

Fostering curious, compassionate and joyful children who have a passion for learning and the courage and skills to shape a humane and sustainable world.

HEALTH & SAFETY POLICY

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HEALTH AND SAFETY POLICY

KEY INFORMATION

HEALTH AND SAFETY GOVERNOR

The school's nominated health and safety governor is **Rachel Barnard**
 The school's nominated Health & Safety Co-ordinator is **Linda Morris**

THE SCHOOL'S FIRST AIDERS

First Aid at Work (18 hr):

Anne Marie Fauvel	2 nd February 2016	Refresher due:	February 2019
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Paediatric First Aid (12 hr):

Amanda Lucy	29 th January 2016	Refresher due:	January 2019
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Paediatric First Aid (12 hr):

Clare Everett	24 th May 2017 (booked)	Refresher due:	May 2020
Julie Beck	24 th November 2015	Refresher due:	November 2018

Emergency First Aid at Work (6 hr):

Alison Waterhouse	3 rd November 2015	Refresher due:	November 2018
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First Response Course

Lauren Doidge	7 th June 2015	Refresher due:	June 2018
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ANAPHYLAXIS TRAINING

Whole staff	30 th November 2012	Refresher due:	N/A
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HEALTH & SAFETY TRAINING

Whole staff	16 th September 2013	Refresher due:	September 2016
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Mandi De'Ath is responsible for ensuring that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

LOCATION OF FIRST AID KITS

- Medical Room
- Every classroom
- Kitchen
- School Office

EMERGENCY CONTACT NUMBERS REGARDING FIRST AID

NHS Direct 0845 4647

Victoria Alexandra Hospital, Lewes (minor injuries dept): (01273) 474153

EMERGENCY CONTACT NUMBERS REGARDING HEALTH & SAFETY

Health and Safety Executive (HSE) on 0845 300 9923

Governors access competent H&S advice via **Mark Adams** Mark.Adams@hppc.co.uk

INSPECTION & MAINTENANCE OF EMERGENCY EQUIPMENT

The fire alarm test will occur on **Mondays at 3.30pm.**

Fire alarm contractor / electrical engineer: **Fire Risk UK** www.fireriskuk.com

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HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

Our school offers a human scale approach where children can feel safe and be themselves and where relationships are valued and nurtured in a culture of mutual respect. It plays an active role in supporting the wellbeing of every child.

The health, safety and welfare of all members of the school community is paramount. The Governing Body of Lewes New School strives to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

All staff members believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child. A key part of our role is supporting children to develop their capacity to assess potential risk and modelling an informed and balanced approach to managing risk.

This policy will be brought to the attention of all members of staff and kept for reference in the school office and on the school website. The policy sets out how these duties will be conducted and includes a description of the roles and responsibilities within the school and arrangements for dealing with different areas of risk.

The policy should be read in conjunction with related policies, procedures and codes of conduct, particularly those relating to Safeguarding and Child Protection, Behaviour, Anti-bullying, Educational Visits, Lettings etc.

1 AIMS OF THE POLICY

1. To establish and maintain a safe and healthy learning environment throughout the school.
2. To establish and maintain safe working procedures among staff, children, parents and visitors (including eg contractors and volunteers), and raise awareness of all staff of the need to ensure a healthy and safe environment.
3. To ensure adequate information, instruction, training and supervision are provided to allow children and adults to be safe.
4. To provide a systematic framework for the management of risk.
5. To formulate effective emergency procedures for use in accident of fire.
6. To emphasise the need for good levels of communication between all members of the school community in ensuring everyone's health and safety.
7. To support all members of the community in making informed and balanced assessments of potential risks.

2 ROLES AND RESPONSIBILITIES WITHIN THE SCHOOL

2.1 WHOLE SCHOOL COMMUNITY

1. Take reasonable care for the health and safety of themselves and others in undertaking their work.
2. Comply with the school's health and safety policy and procedures at all times.
3. Report all accidents and incidents in line with reporting procedures.
4. Co-operate with school management on all matters relating to health and safety.
5. Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare.

2.2 THE GOVERNING BODY

1. Ensure health and safety management systems are in place and effective.
2. Receive regular reports from the Head Teacher in order to enable them to provide and prioritise resources for health and safety issues.
3. Seek specialist advice on health and safety matters when required.
4. Appoint a Health & Safety Governor to receive relevant information, monitor the implementation of policies and procedures, and feedback health and safety issues and identified actions to the Governing Body.

2.3 HEAD TEACHER

1. Co-operate with the Governing Body to enable health and safety policy and procedures to be implemented and complied with.
2. Communicate the policy and other appropriate health and safety information to all relevant people, including contractors.
3. Ensure effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments, and implementing required actions.

4. Report to the Governing Body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
5. Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition.
6. Report to the Trustees and Governors any significant risks that cannot be rectified within the establishment's budget.
7. Ensure all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
8. Ensure all staff are aware of and follow relevant published health and safety guidance.
9. Prepare and display an emergency evacuation procedure, arrange for and record termly fire/emergency drills.
10. Ensure consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognise the right of trade unions in the workplace to require a health and safety committee to be set up.

Whilst overall responsibility for health and safety lies with the **Head Teacher**, the task of overseeing health and safety on the site has been delegated by the head to the **Bursar**.

2.4 BURSAR

1. Assist the Head Teacher in the implementation, monitoring and development of the health and safety policy within the school.
2. Monitor general advice on health and safety matters and advise on its application to the school.
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school.
4. Investigate any specific health and safety problem identified within the school and take or recommend remedial action.
5. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
6. Co-ordinate arrangements for the dissemination of information and for the training or instruction of staff, children and visitors on health and safety matters.
7. Monitor purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

2.5 STAFF

Under the Health and Safety at Work Act etc 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

1. Apply the school's health and safety policy to their own area of work.
2. Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
3. Ensure that appropriate safe working procedures are brought to the attention of all staff, children and volunteers for whom they are responsible.
4. Take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher of any problems they are unable to resolve within the resources available to them.

5. Carry out regular inspections of their areas of responsibility and report / record these inspections.
6. Ensure their own area of responsibility is kept in a safe, tidy and orderly state, free from hazards and obstructions.
7. Ensure the provision of sufficient information, instruction and supervision to enable staff and children to avoid hazards and contribute positively to their own health and safety.
8. Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
9. Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
10. Ensure that they only use equipment or machinery that they are competent / have been trained to use.
11. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons (including eg age appropriate car seats on trips and outings).

2.6 PARENTS AND VOLUNTEERS

In addition to their responsibilities as members of the school community, parents and volunteers working or helping in the school are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. In particular:

1. Report all defects in condition of premises or equipment and any health and safety concerns immediately to a member of staff.
2. Report all accidents (including near misses) to a member of staff.
3. Ensure that they only use equipment or machinery that they are competent / have been trained to use.
4. Ensure the provision of sufficient information, instruction and supervision where appropriate to enable children and staff to avoid hazards and contribute positively to their own health and safety.
5. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons (including e.g. age appropriate car seats on trips and outings).

2.7 CHILDREN

All pupils are expected, within their age and ability, to:

1. Take reasonable care for the health and safety of themselves and others (e.g. ensuring clothing is appropriate to activities etc).
2. Comply with the school's health and safety policy and procedures at all times
3. Report all accidents and incidents to a member of staff.
4. Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

The governors and Head Teacher will ensure children and their parents are aware of these responsibilities through direct instruction, notices and the Parent Handbook.

3 HEALTH & SAFETY INFORMATION AND TRAINING

3.1 CONSULTATION

Board of Governors meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

3.2 COMMUNICATION OF INFORMATION

The Health and Safety Law poster is displayed in each building.

The Governing body provides access to competent H&S advice, as required by the Health and Safety at Work etc Act 1974.

3.3 HEALTH AND SAFETY TRAINING

All employees will be provided with:

- Induction training in the requirements of this policy
- Update training in response to any significant change
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

Training records will be kept in the school office by **the Bursar**.

The **Head Teacher** or delegated staff member is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The **Head Teacher** will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's or their Line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

4 INFORMATION

4.1 USEFUL CONTACTS

Art & Design: <http://www.nsead.org/hsg/index.aspx>

Physical Education and School Sport: <http://www.afpe.org.uk/>

Science and Technology: <http://www.cleapss.org.uk>

4.2 INFORMING OUR POLICY

ESCC Health & Safety

<https://czone.eastsussex.gov.uk/SCHOOLMANAGEMENT/HEALTHSAFETY/>

5 MONITORING THE EFFECTIVENESS OF THE POLICY

The Head Teacher and Bursar will consider all incidents impacting on health and safety and determine whether the strategies used were appropriate and whether they can be improved.

A report of the effectiveness of policy and practice will be reviewed by the Governing Body on **a termly basis**.

This policy will be reviewed and updated **every two years**.

6 PUBLICISING OUR POLICIES & PROCEDURES

Lewes New School makes its policies and procedures available to all parents of children and of prospective children on the school's website and in the school office.

On completion or review, all policies and procedures are communicated to all staff (teaching and support staff) and are linked to the induction of all new staff.

HEALTH & SAFETY APPENDIX 1

RISK ASSESSMENTS

1.1 PREMISES RISK ASSESSMENTS

The school conducts and documents risk assessments for all areas of the school buildings and grounds. These are co-ordinated by the Head Teacher, or a delegated member of staff, and approved by the Head Teacher.

An addition:

1. **Teaching staff** are responsible for risk assessments for their classrooms and the immediate areas around the classrooms
2. **The Head Teacher** is responsible for risk assessments for the playground and communal areas, including the hall, quiet room, corridors and toilets
3. **Office staff** are responsible for risk assessments for their offices
4. **Kitchen staff** are responsible for risk assessments for the kitchen and store room

Risk assessments are available for all staff to view and are held centrally in the school office. These assessments are reviewed termly or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

School premises are audited by the **Health and Safety Governor** (or a delegated member of the Board of Governors) and a report provided to the Board of Governors on a termly basis.

1.2 FIRE RISK ASSESSMENTS

The school conducts and documents specific risk assessments relating to fire. More information regarding fire risk assessments, emergency evacuation procedures and maintenance of emergency equipment can be found in **Appendix 2**.

1.3 INDIVIDUAL RISK ASSESSMENTS

Specific assessments relating to staff member(s) or children are held on that individual's file and will be undertaken by their line manager (staff) or teacher (children).

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

It is the responsibility of parents to inform the school of any medical conditions which may impact on their child's time at school.

1.4 CURRICULUM ACTIVITIES

Risk assessments for additional curriculum activities will be carried out by class teachers and activity leaders.

Curriculum activities are audited by the Head Teacher, who will report incidents to the Board of Governors on a termly basis.

1.5 EVENTS, VISITS AND LETTINGS

The Bursar is responsible for ensuring risk assessments are undertaken for all events organised by the parent community.

Each school trip or visit has a designated **Trip Leader** who is responsible for planning the trip and ensuring risk assessments are in place.

Risks associated with school premises and equipment are undertaken by staff members as above.

Lettings are managed by **the Bursar**, in accordance with the school's Lettings Policy. They are responsible for ensuring that all individuals and groups letting school premises have carried out appropriate risk assessments of activities and their own equipment.

For more information about **Offsite Visits** and **Lettings** please see the related policies.

HEALTH & SAFETY APPENDIX 2

FIRE & EMERGENCY PROCEDURES

2.1 FIRE RISK ASSESSMENTS

The Fire Precautions (Workplace) Regulations 1997 require that organisations undertake Fire Risk Assessments. **The Head Teacher** is responsible for ensuring the school's fire risk assessment is undertaken and implemented. Day to day responsibility for implementing this policy is delegated to the **Maintenance Officer**.

Fire Risk Assessments are based on five steps:

1. Identification of potential fire hazards
2. Assessment of risks in relation to the location of individuals and to their activities
3. Evaluation of the risks identified together with any appropriate changes to existing fire precautions or to the ways in which risks are controlled
4. The recording of findings and the details of any actions taken
5. Review of the risk assessment procedure itself and its revision if this is found necessary

The school's fire risk assessments are reviewed every two years, or in the event of a significant change which could result in new hazards.

The fire risk assessment is located in the school's fire logbook, which is kept in the office.

2.2 FIRE PREVENTION

The school recognises its responsibility to prevent the risks presented by fire and ensures all staff take the following steps to prevent it:

1. No smoking on school premises
2. No overloading of plugs or other electrical equipment
3. Switch off electrical equipment after use
4. Keep fire escape routes, exit doors and work areas clear
5. Keep fire doors closed
6. Maintain good housekeeping and remove combustible materials quickly
7. Keep fire extinguishers and call points clear of obstructions
8. Ensure nearest Fire Exit and evacuation procedure is known

Details of flammable substances and chemicals on site

An inventory of these will be kept by the **Maintenance Officer**, and are available in the school office for consultation.

2.3 EMERGENCY PROCEDURES

Fire and emergency evacuation procedures are posted in each classroom and in communal areas. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors, visitors and volunteers and to all individuals and groups letting school premises.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by the Bursar.

Assembly Point in the event of an emergency evacuation is at the top of Pelham Terrace.

FIRE EVACUATION PROCEDURE

1. If possible shut windows in classrooms.
2. Trigger the fire alarm.
3. Tackle a small fire only if you have been trained to do so and will not put yourself and others at risk, and **after** raising the alarm.
4. Instruct children to go to assembly point immediately and quietly and to wait until they are told it is safe to return.
5. In the event that children are in the hall or playground (eg lunch or playtime), staff on duty will lead children to the assembly point and other staff will meet them there.
6. Close doors but do not lock them.
7. Escort children and any visitors to the assembly point via the nearest fire exit.
8. If possible, and it is considered safe to do so, the Head Teacher or another delegated person will 'sweep' the area to ensure no one is left behind.
9. Ensure children remain quietly in their class groups while teachers call the registers.
10. Do not allow anyone to re-enter the building until the head teacher decides it is safe to do so (at the advice of the Fire Response Team).

Fire Drills

Fire drills will be undertaken termly and results recorded in the fire log book.

SERIOUS THREAT PROCEDURE

In the event of a serious threat to the school (eg bomb) the Head Teacher should be informed immediately and the following procedure followed:

1. The Head Teacher will inform the police.
2. Unless otherwise advised by police, trigger the fire alarm and follow usual evacuation procedures.
3. All persons **should** take personal belongings with them if it is considered safe to do so, as that will assist in any police search of the buildings.
4. If the situation is likely to last for more than 1 hour, place a warning notice on the school gate and lock the premises. Contact parents to arrange collection of children where possible.
5. Staff may be required to co-operate with police in managing a search of the buildings.
6. The head teacher will decide when re-occupation of the site is safe.

The person receiving the message pertaining to the threat should be aware that they will be asked to recall as much information as possible, and should make a note where possible of eg

1. Exact time of call
2. Name and address of caller
3. Whether male or female, exact words used by caller
4. Any distinguishing features of caller's voice (eg accent, whether sounded intoxicated or as if they were reading from a script)

2.4 INSPECTION & MAINTENANCE OF EMERGENCY EQUIPMENT

The Maintenance Officer is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the school office.

Fire alarm system

1. Fire alarm call points are tested weekly.
2. Any defects on the system are reported immediately to the alarm contractor.
3. A fire alarm maintenance contract is in place and the system tested annually.

Equipment for use in the event of a fire

1. **The Maintenance Officer** is responsible for weekly in-house checks on all fire fighting equipment to ensure they are available for use and operational.
2. An annual maintenance service of all fire fighting equipment is carried out.
3. Defective equipment or extinguishers that need recharging are taken out of service and reported direct to the contractor.

Means of escape

1. **All staff** undertake daily checks for any obstructions on exit routes and ensure all final exit doors are operational and available for use.

HEALTH & SAFETY APPENDIX 3

FIRST AID, ACCIDENTS & EMERGENCIES

3.1 FIRST AID

The school takes all reasonable steps to prevent accidents from occurring. In the event of any accident the first concern will be the care of any persons affected, and making the premises and/or equipment safe.

The school has assessed the need for first aid provision and identified staff to provide first aid both on site and where required for trips/visits and extra curricular activities.

Details of First Aiders and emergency contact numbers are listed at the ***start of the Health & Safety Policy (Key Information)***.

First Aid Boxes are located at the following points:

1. Classrooms
2. School office
3. Kitchen
4. Medical Room

The school's **First Aiders** are responsible for checking termly that the contents of first aid boxes are complete and replenished as necessary.

Whenever a group of children is taken off the premises, a portable first aid kit is taken by the member of staff responsible for the trip/outing.

3.2 EMERGENCY TRANSPORT TO HOSPITAL

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils, but do not need to be present for a child to be taken to hospital.

If an ambulance needs to be called, staff should:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

No casualty will be allowed to travel to hospital unaccompanied, or in the sole company of a driving adult. An accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of a child, with the parents/carers.

3.3 ACCIDENT REPORTING PROCEDURES

A local accident book, kept in individual classrooms, is used to record all minor injuries to children.

More significant incidents as detailed below are also reported to the **Head Teacher** and **Health & Safety Governor**, and recorded in the **School Accident Book**, kept in the school office.

1. Major injuries.
2. Accidents where significant first aid treatment has been provided.
3. Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
4. Accidents arising from premises / equipment defects.

Parents / carers are notified immediately of all major injuries to children.

Accidents are monitored for trends and a report made to the Governing Body as necessary.

The Head Teacher investigates accidents and takes remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. are reported and attended to as soon as possible.

REPORTING TO THE HEALTH AND SAFETY EXECUTIVE (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive.

Incidents resulting in the following outcomes are reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring:

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE will also be reported to the Governors.

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

4.1 INTRODUCTION

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. This may mean making special arrangements for particular students so that they can access their full and equal entitlement to all aspects of the curriculum.

However, the school will reluctantly refuse admittance to a child where we don't feel able to make appropriate provision to fulfil our duty of care, where we feel there may be a risk posed to others or to the health of the child concerned. This duty of care also extends to teachers leading activities taking place off the school site.

4.2 UNACCEPTABLE PRACTICE

The school acknowledges that it is unacceptable to

- prevent children from accessing their medication or from eating, drinking or taking toilet breaks where this is part of effective management of their condition;
- assume every child with the same condition requires the same treatment ;
- ignore the views of the child or their parents / carers or medical advice;
- prevent children with medical conditions accessing the curriculum, unless specified in their Individual Healthcare Plan;
- penalise children for their attendance record where this is related to a medical condition;
- require parents to administer medicine where this interrupts their working day;
- require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

4.3 RESPONSIBILITIES

Parents' Responsibilities

The prime responsibility for a child's health lies with the parent. They are responsible for:

- providing appropriately prescribed medication for their child and ensuring it is clearly labelled by a pharmacy with the name and dosage
- supplying the school with all relevant information needed in order for proficient care to be provided
- supporting their children in learning to self-administer medicine where appropriate.

School Staff Responsibilities

- The school will seek advice and guidance from a range of sources, including health professionals and the child's GP, in addition to that provided by parents.

- The school is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) may need.
- Staff are expected to discuss any concern or matter relating to the support of pupils with medical conditions with the Head Teacher.
- Staff have the right to choose whether or not they wish to be involved in the care of a child with a Medical Condition.

4.4 INDIVIDUAL HEALTH CARE PLANS

Individual Healthcare Plans will be written when the child enrolls / on diagnosis being communicated to the school and will be reviewed regularly by the relevant First Aider.

IHPs will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Children with serious medical conditions will have their photo and a brief description of their condition, along with any other necessary information, in a folder in the office.

Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, anaphylaxis will have their names and an IHP clearly accessible in their classroom. All adults dealing with the child will have their attention drawn to this information.

Children are involved in discussing the management and administration of their medicines whenever possible, and are able to access and administer their medicine if this is part of their IHP (e.g. an inhaler).

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

4.5 ADMINISTRATION OF MEDICINES

All medication will be administered to pupils in accordance with the DfE document ["Managing Medicines in Schools and Early Years Settings"](#)

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parents must submit written permission before any medicine is administered. Medicines to be given during the school day must be in their original container

All non-emergency medications kept in school are securely stored in the Medical Room.

Medicines may be administered by the class teacher or office staff. Students are told who will administer their medication. Before administering any medicine, staff must check

- that the medicine belongs to the child
- that the dosage they are giving is correct,
- that written permission has been given

Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the **Administration of Medicines book** (located in the medical room).

Essential medicines will be administered on trips & outings, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Homeopathic Arnica or Bach Flower Rescue Remedy may be offered to children after accidents, with the written permission of their parents on the medical form.

4.6 ADMINISTRATION OF EMERGENCY MEDICATION

Where children need to have immediate access to emergency medication which is self-administered (eg asthma inhalers), it will be kept in the classroom and clearly labelled.

Where children need to have immediate access to emergency medication which is administered by a member of staff (eg epi-pen), it will be kept in the **Head Teacher's Office** or the **School Office** (whichever is closer) and clearly labelled.

Children self-administering emergency medication do not need to be recorded.

Inhalers

- Children have access to their inhaler at all times but must inform a member of staff that they are taking a dose
- All inhalers are marked with the child's name
- All children with an inhaler must take them on educational visits, however short in duration

Epi-pens

- Any member of staff can administer an epi-pen in an emergency
- The pen (cap off) should be pushed against the child's thigh, through clothing if necessary.
- The pen should be held for a count of 10 seconds before being withdrawn.
- **Ambulances must be called** for a child who may require an epi-pen.
- Parents should be contacted after this call has been made.

4.7 IN AN EMERGENCY

All teachers have been appropriately trained to administer emergency first aid if necessary. If possible, the school's paediatric First Aiders will also be asked to attend.

If an ambulance needs to be called, staff should:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Parents will always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

No casualty will be allowed to travel to hospital unaccompanied, or in the sole company of a driving adult. An accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

HEALTH & SAFETY APPENDIX 5

PREMISES

5.1 EQUIPMENT

The **Maintenance Officer** is responsible for identifying all plant and equipment in the **Equipment Logbook** in the School Office and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the **Equipment Logbook** in the school office by the **Maintenance Officer**.

Equipment restricted to those users who are authorised / have received specific training is detailed in the Logbook.

All staff are required to report to the Bursar/ Maintenance Officer any problems found with plant/ equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

CURRICULUM AREAS

Class Teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

EXTERNAL PLAY EQUIPMENT

External play equipment is only used when appropriately supervised.

This equipment is checked daily before use by the **Head or Deputy Head** for any apparent defects, and the Head Teacher and Health & Safety Governor conduct a termly inspection of the equipment.

All PE and Play equipment is subject to an annual inspection by a competent contractor via **RoSPA**.

5.2 ELECTRICAL SAFETY

All staff conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the **Bursar/ Maintenance Officer**. Repairs to electrical equipment are only undertaken by trained and competent people.

All portable items of electrical equipment are subject to formal inspection and testing (**Portable Appliance Testing (PAT)**) **annually**. All earthed equipment (class 1) and cables attached to such equipment will be tested annually. The **Maintenance Officer** is responsible for ensuring this inspection and testing is conducted.

The **Maintenance Officer** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by on a 5 year cycle.

5.3 FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH Regulations).

Within curriculum areas **Class Teachers** are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place.

In all other areas the **Maintenance Officer** is the school’s nominated person responsible for substances hazardous to health.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the **Maintenance Officer** is responsible for ensuring that COSHH assessments are available from contractors (including both regular contracts such as cleaners and from builders, decorators etc).

5.4 LEGIONELLA

The school complies with advice on the potential risks from legionella as required by the HSE, including adequate drainage systems and disposal of waste/ surface water, supplies of drinking water and appropriate temperatures of all water supplies (43-5 C).

Operational checks include:

- Identifying and flushing any rarely used outlets on a weekly basis and after school holiday periods
- Conducting regular water temperature checks
- Inspecting water tanks for compliance and safety on an annual basis

5.5 GAS SAFETY

The school ensures gas systems are safely installed, maintained, tested and inspected in accordance with statutory requirements.

- Gas work is only undertaken by registered Gas Safe (previously Corgi) engineers
- Statutory annual gas safety checks are conducted and records maintained by the **Maintenance Officer**

5.6 CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the **Visitors' Book**. Contractors will be issued with guidance on fire procedures and a health and safety summary.

The **Maintenance Officer/ Bursar** is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Contractors are managed by the **Maintenance Officer**, who will ensure that all applicable statutory approvals (such as planning permission and building regulations) have been sought. The **Maintenance Officer** will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school and contractor(s) will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

HEALTH & SAFETY APPENDIX 6

PERSONAL HEALTH & SAFETY

6.1 STRESS AND WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

Systems are in place for responding to individual concerns and monitoring staff workloads eg:

- Weekly group supervision
- Termly performance management
- Induction procedures
- Mentoring of new staff members
- An 'open door' policy with the Head Teacher
- Termly updates to the Governing Body by the Staff Governors

6.2 VIOLENT OR THREATENING BEHAVIOUR

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Head Teacher. The school will work in partnership with the police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

6.3 LONE WORKING

Staff are encouraged to consider their personal safety if working alone in school, or offsite on school business (e.g. ensuring they have a mobile phone or other means to summon help in an emergency, notifying a colleague of arrangements).

If working during school holidays, staff will sign in in the school office to inform others that they are on the premises.

No member of staff should enter school premises alone unless they are confident it is safe to do so.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

6.4 LIFTING AND HANDLING

Staff are encouraged to consider their own personal safety when lifting and handling items and equipment.

Generic risk assessments for regular manual handling operations are undertaken by the **Maintenance Officer** and staff provided with information on safe moving and handling techniques.

All staff should ensure they are not lifting heavy items and equipment unless they have received instruction and/or equipment in order to do so safely.

6.5 WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Guidance is available for all staff who use ladders / stepladders here:

<http://www.hse.gov.uk/pubns/indg401.pdf>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The **Maintenance Officer** is the school's nominated person responsible for work at height. They will ensure:

- All work at height is properly planned and organised
- All those involved in work at height are trained and competent to do so
- The risks from working at height are assessed and appropriate equipment selected
- A register of access equipment is maintained and all equipment is regularly inspected and maintained
- Any risks from fragile surfaces is properly controlled

6.6 DISPLAY SCREEN EQUIPMENT (DSE)

DSE users are employees who habitually use DSE as a significant part of their normal work (i.e. continuously for periods of an hour or more on most days worked).

DSE refers to the whole workstation, job process and work environment as well as to the display screen, keyboard and other accessories.

The school recognises that a poorly equipped / arranged work station is a major contributing factor in the development of many avoidable work-related pain, discomfort and stress. This can include eyestrain, headaches, fatigue/stress and upper limb disorders.

The school adheres to Health and Safety (Display Screen Equipment) Regulations 1992. These include:

- Risk assessments for all DSE work stations
- Work stations are able to be appropriately adjusted

- All regular DSE users are encouraged to incorporate short, regular breaks away from the work station in the course of their work
- Paying for eye examinations for staff identified as regular DSE users and for basic spectacles if they are required for DSE work

All staff can access information and guidance around the safe use of DSE can be found here: <http://www.healthyworkinglives.com/advice/work-equipment/display-screen-equipment-dse>

6.7 TAKING MEDICATION OR OTHER SUBSTANCES

Staff and volunteers must not be under the influence of alcohol or any other substance which may affect their ability to care for children without seeking medical advice.

The school will ensure that staff will only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly.

Staff medication on the premises is securely stored and out of reach of children, at all times.

HEALTH & SAFETY APPENDIX 7

SAFER FOOD HANDLING

All food supplied by the school is produced, stored, handled and transported to the highest standards of hygiene to meet the requirements of the *Food Safety Act 1990*, the *Food Safety (General Food Hygiene) Regulations 1995*, and the *Food Safety (Temperature Control) Regulations 1995*.

This Policy does not apply to food brought onto school premises for own consumption.

7.1 Training

All kitchen staff and at least one member of the teaching staff team in each class completes an online **Level 2 Safe Food Handling Training**.

7.2 Hazard Analysis

Food Hygiene regulations require all catering operations to carry out hazard analysis and identify critical control points (**HACCPs**). **The school cook** is responsible for ensuring HACCP systems are in place to meet this legislative requirement. The **Headteacher** is responsible for monitoring controls are in place.

7.2 Food Hygiene Practices

The school recognises the importance of good hygiene practices in controlling harmful bacteria and ensuring food safety.

The school follows guidance provided by the **Food Standards Agency** to ensure good hygiene practices (including cleaning, avoiding cross-contamination, cleaning and cooking): <http://www.food.gov.uk/business-industry/caterers/food-hygiene>

Guidance on food safety and hygiene for teachers, staff, parents and volunteers who prepare and cook food in the classroom is available here: <http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/safetyfirst.pdf>

7.3 Allergens

In line with *EU Food Information for Consumers Regulations December 2014* the school provides details of the 14 major allergens included in all food provided by the school. Families are informed of school lunch menus in advance of each week via the **Friday Letter**. An **allergen information sheet** detailing the 14 main allergens in each school meal is provided to parents and available to download from the school website.

Information about children with allergies is requested with medical information on entry to the school. Allergy information is kept in the **school office** and provided to the **school chef** whenever changes occur. As far as possible, the school avoids the use of known allergens.



MISSING CHILD PROCEDURE

Our commitment: Lewes New School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1 PREVENTION

1. The school provides generous staffing ratios to ensure that every child is supervised the whole time that he or she is in our care.
2. Our Parent Handbook clearly sets out arrangements for dropping off and collecting children at each end of the school day.
3. All gates are kept closed and locked during school hours, apart from during usual drop off and collection times.
4. Class Registers are called at the start of each morning and afternoon.
5. The school office is arranged to ensure a clear view of the gate at all times.
6. Teaching staff ensure children understand the need to remain on premises/ with the group while on a trip at all times.

2 MISSING CHILD PROCEDURE – WITHIN SCHOOL

If a child is suspected as missing, staff will follow these steps:

1. Carry out an immediate head count to ensure all other children are present.
2. Make a note of the time the child was first noticed as absent (this information could be essential for a police search).
3. Ensure all other children in the class are safe and occupied. Arrange for another member of staff to do so (eg by reading to them) if necessary.
4. Inform the **Head Teacher** who will record the time the child was first absent on a **Missing Child Incident Record**. If you are unable to leave the classroom consider calling the office from a mobile phone as this may be quicker than sending a very young child with a message.
5. Check with the school office to ensure no messages have been received to explain the child's whereabouts.
6. Arrange for a member of staff to ask all adults and children calmly if they can tell us when they last remember seeing the child. All other conversations to be held discreetly to prevent undue distress.
7. The **Head Teacher** will arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards and toilets areas etc where a child might hide.
8. Check the doors and gates for signs of entry/exit.

Staff will take into account prior experiences involving the child when deciding when to commence a search outside of the school gates. However, if the child is not found on school premises within 20 minutes, the following steps will be taken:

1. Inform the Head Teacher that the child is not believed to be on school premises.

2. Arrange for a member of staff to inform all other members of staff that the child is still missing.
3. The **Head Teacher** will arrange for classmates and friends to be asked further questions relating to child's possible whereabouts, when and where the child was last seen and events leading up to their disappearance.
4. The **Head Teacher** will co-ordinate a search involving all members of staff not required in class in the vicinity of the school.
5. The **Head Teacher** will contact parents and inform the police.

Once the police have become involved:

1. **School office staff** will find the child's personal files and a photograph of the child.
2. The **Head Teacher** will contact the Local Children Safeguarding Board to inform them of the situation.
3. The School would cooperate fully with any police or safeguarding investigations.
4. The **Head Teacher** will then inform the Chair of Governors, in the case of a child from Early Years, Ofsted.

3 MISSING CHILD PROCEDURE – TRIPS AND OUTINGS

If a child goes missing during a trip or outing, staff will follow these steps:

1. Carry out an immediate head count in order to ensure that all other children were present.
2. Ensure all other children are safe and occupied.
3. Arrange for an adult to search the immediate vicinity.
4. Where possible, contact the venue manager and ask them to co-ordinate a search.
5. Inform the Head Teacher by mobile phone.
6. If ratios and risk assessments allow, consider returning other children to school.
7. Contact the police.
8. The **Head Teacher** will ring the child's parents and explain what has happened, what steps have been set in motion, and ask them to come to the venue or school immediately.
6. The **Head Teacher** will contact the Local Children Safeguarding Board to inform them of the situation.
9. The school would cooperate fully with any police or safeguarding investigations.
10. The **Head Teacher** will then inform the Chair of Governors, in the case of a child from Early Years, Ofsted.

In both instances, a full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

4 PROCEDURE ONCE THE CHILD IS FOUND

Once the child has been found, staff will follow these steps:

1. Talk to, and where necessary comfort the child and attend to any apparent needs.

2. Arrange for all staff and children to be informed that the child has been found.
3. The **Head Teacher** and **Class Teacher** will meet with parents and the child to discuss the incident.
4. The **Head Teacher** will carry out a full investigation with all relevant parties to ensure lessons are learnt and policies reviewed where necessary.
5. If the child is injured a report would be made under RIDDOR to the HSE.
6. Ensure **Incident Forms** are completed with written records of time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.
7. Cooperate fully with any police or safeguarding investigations.
8. Any media queries should be referred to the **Head Teacher**.



MISSING CHILD INCIDENT FORM

Date:

Child's Details

Name of missing pupil _____

Age _____

Address _____

Parent's name _____

Emergency contact number _____

Class Teacher _____

Details of the Incident

Person reporting child missing _____

Time child was first missed _____

Place where child was last seen _____

Apparent reason for disappearance, if known, or events leading up to disappearance:

Outcome

Child found by _____

Date & Time _____

Lessons for the future _____



HEALTH & SAFETY APPENDIX 9 LATE COLLECTION OF CHILDREN

The school acknowledges that at times the late collection of children is unavoidable.

Parents are informed via the **Parent Handbook** and regular reminders in the **Friday Letter** that they must telephone the office as soon as possible to let us know if they will be late collecting their child and the time they expect they will arrive.

Children will be required to stay with a member of staff until their parent arrives, either with their teacher or in the school office if this is not possible.

If parents are late collecting their child, the late collection will be asked to sign their child out in the office.

In the event of parents repeatedly collecting their child late they will be asked to review their collection arrangements.

9.1 Procedure if child is not collected

In the unlikely event of a child not being collected at the expected time and no contact being made with the parents, the following procedure will apply:

- Two members of staff will remain on the premises with the child at all times. One of these staff members will be a senior member of staff.
- The child will be reassured and comforted.
- The parents will be telephoned on all available contact numbers.
- If the parents are not contactable the emergency contact person will be contacted and asked to collect the child.
- Every effort will be made to contact the parents or the emergency contact person.
- If no contact has been made with either the parents or the emergency contact person within one hour of the time at which the child was due to be collected the nursery will contact Social Services for advice.

HEALTH & SAFETY APPENDIX 10

ESSENTIAL INFORMATION FOR CONTRACTORS

Duty of Care

As a school we are required to ensure that a safe place of work exists for all those who have cause to use the premises: this duty extends to not only staff, children and young people but other users, including contractors.

Contractors working on School premises have a legal duty to ensure that:

- 1. their activities/equipment/substances etc do not cause risks to the health or safety of themselves or others;*
- 2. they comply with all relevant health and safety legislation and HSE guidance (including for example PAT testing for all electrical equipment and appropriate protective clothing);*
- 3. they comply with the following procedures.*

Procedures

It is the Contractors responsibility to ensure that all workers (including any sub-contractors) working for him/her are informed of the procedures set out below.

No smoking is allowed within the school grounds or at the entrance to the school.

Security

1. Please report to reception upon arrival to the school, and **sign the visitors' book**.
2. **Do not open the gate** or allow access for other visitors whilst on site.
3. Ensure that all doors to sheds and school buildings **are locked and secured** before leaving the premises.

Safety

All contractors are required to:

1. Provide **risk assessments** and **method statements** specific to the site and works to be undertaken, prior to works commencing.
2. Liaise closely with relevant staff to **ensure safe systems of work, segregation of working areas** from staff and students, **emergency procedures** and **security measures**, both prior to commencement and regularly updated during the course of the works.
3. Work in a safe manner and not endanger staff, pupils, the public or themselves.
4. Work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Head Teacher.
5. Adequately **control physical/chemical hazards to prevent risks** such as trailing leads, solvent fumes, absence of lighting or fire alarm, etc.
6. Avoid **obstructing the means of escape** or interfering with **fire doors**, without prior agreement by the Head Teacher.

7. Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.
8. Maintain the site in a tidy condition, with adequate protection of floors / walls / surfaces etc, and remove all rubbish/ debris at the end of each day.
9. Ensure all equipment/tools/materials (including eg ladders) are supervised at all times or unplugged and stored safely away.

Reporting

All contractors must report to the Maintenance Officer/ Bursar/Head Teacher:

1. Any suspected asbestos area not indicated on the Asbestos Register (such asbestos should **not** be disturbed or removed)
2. All accidents / near miss-incidents, no matter how minor
3. All planned changes to programme or location
4. Any possible disruption of services
5. Results of any testing on completion of works

Responsibility of the School

The school will provide all Contractors with details of asbestos within the site, or any other materials or hazards, which may affect them.

The school will also provide all contractors with our Fire and Evacuation Procedures (attached).

HEALTH & SAFETY APPENDIX 11

SCHOOL VISITS POLICY

1. Aim

1. To ensure that the children have a safe, meaningful and enjoyable educational experience outside school.
2. To ensure that all adult supervisors (including volunteers) are aware of their responsibilities.

2. Consents

When children join the school their parents sign a form giving consent for children to be taken out on educational visits in the local vicinity during school hours.

If a visit takes place outside school hours, or if it involves a journey outside of Lewes, written consent will be sought for each child involved in advance of the visit.

3. Planning

1. A **group leader** (usually the class teacher) and **deputy** should be nominated for each visit.
2. The **destination and date** for visit is agreed with head teacher.
3. Except for the more spontaneous outings to the immediate locality of the school, a **letter** is sent to parents prior to any trips giving them information about the visit. This should be sent out the week before the visit is due to take place.
4. Where possible, a **preliminary visit** should be made in advance.
5. With the assistance of class reps **sufficient help** from parents and other adults should be organised.
6. A note of the **group leader's mobile number** should be left in the office.
7. A **list of the children and adults** on the visit should be compiled and a copy left in the office.
8. A **risk assessment** form should be completed (see attached) except for in the case of visits that frequently take place near to the school (eg to the Pell's Pond/the local churchyard) and which are covered by the class teachers' termly risk assessments.
9. Helpers should be provided with **visit information** explaining procedures for the day, and a list of children in their care (including relevant medical information) and the group leader's mobile phone number. The class teacher should brief the helpers before the trip and give them a chance to read the guidance.
10. If the school office will be closed for part of the trip (eg outside school hours or residential), contact details for all parents should be taken.
11. When traveling on public transport, each child is issued with a name card, group leader's mobile number and the school's phone number.

4. Required items

The following items should be taken on all trips:

1. First aid box
2. Medication eg for asthma
3. A note of important information recorded on Medical treatment consent forms
4. Bottle of water and plastic cups
5. Mobile phone (the number for which should be noted in school office)

5. Financial charges

A **financial charge** is made to families to cover the cost of the visit. Except for in the case of residential visits, children are not prohibited from going on a visit because the charge has not been paid. However it may be necessary to cancel a visit if not enough contributions are made.

6. Safeguarding

Parents and others well known to the school do not require a CRB/ DBS Disclosure to work with children in school unless their work is 'regulated' (ie regular and unsupervised). For the purpose of an occasional trip or outing, CRB/ DBS Disclosures are not required.

Nevertheless, the school takes its duty to safeguard the welfare of the children in its care seriously. Whenever possible, parents who are not in possession of a recent CRB/ DBS Disclosure should always be paired with a member of staff or another adult with the relevant checks.

Anyone supervising children during an overnight stay (eg at camp) requires a CRB/ DBS Disclosure.

Note: CRB/ DBS Disclosures obtained from another organisation may be used, so long as they are no more than 12 months old. It is not our policy to renew Disclosures once the person is known to the school, unless there is cause for concern.

Required ratios of adults to children are as follows:

Nursery, Reception and Year 1	1 adult: 4 children
Years 2 and 3	1 adult: 8 children
Years 4,5 and 6	1 adult: 10 children

Ratios for each visit should be agreed in advance with the head teacher.

7. Transport

Cars:

1. Teachers and other helpers who drive children in their own cars must ensure their passenger's safety, that the vehicle is roadworthy and that they have appropriate licence and insurance cover for carrying the children.

2. The driver is responsible for making sure that pupils have a seat belt and appropriate booster seats and that these are used at all times. Vehicles without seat belts should not be used.
3. Parents and other helpers must always travel with more than one child (unless it is their own) and the group leader should arrange a central dropping point for all children rather than individual home drops.

Buses, coaches and trains:

1. The children will be counted on and off the train/ coach/ bus. An adult should always be first on and first off.
2. Children should not sit on the front seats of buses and coaches or in the middle at the back, as they may be thrown forward in the event of a collision.
3. Adults should ensure that all the children sit on their seats (with seat belts on if available)
4. Adults should be distributed along the coach or carriage, sitting among the children.
5. Adults should expect a high standard of behaviour at all times.
6. All lunch boxes, coats etc should be safely placed in the luggage rack.
7. At the end of the journey adults should check that no items have been left behind.

8. Guarding against missing children

1. The group leader will make regular head counts at times when the whole group is together.
2. All other adults should also keep a continual check on the number of children in their group.
3. Once at the destination a clear meeting point should be arranged in case anyone gets lost.

For information on what to do in the event that a child goes missing please see the Missing Child Policy.

9. Guidelines for helpers

1. Adults must ensure all children stay with them at all times throughout the trip, including lunchtime.
2. Always stay within sight of the class group, unless the class teacher has given specific instructions for the class group to split up.
3. If you are concerned about a child's behaviour please talk immediately to the class teacher or group leader.
4. All children in the group should go to the toilet at the same time to avoid unnecessary trips (this will be explained to children before the trip).
5. Please encourage the children to eat their lunch and pack away their litter.
6. Please encourage the children to be responsible for their own property.
7. Please do not buy ice creams, sweets, drinks etc for the children.



INFORMATION FOR HELPERS ON SCHOOL VISITS

Visit to:

Name of helper:

Names of children in your group:

Medical Details:

Please keep these children with you at all times.

Name of group leader:

Group leader's mobile phone:

School phone no: 01273 477074

Each child has been issued with a name card, group leader's mobile number and the school's phone number.

Journey details

Meet at:

Time:

Destination address:

Journey details and times (outward):

Journey details and times (return):

Please see attached: (Map/ timetable/ etc)

Guidelines for helpers may be included here:

Thank you for helping and have a good day!

Checklists for visit to:

Date:

Class:

Leader:

Have you . . .	Yes/no
Read through the LNS School Visits Policy document?	
Agreed the date and destination of the visit with the Head?	
Checked for clashes with other school events and informed other relevant parties (eg music teacher, ASC leader)	
Let kitchen staff know of any changes to lunches well in advance of the visit?	
Made a note of the destination and date of the visit in the school diary?	
Sent a letter to the parents of all children with information about the visit?	
Ensured that any parent using their own car for transporting children has signed a 'Use of private car' form or Parent Consent Form in the office?	
Prepared written information for parent helpers about the day including names of children in their care and left a copy of this in the office?	
Made a note of your mobile phone number to be left in the office?	
Compiled a list of all children and adults on the trip and left a copy in the office?	
Completed a risk assessment form?	
Organised any necessary playground duty cover?	
Organised appropriate adult: child ratios (please discuss as necessary in advance with the Head)?	
Informed Mandi of the trip so she can invoice if necessary? Ensure she has a copy of the trip letter and a list of children who attended the trip.	
Please state agreed ratio: Children: Adults	

Do you have the following items for your visit?	Yes/no
First aid box	
Medication for individual children relating to medical treatment consent forms	
Bottle of water and cups	
Mobile phone ¹	
School device for taking photographs	

Other (including feedback about the visit that may be needed for future visits):

Visit agreed: (head teacher's signature) Date

¹ See *Online Safety and Acceptable use of ICT Policy* for more information about the use of mobile phones and use of mobile devices for taking photographs

HEALTH & SAFETY APPENDIX 12

TEACHING HEALTH & SAFETY

1. TEACHING HEALTH

Healthy Food Choices

Food plays an important part in the social life of the school community as well as reinforcing children's understanding of the importance of healthy eating.

The school provides meals and snacks that are nutritious, and avoid high levels of fat, sugar, salt, or additives. All food is vegetarian and organic where possible.

Personal hygiene

Children are encouraged to take responsibility for their personal health and hygiene by e.g. washing hands after going to the toilet and using tissues and disposing of them appropriately.

Outdoor play and physical activity

Children are encouraged to be physically active on a daily basis. Parents are reminded regularly of the importance of children having appropriate clothing at school so they can play outside in all weathers.

The school's approach to promoting holistic wellbeing is fully integrated into the curriculum.

Further details are available in the school's **Curriculum Policy**.

2. TEACHING SAFETY

The school recognises the role we play in preparing children to recognise and manage risk.

Children are actively involved in risk assessment and risk management of on- and off-site activities, according to their developmental capacity.

Staff encourage children in sensible risk taking while continuing to keep themselves as safe as necessary, rather than as safe as possible.

LNS have adopted the following principles, developed by RoSPA, for effective safety education:

1. *We encourage the adoption of, or reinforce, a whole school approach, within the wider community.*
2. *We use active approaches to teaching and learning (including interactive and experiential learning).*
3. *We involve young people in real decisions to help them stay safe such as risk assessments for school visits.*
4. *We assess children and young people's learning needs.*
5. *We teach safety as part of a comprehensive personal social and health curriculum*
6. *We use realistic and relevant settings and resources*
7. *Work in partnership*
8. *We address known risk and protective factors. An understanding of risk and protective*

factors can help those designing and delivering safety education resources to focus on wider aspects of injury prevention and personal safety

9. *We address psychosocial aspects of safety e.g. confidence, resilience, self-esteem and self-sufficiency. Psychosocial risk and protective factors are individual characteristics that may predispose children to injury, or to being a victim of bullying, violence or abuse*
10. *We adopt positive approaches which model and encourage safe behaviour, within a safe, supportive environment*

For more information see: <http://www.rospa.com/schoolandcollegesafety/info/managing-safety-schools-colleges>

3 SUN SAFETY

Staff talk to children regularly throughout warm weather about why the sun can be harmful and how best to protect themselves and act as good role models by practising sun safety themselves.

Parents are reminded via the **Parent Handbook** and regular reminders in the **Friday Letter** to encourage children to wear clothes that provide good sun protection (e.g. hats, long sleeves) and to apply sun cream before their child comes to school.

Permission from parents is sought each year via the **Medical Consent Form** for staff to apply sun cream to their child.

Applying sun cream at school

- All sun cream is provided by parents
- Staff apply the cream at least 15 minutes before the children venture outside to ensure that it has started working. Cream will be reapplied as per instruction on each individual bottle.
- Individual arrangements are made for children with medical conditions who are unable to wear sun cream.

HEALTH & SAFETY APPENDIX 13 FLOOD PROCEDURE

1. About Flood Warnings

The Environment Agency has a telephone system that automatically rings with one of three levels of warning:

FLOOD WATCH. Flooding possible: be aware! Be prepared! Watch out!

FLOOD WARNING. Flooding of homes, businesses and main road is expected. Act now!

SEVERE FLOOD WARNING. Severe flooding is expected. Imminent danger to life and property. Act now!

Both the school and several key people will be telephoned (see appendix for who is currently on list)

The warning service aims to give two hours notice before a flood.

For up-to-date level of flood warning:

1. Dial 0845 988 1188,
2. Press 1,
3. (then when asked) dial the quickdial number 0124223, which gives details of the Ouse between Barcombe and Lewes.
4. Lewes New School Ref no: 43386606

Lewes Council is also creating flood wardens, who will come to everyone's door if there is a severe flood warning.

2. In the event of a FLOOD WARNING or SEVERE FLOOD WARNING

Start the following procedure immediately:

1. All people who have been phoned by environment agency go to the school if out of school hours (keyholders who can deactivate the alarm listed in appendix)
2. Tell all staff and rental organisations about the warning
3. Call all parents and ask them to collect their children. Up to date emergency contact numbers are kept in the grey '*Families Contacts/Emergency Nos*' box in the Office
4. Call all flood volunteers and ask them to bring torches, sack trucks, electric drill and screw drivers if they have them
5. Volunteers (and any staff not looking after children) should:
 - Move all equipment, furniture and books and neatly stack in the main flood-proof hall.

- Take the contents of the office into hall.
 - Essential files (confidential cabinet to left of desk) and computer to go home with office staff.
 - Telephone to be left connected, high up in office for further use (stick to wall with tape if needed).
 - Move any moveable kitchen equipment that's below flood level into the hall. If possible,
 - Lift fridge on to counter.
 - Take up carpet tiles in quiet room and classrooms and stack horizontally.
6. Flood barrier crew should:
- Put in the three sets of flood doors (in staff room) to the main hall.
 - Unscrew the carpeted wooden boards with a Phillips screwdriver beforehand (taped to the doors).
 - The door that is split in two will need to be sealed with silicone in the middle (silicone taped to doors).
7. Turn off all electrics and the security alarm
8. Sandbags can be collected from outside the front of the Recycling Centre, 20 North Street. They should be piled up against the doors and gates.

3 Reinstating Contents

If there is no flood:

The Flood Co-ordinator will decide when to put furniture and contents back (when the All Clear is given by the environment agency).

Volunteers should be called to come back at an agreed time.

If there is a flood:

The Flood Co-ordinator will be in charge of clear-up operations.

All **staff** will be expected to work normal hours including helping with clearing-up, within health and safety guidelines.

The **Bursar** should ring the insurers for advice on the next step. If possible the school should be in full charge of the cleanup and dehumidification (even if subcontractors are appointed by loss adjusters as in 2000/1 flood).

On the day after the water goes down:

- Carefully take down plywood panels and label where each one was positioned. Clean them using a high-powered jet spray and disinfectant. Leave to dry and secure back later once the walls are dry.
- Remove radiator covers to clean radiators
- Dehumidify all classrooms, offices and communal spaces to the correct level.