire blankets) are clearly labelled. A fire alarm system is fitted and call points are tested via fire drills and weekly testing. The firefighting equipment and fire alarm system are regularly tested by specialist contractors.
- 3.5 Fire drills are held once a term, at varying times of the school day. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens/Marshals, helps to ensure that the school can be safely evacuated in the event of a fire. Records of all fire practices are held in the Health and Safety file.
- 3.6 The school office is manned between 8.00am and 5pm during weekdays (during term time) and at other times during the holidays. The fire alarm panels in both buildings are situated in the front lobby area. Office staff are responsible for summoning the fire brigade.

- 3.7 All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. All members of staff are responsible for ensuring that anyone in their classroom or office is able to exit the building safely.
- 3.8 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to a member of the Health & Safety Committee.
- 3.9 Fire Wardens and Fire Marshals have been appointed to ensure that the Fire Safety Procedures are correctly carried out for their particular area of responsibility, and they also ensure that any disabled people or those who need help are assisted in leaving the building safely. The nominated people are

Fire Marshall: Tamaryn Yartu Responsible Person: Dafna Hyman

4 Fire Prevention

4.1 The following fire prevention measures are in place at Gesher:

- There are at least two escape routes from the school buildings
- Fire notices are clearly displayed in every room, corridor and stairwell
- Fire extinguishers (of the appropriate type) and fire blankets are located at key points throughout the building, as recommended by specialist contractors and/or the Fire Brigade.
- Call points are activated by breaking the glass (or by using the break glass key during fire drills)
- Following a call point being activated, the fire alarm will automatically sound. The system is fitted with a battery backup
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Qualified electricians inspect and maintain all electrical installations, which are RCB protected and meet the requirements of BS7671 IEE wiring regulations
- All gas appliances are regularly maintained and serviced by Gas Safe registered engineers
- We ensure that flammable materials are locked in a flame-proof cabinet in the basement

- When letting or hiring the school, the hirer certifies that they have read and understood the school's fire safety policy and procedures.

5 Fire Risk Assessment

5.1 The school's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically it identifies:

- The hazards
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The management of fire safety procedures
- The action plan

5.2 The Fire Risk Assessment is carried out and reviewed annually by members of the Health & Safety Committee. A professional review will be carried out at least every 3-4 years.

5.3 Any comments or suggestions for improving the school's Fire Risk Assessment are always welcome. All Subject Coordinators are responsible for ensuring that they are aware of any specific risks which are relevant to their subject area.

6 Monitoring and review

6.1 This policy is kept under review by the Health & Safety Committee, the SMT and governing body. It will be formally reviewed every two years or before if necessary.

Signed:

Date:

Gesher School Fire Emergency Evacuation Plan

RESPONSIBLE PERSON – OFFICE MANAGER: Dafna Hyman
FIRE MARSHALL –ACTING HEADTEACHER: Tamaryn Yartu

Introduction

This Fire Emergency Evacuation Plan (FEEP) includes the action to be taken by all staff in the event of fire, and the arrangements for calling the fire brigade.

Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation sound the alarm via nearest fire alarm call point.

Calling Fire Service

All outbreaks of fire or any suspected fire, however small should be reported immediately to the Fire Service by the quickest means available (nearest telephone).

Evacuation

- On hearing the fire alarm, pupils must be instructed to leave the building in a calm, orderly manner.
- Pupils leave the building by the nearest exit as outlined on class PEEP.
- Fire Marshall to check children's toilets and any other areas children may be.
- All classes report to the assembly point – **FRONT CAR PARK BY SIGN**
- Anyone not in class must go immediately to the assembly point.
- No re-entry of building until told to do so by the Fire Service in attendance, or in the case of a fire evacuation drill the senior person in charge.

Roll Call

- Teachers immediately take roll call of classes and ensure all pupils are accounted for.
- Administrator takes roll call of staff, visitors or contractors currently on premises.
- The count at the assembly point must be checked with the attendance registers, staff sign in and visitors book to verify that everyone is out of the building.
- Attendance registers and visitors book are held at a central point and must be brought to the assembly point when the alarm sounds.
- Each teacher must report to the administrator to verify that everyone in their charge is accounted for or to inform him/her of the persons missing.

Meeting the Service

The administrator must identify him/herself to the Fire Service on arrival and relay any vital information.

Firefighting

- Any attempt to fight the fire must always be secondary to life safety.
- Circumstances will clearly dictate whether firefighting should be attempted.
- Attempts to fight the fire only to be carried out by trained staff.

Regular fire drills will ensure that the evacuation procedure fulfils its aim satisfactorily and will highlight any area of the procedure which may need to be reviewed.

Annex 15: Gathering Information from New and Expectant Mothers at Work
This questionnaire should be completed by the employee and their Line Manager and should be signed and dated at the bottom of the form.

Assessment questions	Yes	No	How is the risk controlled? Action Required?
1. Are you required to stand for long periods as part of your work?			
2. Are you required to carry/move any heavy objects?			
3. Do you have to stretch to reach objects or materials on shelves?			
4. Do you feel excessively tired while at work?			
5. Do you have regular access to comfortable rest areas?			
6. Is your work area lit sufficiently?			
7. Is your work environment too hot or too cold?			
8. Has a COSHH assessment been carried out on all hazardous chemicals in your work area?			
9. Does your work involve equipment using Mercury?			
10. Do you use Display Screen Equipment (Computer etc)?			
11. Are you required to work in any tight places?			

12. Are you aware of any hazards arising out of the use of work equipment?			
13. Are you exposed to the risk of infection from any biological hazards?			
14. Have you read the 'New and Expectant mothers who work' leaflet issued with this questionnaire?			

Name:	Signed:	Date:
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Annex 16: Investigating An Accident

The following is a guide for investigating an accident or incident.

Immediately restrict access to the place of the incident until the investigation has taken place.

(Inform Headteacher/Deputy Headteacher)

Gather any witnesses and obtain contact details if not employees.

Gather information about the incident including time, location of incident, witness statements, photographic evidence.

INFORMATION

This must include activity being carried out, time, date, location, if outside the weather conditions.

Above all, the name of any injured person and the detail of the injury, specific to the part of the body. i.e. right hand third finger, lower left back etc.

Be mindful if an injury to an individual, what clothing was being worn, what footwear, if protective equipment was being used if required.

If the incident is RIDDOR reportable, ensure this report on line happens as soon as possible.

STATEMENTS

From any witnesses, showing witnesses Name and Contact details.

Full, concise details need to be documented.

PHOTOGRAPHIC

Take photographic evidence, showing the area, equipment involved.

If possible show some form of scale or measurement.

Post incident

Review procedures and amend if necessary any risk assessments.

Copy reports and findings to Safeguarding Leads.

Annex 17: DSE Workstation checklist

Shared Drive - Templates

Annex 18: DSE Guidelines

The risks from DSE can be controlled using the following straightforward, low-cost controls.

Getting comfortable

The following may help users:

- Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.

Well-designed workstations

Keyboards and keying in (typing)

- A space in front of the keyboard can help you rest your hands and wrists when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.
- Using a mouse
- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.

- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.
- Reading the screen
- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

Changes in activity

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. As the employer you need to plan, so users can interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.

The following may help users:

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before users get tired, rather than to recover.
- Short, frequent breaks are better than longer, infrequent ones.

Timing and length of changes in activity or breaks for DSE use is not set down in law and arrangements will vary depending on a particular situation. Employers are not responsible for providing breaks for the self-employed.

Portable computers

These same controls will also reduce the DSE risks associated with portable computers. However, the following may also help reduce manual handling, fatigue and postural problems:

- Consider potential risks from manual handling if users have to carry heavy equipment and papers.
- Whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse.
- The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised (raiser blocks are commonly used to help with screen height).
- More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels.
- While portable systems not in prolonged use are excluded from the regulations some jobs will use such devices intermittently and to support the main tasks. The degree and intensity of use may vary. Any employer who provides such equipment still has to risk assess and take steps to reduce residual risks.