



Health & Safety Policy

Prepared by:

Sam Willsden

Approved by:

Finance Committee

Date of Meeting:

19th November 2018

Date of Approval:

19th November 2018

Contents

Statement of Intent	5
Organisation	5
The Head Teacher	5
The Governing Body	5
Teachers & all support staff	6
Roles and Responsibilities	6
Arrangements	7
Security in School	8
Roles and responsibilities	8
Governing Body	8
Headteacher	8
Staff	8
Pupils	8
Parents	8
Police/Local Community	9
Security Strategies	9
Control of access	9
School grounds	9
Access to the school building(s)	9
Trespass	10
Entering and leaving school	10
Supervision of school grounds	10
Security of personal property	11
Security of equipment and cash	11
Security of building and designated key holders	11
Site Manager	11
Contractors in school	11
Access outside school hours and lone working	11
Fire Alarm Systems	12
Offensive Weapons	12
Bomb Threats	12
Critical incident	13
Reporting incidents	13
Risk Assessments	13
Completion of Assessments	13
The Nature of Risk Assessments	13
Frequency of Risk Assessments	13
Report Results	14
Reporting Procedures	14
Display of Risk Assessments	14
Emergency Evacuation Plan	14
Evacuation Assembly Points	14
Alarm Systems and building zones	14
School building	15
Escaping from ground floor	15
Accounting for occupants	15
Personnel with responsibilities during evacuations	16
Fire Wardens	16
Other staff and students	16
Out of normal hours	16
Fire log books	16
Managing the Fire Plan	17
Alarm system testing and test evacuations	17

Updating the fire log books	17
Emergency Evacuation	17
Incident Control Officers	17
Fire Wardens	18
Action in case of fire	18
Actions in case of I.E.D.....	18
Fire Wardens areas of responsibility.....	18
Fire	19
Policy Statement.....	19
Objectives	19
Organisational Responsibilities	19
Health and Safety File and Fire Log Book	21
Inspection, Maintenance, Testing and Training Requirements	21
Fire Drill	22
Fire Safety Inspections	22
Fire Alarm Testing	22
Door Release	22
Emergency Lighting	22
Educational Visits	22
Range of Activities	22
Legal Framework	23
Responsibility.....	23
Procedures	23
Planning.....	24
Risk Assessment	24
Pre-Visits	24
Supervision	24
Voluntary Help	24
Information to Parents.....	24
First Aid.....	25
Insurance	25
Emergency Procedures	25
Discipline	25
Pupils with Special Medical Needs	25
Licensed Activities	26
Voluntary Contributions.....	26
Accounts	26
Transport	26
Private Use of Cars.....	26
Approval.....	27
Notification	27
Evaluation	27
Internal Monitoring and Review	27
This can be done by monitoring the effectiveness of the policy.....	27
<input type="checkbox"/> Requiring the headteacher to report to governors on an annual basis on the effectiveness of this policy.....	27
<input type="checkbox"/> Taking into serious consideration any complaints regarding educational visits from parents, staff or pupils.	27
<input type="checkbox"/> Reviewing the policy every three years.....	27
Further Information & Advice	27
First Aid	28
Statement of First Aid organisation.....	28
location of First Aid Kits	28
First Aid Boxes and Travel Bags.....	29
Defibrillator – this has been installed in the school entrance.	29

Hygiene/Infection control	29
First-Aiders	29
Off site activities	29
Minor accidents.....	29
Serious injuries and accidents	29
Head injuries.....	30
Transport to hospital or home.....	30
Providing Information on First Aid Arrangements	30
Accident Reporting	30
Lost Child	31
Responsibilities	31
Procedures in place to reduce the risk of a missing/lost pupil.....	31
Procedures to be followed in the event of a child going missing	34
In the event of a member of staff fearing that a child has gone missing whilst at school	34
In the event of a member of staff fearing that a child has gone missing whilst off the school premises	34
In the event of a family reporting that a pupil has not arrived home from school	35
APPENDICIES	36
Land Based Activities	44
trekking.....	44
Airborne Activities.....	44

Statement of Intent

School management at Lord Deramore's Primary School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Reducing accidents and work-related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities on and off school premises
- Providing a safe, healthy and secure working and learning environment for staff and pupils
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessment systems and control measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school for all
- Ensuring adequate resources are made available for effective health and safety risk management
- Learning from our own health and safety experiences and sharing learning opportunities with other schools and to implement controls where appropriate
- Selecting and engaging competent contractors who work safely
- Providing adequate first aid cover and occupational health support

To ensure the above commitments can be met the City of York Council Safety Management System (SMS) has been adopted. All governors, staff and pupils will play their part in its implementation.

Organisation

In order to achieve compliance with the Statement of Intent, specified roles within the school's management structure will have additional responsibilities assigned to them as detailed below.

The Head Teacher

The Head Teacher has the following health and safety management responsibilities – to ensure:

- The school is following the CYC Safety Management System and that appropriate arrangements exist within the school to effectively manage risks
- Sufficient resources are made available in respect of finance, time, equipment and people to deliver a safe and healthy school environment
- Staff understand and accept their health and safety roles and responsibilities in ensuring effective health and safety management within the school
- Consultation takes place with staff and their representatives on health and safety matters
- Effective communication of health and safety information to all staff and contractors
- Systems are in place for the provision of suitable and timely health & safety training for staff
- Systems are in place for undertaking specific requirements set out in the compliance notes within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their school and also for sharing experiences with peers across CYC
- Educational visits/off site learning is managed in line with the Evolve system adopted by CYC
- Staff have a sensible approach to health and safety within all of the school's activities

The Governing Body

The Governing Body has the following responsibilities – to monitor to ensure that:

- The CYC health and safety management system is being implemented effectively
- Competent advice is sought from CYC Health, Safety and Wellbeing Team at appropriate times and implemented
- Persons have sufficient experience, knowledge and training to safely perform tasks required of them

- The head teacher and other school leaders develop a sensible approach to health and safety management ensuring a proportionate response to reducing health and safety risks in the school
- Clear procedures are created to assess risks and put in place sensible/proportionate control measures and safe systems of work.
- Sufficient resources are made available in respect of time, finance, equipment and people to ensure a safe and healthy learning environment
- Only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Health and safety performance is measured both actively and reactively
- The school's health and safety policy and performance is reviewed as a minimum annually or when there is a change of head teacher or Chair of Governors

Teachers & all support staff

As part of their normal work activities in and out of school, teachers and all support staff shall:

- Take reasonable steps to safeguard their own health and safety and that of others including pupil and colleagues
- Cooperate with colleagues and others including contractors and other CYC employees to ensure the school remains safe
- Raise any health and safety concerns with the head teacher
- Discharge any specific health and safety duties in accordance with current CYC Safety Management System instructions
- Attend health and safety training as directed by the head teacher

Roles and Responsibilities

The head teacher may delegate responsibilities to the school business manager or a person in a similar role as outlined in the SMS, specifically to:

- Co-ordinate and manage the annual risk assessment review and revision process for the school in line with the SMS
- Co-ordinate the workplace inspection and active monitoring process in line with the SMS
- Make provision for the inspection and maintenance of work equipment throughout the school, including the statutory examination and testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally
- To co-ordinate the control of contractors on school premises when work is being undertaken in line with the SMS.

The following roles are delegated where appropriate (if not delegated the head teacher assumes responsibility):

Site Asbestos Liaison Officer (SALO)	SALO is Mr Richard Yates
Site Legionella Representative (SLR)	SLR is Mr Richard Yates
Responsible person for fire safety (RPFFS)	RPFFS is Mr James Rourke and Mr Richard Yates
First Aid	First aider is Mrs Jane King
Educational Visits Coordinator	EVC is Mr Mark Richards

All staff have a responsibility to advise the head teacher of situations or activities that are potentially hazardous to the health and safety of staff, pupils and visitors. Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.

Arrangements

The school will adopt the arrangements found within the compliance notes in the CYC Safety Management System which can be found on the Schools' Portal:

http://www.york.gov.uk/info/200774/health_and_safety_for_schools/1264/health_and_safety_for_schools

- Asbestos
- Bed Rails
- Children and Young Persons in the Workplace
- Confined Spaces
- Construction Design Management (CDM)
- Contractors
- Display Screen Equipment (DSE)
- Electricity at Work
- Fire Prevention and Control
- First Aid
- Flammable Liquids
- Food Safety
- Gas
- Hand Arm Vibration
- Hazardous Substances (COSHH)
- Incident Reporting & Investigation
- Infection Control
- Joint Consultation
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Noise
- Occupational Health
- Permits to Work
- Personal Protective Equipment (PPE)
- Pressure Systems
- Risk Assessment
- Slips, Trips & Falls
- Stress
- Suspicious Packages and Bomb Threats
- Training and Instruction
- Violence & Aggression
- Water Systems (incl Legionella)
- Work Equipment
- Worker Styles
- Working at Height
- Working Time Regulations
- Workplace Inspections
- Workplace Transport

Security in School

At Lord Deramore's Primary School, the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it reasonably can to make the school a safe place in which to work.

Roles and responsibilities

Overall school security is the responsibility of the Governing Body. The Headteacher is responsible for implementing the security policy.

Governing Body

The Governing Body has drawn up and agreed the security policy in consultation with the school community. The Finance Committee is responsible for Health & Safety, including school security. It meets each term to review safety, including security, and reports to the full Governing Body. The Committee reviews the Security Policy bi-annually.

Headteacher

The Headteacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities. The Headteacher will ensure that parents and pupils are fully informed about the Security Policy and will encourage them to support its implementation. There are regular risk assessments of security every term and regular routine security checks. Advice is obtained from the Police on security matters, where necessary, and all crimes are reported to the Police. The Headteacher reports regularly to the Governing Body and, where appropriate, the LA/other Advisory Body e.g. Health and Safety Executive. The Headteacher is responsible for the security of the premises during the school day; in her absence a member of SLT assumes this responsibility. Outside school hours the Site Manager will assume this responsibility.

Staff

Teaching and non-teaching staff should be aware of the security procedures and know how to:

- protect pupils from harm;
- guard against assault;
- safeguard property;
- contact the Police/emergency services;
- implement the emergency procedures and disaster plan.

New members of staff are informed of the school's Security Policy and of their responsibilities before taking up their posts.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They will be encouraged to assist with these procedures when possible. Within the PSHE (Personal, Social and Health Education) and Citizenship curriculum and SEAL (Social and Emotional Aspects of Learning), pupils will be taught about personal safety and social responsibilities.

Parents

The parents of pupils at Lord Deramore's Primary School are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:-

- Pre-school Parents' Evening discussion
- School newsletter
- Individual letters

- School website

Police/Local Community

The School values co-operation from the local Police and community in assisting security arrangements for the school site and the surrounding area. The School communicates regularly with the local community support officer on security matters. Local residents are encouraged to report incidents directly to the Police. The Police are called immediately if there is an incident of a violent, aggressive or abusive nature.

The Police and local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of access

The School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School grounds

Access to the car park is limited to disabled access, staff, contractors and deliveries. Children enter the school grounds via the pedestrian gates. During the school day, the pedestrian gates are locked, visitors and late arrivals should then enter through the front entrance, marked visitors' entrance. Parents are not allowed to drive their cars into the school car park as this is a small area and has insufficient space to meet the requirements of all the staff. Parking is difficult in the school vicinity; parents/carers are requested to walk to school where ever possible. If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger will be asked to leave.

Access to the school building(s)

To prevent unauthorised or unknown visitors entering school during the school day, access can only be gained through the main entrance which has an intercom release system. The office door is locked when the office is unoccupied. All visitors to the school should report to the main school office, which is clearly marked. In the first instance, the Administrative staff will meet visitors; they will be expected to provide ID, asked to sign in and give the reason for their visit. All visitors are expected to wear a badge before they are allowed into the main part of the school.

The School Administrator or Site Manager escorts visitors to the relevant member of staff requested or they are asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

No visitor should be given unsupervised access to the school; this includes parents/carers.

All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the Police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should inform the School Office. A request to take a child out of school must be made in advance in writing on the School Form requesting leave of absence.

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office and signs the child in and out. Prior notice must be given to the school. Children who go home for lunch must be signed in and out in the book in the school office.

Trespass

The School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. If a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence.

If a parent causes a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher may revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am withdrawing your permission to be on the school premises'.
- If the parent still refuses to leave willingly, the Police will be called.
- A formal letter can be sent from the Headteacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked and that there is a five day period in which to make representation.

Formal notification is important, as human rights are being affected. Extra information can be obtained from the LA Personnel Guidance.

The Police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and leaving school

All children enter and leave the school by their designated doors. The front door is to be used only if a child arrives after the pedestrian gates are locked and it is after the start of the school day. They should report (that they are late) to the school office.

All parents are asked to wait outside the school building in the school playground at the start and end of the school day for pupils in Y3-Y6. Pupils in Y1-Y2 line up in the playground and are led into school by their teacher. All pupils in Early Years and Key Stage 1 are given a teacher-parent/carer handover at their classroom door at the end of the school day. Pupils in the Early Years class can enter the classroom via their classroom door when they arrive at school in the morning as the door is open from 8.45 am. Parents/carers can stay with their children until the start of the school day.

In Key Stage 2, arrangements for collection from school are usually made between parents and children. Some older children have parental permission to go home alone. Others know that if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to establish the reason for the delay. The child stays outside the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Parents should inform the child's class teacher if 'special' collection arrangements need to be put into place for their child.

Supervision of school grounds

Two members of staff are on duty each morning from 8.45, one in the playground and one in the KS1 entrance so that parents/carers can leave their child in safety. Teachers collect their classes from the playground. The Site Manager makes sure that the outside gates are closed securely at 9:05am.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks and by the MSA's at lunchtime.

Security of personal property

Children must not bring anything of value to school. Individual staff are responsible for their own property – (please refer to protocol for adults in school).

Security of equipment and cash

Main items of school equipment, for example computers, TVs, videos, are security marked and accounted for on the school inventory. Any cash on the premises is kept in a locked safe. Money is banked weekly, as a minimum.

Security of building and designated key holders

School opening times during term time are 7.30am – 7.00pm, Monday to Friday.

An effective intruder alarm is in operation. This is always set when the school is empty. Security lighting has been installed around the outside of the building.

It is the responsibility of class teachers to make sure that their classrooms are secure, the windows closed and equipment switched off, before leaving the premises.

Site Manager

The Site Manager is responsible for checking daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, is tested weekly and that the security system is working properly.

The Site Manager is responsible for unlocking the building at 7.30am Monday- Friday during term time.

Before leaving the premises, the Site Manager has a duty to ensure that all windows are closed, that doors are locked and secure, that the security alarm is set and that all gates are locked. In the absence of the Site Manager, this responsibility will be delegated to the Relief Site Manager or Headteacher

Contractors in school

When contractors are working in the School, the following precautions should be taken:

The Site Manager or Headteacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The Site Manager/Headteacher/a member of SLT should check regularly that the work is being carried out safely.

Contractors must report to the reception area on arrival and before leaving, signing in and out. When on the school site, school badges should be worn at all times. Contractors should complete maintenance logs, when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

Access outside school hours and lone working

On occasion, staff or contractors require access to the school out of normal school hours, in the evenings, at weekends and in the holidays. Access out of normal hours can only be obtained through prior arrangement with the Site Manager. The Headteacher to be informed when appropriate.

The School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. Occasionally, this may be unavoidable for designated key holders. In such cases, all the doors should be locked, with the exception of emergency exits, prior to lone working and the staff member should carry a mobile phone with them, at all times. Line managers should always be notified in advance of lone working and should be contacted by telephone (not text) as soon as the key holder has secured and left the premises. The Headteacher will always notify the Site Manager or another key holder.

Fire Alarm Systems

We acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:-

Fire alarm systems are in place throughout the school and tested regularly.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter.

Offensive Weapons

It is a criminal offence to carry an offensive weapon or knife onto the site.

If it is judged that the circumstances are innocent, the matter is dealt with on a disciplinary basis. If there is any doubt, the Police are summoned and they assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. If the child agrees to co-operate, a search might be the least provocative way to prevent violence. When a child refuses to co-operate, only the Police can carry out the search.

The School, will make every effort to ensure that a parent/carers is notified as soon as possible, so they can be present during the search and subsequent investigation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the Police are informed and they carry out the search and an appropriate investigation.

Bomb Threats

Any warning the School receives about such a threat is treated with the utmost seriousness.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

Incendiary Device

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device. The immediate vicinity should be evacuated and the Police summoned.

Postal Bomb

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor should anything be placed on top of it.

Staff should evacuate the immediate area and raise the alarm before calling the emergency services.

If the School receives a bomb warning, the Head, a member of SLT and Site Manager have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues. (Refer to Disaster Plan).

Staff should follow a strict procedure.

- Alert everyone in the school by using the fire alarm system and evacuate the building.
- All staff and pupils should assemble at the assembly points where they will be instructed to move to the school field, well away from the school car park and buildings.
- Call the Police.
- Neither staff nor pupils should attempt to search the school building.

- If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
- An overriding priority is the supervision of the pupils.
- Pupils should not return to the building until the Police declare that it is safe to do so.

Critical incident

If the security of the school is breached, leading to a critical incident (for example, a pupil or member of staff being attacked), the staff and Governors respond according to the guidance laid out in the Local Authority document 'Managing a Crisis in Your School' and guidance outlined in the School Disaster Plan.

Reporting incidents

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

A review of incidents over the year is distributed to the Governors.

Risk Assessments

It is a legal requirement that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted at Lord Deramore's School following LA recommended procedures (using the EVOLVE Educational Visit Approval System where applicable). This covers all identified risks to our pupils, staff, buildings, grounds and in our daily routines and at all school events.

Completion of Assessments

Assessments are conducted by the Headteacher, Senior Managers or staff involved in educational visits. Assessments need to be carried out by personnel who have the responsibility to ensure that the recommendations are implemented.

The Nature of Risk Assessments

Assessments identify significant risks and prescribe risk control measures. Effective risk assessment involves asking and answering the following questions:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans can be put in place?

Each assessment is written up on a standard proforma.

Frequency of Risk Assessments

Assessments are normally annual, however in the event of a school visit or event the assessment will take place prior to the visit/event. Some high risk areas may require more frequent checks.

As part of a termly health and safety audit risk assessments will be carried out on a rolling basis as follows:

Autumn Term	Inside school
Spring Term	Outside the school building and school grounds
Summer Term	Off-site

The Inside school area will be the most numerous, accordingly the assessments may continue into the spring term.

Report Results

The results of the termly audit will be reported to the Finance/Health and Safety sub committee of the Governing Body. The information will then go to the full Governing Body. An annual report is completed at the end of the school year.

Reporting Procedures

All staff are aware of the need to report a new hazard as soon as it is identified to the Health and Safety representative or the Headteacher. All staff in turn are notified immediately of a new hazard and the procedure in place to deal with it.

Display of Risk Assessments

When a hazard is identified it is written on the staff whiteboard and site manager's whiteboard. Assessments for specific places such as the boiler room, cleaning cupboard and resource area are displayed where they apply.

Emergency Evacuation Plan

The plan is intended to enable a safe evacuation of the building in the event of a fire or other emergency.

Alert staff are the Schools most valuable resource for fire protection. Fire hazards arise from unsafe conditions and practices. All Staff, Visitors, Contractors and Lettees have a responsibility and vested interest in making a concerted effort to correct and improve the conditions and practices.

Fire hazards include, but are not limited to:

- **Smoking:** Is not permitted in school or school grounds.
- **Corridors:** Corridors, hallways, and aisles must be kept clear of all obstructions (e.g., office furniture, bicycles, compressed gas cylinders, etc.) which might present a fire hazard and impede escape routes – Fire doors must remain shut at all times
- **Storage Areas:** Areas used for storage should be kept clean and orderly. Accumulation of rubbish, rags, or debris of any type is a hazard and an unsafe condition.

Evacuation Assembly Point

****Internal Car Park Green Area****

Alarm Systems and building zones

The building has a separate alarm systems which is interconnected and is connected to an outside service: i.e. Gough & Kelly Security. The School building has an alarm and flashing lights, as a means of warning occupants to evacuate. It is activated from call point break glasses situated around the school (a plan is situated by the main fire alarm control panel at the main entrance) and is activated by persons who discover a fire or by automatic detectors. On discovering a fire notify a member of SLT immediately, if unavailable any member should ring 999 to notify of a fire in the school premises.

School building

The main building is on ground level with one unoccupied level above the plantroom. The main occupancy of the building is on the ground floor. Children, Staff Visitors, cleaners and Lettees may not be familiar with the building.

Escaping from ground floor

Occupants of the ground floor are expected to use the primary escape routes to escape outside, escape routes are explained to all staff annually.

Accounting for occupants

Main building

It is virtually impossible to know whether a particular individual will be in a particular place at any one time due to the nature of the activity in the school. To help account for this a class register operates when the children are in the school. Class registers will be produced by office staff in response to the activation of the fire alarm.

Visitors/ Contractors

Visitors/ Contractors enter using the main entrance and sign the visitors book on reception, they are then issued with a numbered badge to wear, when leaving the building they return to reception and sign out leaving the badge behind.

Lettees/groups

Lettees/groups enter using the main entrance where a signing in sheet is provided for each individual group, they must sign out at the end of their activity.

People with disabilities

People with disabilities, particularly those who require wheelchairs or aids for walking or are hard of hearing, may require assistance to evacuate the building or be aware the alarms have been activated. If such people are within a group, appointed persons should assist the person to evacuate and the Headteacher or appointed person should be informed of the event by someone sent to do so while it is happening. The Headteacher or appointed person should also be informed when the person is safely evacuated.

Staff should attempt to check that individuals in toilets are aware of the evacuation. if at all possible, assistance should be given if required. If insufficient people are available to offer effective assistance any disabled persons should be taken to a refuge point so that they can easily be rescued from that location, *(A refuge is a designated temporary safe space where disabled persons can wait for assistance. This area must be clearly signed and should be of sufficient size to accommodate both people using it as a refuge and any people passing through on their way out of the building)*. Able bodied person(s) evacuated shall inform the Headteacher or appointed person at the assembly point that person(s) are at the refugee point.

Staff, Lettees or Leaders should not stay with a disabled person that they cannot evacuate by themselves. They will slow down the rescue procedure and it is most important that the Headteacher or appointed person is aware of a trapped person so they can inform the Fire brigade that persons are still in the building and their location.

Any person should not delay leaving the building to check on a disabled person - i.e. if it involves going into another part of the building. Instead they should inform the Headteacher or appointed person of the potential missing person and their likely location and also inform them if the person has safely evacuated.

Appointed able bodied staff in the School will be trained to assist in evacuating a disabled person when required.

Personnel with responsibilities during evacuations

During an evacuation there must be a co-ordinator who gathers information about the evacuation and the reason for the alarm call if known. Others will bring information from registers or signing sheets to the co-ordinator who will be able to ensure that the building is evacuated and remains evacuated for the duration of the alarm. These functions cannot be given to any one individual since they may not be present at the time of the evacuation. Instead they are given to groups of people, any of whom assume the responsibility.

Incident control officer (I.C.O)

Normally the Headteacher will act as I.C.O, If out of school hours the Site Manager will assume this role. At the double main gates they will make themselves prominent and receive information about the evacuation.

On hearing the alarm all staff/lettees/group leaders will collect their registers and ensure that all persons are guided out by the means of the nearest escape route and will make their way to the fire assembly point. Staff/lettees/group leaders will then account for all persons in their charge by calling the registers/signing in forms, then reporting to the I.C.O that all have been accounted for or that persons are reported missing

Fire Wardens

Although certain members of the School are trained in the use of fire extinguishers any member of staff can be asked to act as a Fire Warden by the Incident Control Officer. The Incident Control Officer may ask members of staff to guard the doors of the building to prevent people from entering it and to guide evacuees to the assembly point. Once out of the building people should go to the assembly point in case they are reported as missing.

Some members of staff may be asked to go to the entrance of the building and attempt to ascertain whether anyone is trapped by calling out. They should not enter the building themselves.

Others may be asked to guide the fire brigade, if called, to the building and report their arrival to the I.C.O. The I.C.O should then hand their role over to another member of staff and report to the fire chief any relevant information they have. Such information includes the location of particular hazards in the building which are listed in the fire evacuation log book. Although trained in the use of fire extinguishers Fire Wardens are not expected to fight a fire unless they are immediately on the scene, and then only at their own discretion.

Other staff and students

Staff with no specific role in an evacuation can still play a part in ensuring a smooth exit from the building. On hearing the alarm staff and others in charge of groups should immediately instruct them to leave the building by the escape route (these are posted in all classrooms and should have been read to the group on a previous occasions). All other people in the School should make for the nearest exit immediately on hearing the alarm without questioning it or stopping to collect belongings. If they have any information regarding the fire they should inform the Incident control officer.

Out of normal hours

If the building is not in use for a timetabled session and a fire is discovered. The fire alarm should be set off to warn people against entering the building. Site Management should (if safe to do so) check all areas to ensure everyone is accounted for and then evacuate the building. Emergency services will be called by First County Monitoring on alarm activation. If enough people are available they should cover the doors to prevent people entering. The person discovering the reason to evacuate should report what was found to the emergency services when they arrive.

Fire log books

Fire log books are kept for the building. Any person likely to act as *the Incident control officer* should be familiar with their contents and location. The book will contain the location of hazards the emergency services may need to know about. This includes, chemical cupboards, paint stores, services such as gas and electricity, etc. Hazards should be

listed against the zone they are in to check whether they are directly threatened by the fire, since the zone where the alarm was activated should be known. There will also be a list of instructions for the co-ordinator to follow and for anyone sent to summon the emergency services. In addition log books may contain a plan of the building with designated zones, a current timetable of rooms allocated for use out of school hours. It will not cover classrooms used on a daily basis.

Managing the Fire Plan

School Safety Inspections and individual responsibility

One of the functions of the School Safety Inspections is to ensure that fire escape routes are kept clear of anything which may block them and particularly which may be a source of combustion. While the inspections can highlight persistent problems 'one off' situations may not necessarily be picked up. Individual staff should be aware not to block gangways or leave combustibles in them or to prop open fire doors for longer than is strictly necessary (i.e. open each set of doors when you get to them and close them when you have gone past rather than opening all doors to create a clear run and only closing them when the work is finished and the trolley back in storage).

Use of corridors and stairwells

Corridors and stairwells should be kept as sterile as possible (no combustibles). They should not be used to store items in transit - furniture, rubbish bags and boxes. Furniture intended for use in corridors and stairwells must be of an approved type. This includes chairs, tables, notice boards and wall hangings.

Alarm system testing and test evacuations

The alarm system should be checked at weekly intervals by setting it off from a call point. The tester(s) should ensure that the alarm can be heard from all parts of the building. Test evacuations should be carried out a minimum of once a year with warning.

Updating the fire log books

The Headteacher / Site Manager is responsible for ensuring the fire log books are kept up to date. They should be informed of any new installations involving hazards.

New Lettees or Groups will be given a copy of the schools fire safety plan as part of the induction when starting. This will be implemented by either Site Management or Headteacher.

Emergency Evacuation

The designated Officers/Deputies are listed below and their duties are as follows.

Incident Control Officers

Incident Control Officer:	Headteacher
Reserve ICO:	Member of SLT

The Incident Control Officer will take charge of any evacuation, establish the nature of incident (Fire or bomb alert?) and decide on appropriate action:

1. Fire evacuate the building
2. I.E.D suspect package - confirm - Inform Police - Proceed to evacuate building.

Information to be given arrival of Fire Brigade/Police

- a. location and details of incident (use zone map)
- b. All staff and children are accounted for or last known location of missing persons
- c. Location of Gas and Electricity supplies
- d. Location of any flammable materials/liquid

Once the Fire and Rescue Service arrive they will take over responsibility for the incident. The Incident Control Officer will keep staff informed of nature of incident and instruct staff when the incident is over and it is safe to re-enter the building

Fire Wardens

When you hear the Fire Alarm sounding continuously:

- Proceed to supervise egress
- Search your allocated area to make sure there are no persons left in the building. (If an I.E.D is suspected, be alert, look for suspicious packages – But touch nothing only report location of package to Incident Control Officer.)

Action in case of fire

- Close windows and doors as you leave the building. (If possible) Pass any information e.g. about disabled persons requiring evacuation assistance, to the Incident Control Officer and then go to your assembly point.

Actions in case of I.E.D

- Size (box, parcel, letter) and location (under third desk left side of room) of I.E.D
- If possible close windows and doors
- Go to the assembly point and report findings to F.I.C.O

Fire Wardens areas of responsibility

Zone 1 Covered Plant Deck

Controlled access via School Office – Key signed in and out

Zone 2 Hall and Kitchen

Kitchen Staff responsible for Kitchen area and shut off valves

Hall – Amanda Nicholson

Zone 3 Plantroom

Controlled access via School Office – Key signed in and out

Zone 4 Years 6, 5, 2, Pupils Toilets, Library, SEN and Corridor to Fire Door1

Annette Lee

Zone 5 Heads Office, reprographics and Reception.

Amanda Nicholson

Zone 6 Years 1, 3, 4, Year 3 & 4 Toilets, Staffroom, Therapy & Shower room, Jane King

Zone 7 External Store

Controlled access via School Office – Key signed in and out

Zone 8 Reception Classroom, Toilets, Food Bay and Small Group Room

Debbie Graham

Additional fire wardens – James Rourke, Richard Yates and Sam Willsden to cover in absence of designated fire wardens

Fire

The Regulatory Reform (Fire Safety) Order 2005 (FSO) places duties on “responsible persons” within Lord Deramore’s Primary School to:

- Assess the risks posed by fire to the health and safety of staff and pupils and to anyone else who may be affected by their activities
- Eliminate those risks, so far as reasonably practicable, or to otherwise reduce those risks to a tolerable level.

In Lord Deramore’s Primary School the “responsible person”, as defined by the FSO, will be the Head Teacher and the Governing Body. On a day-to-day basis, the responsibility for ensuring that these duties are undertaken will be delegated to individuals within the School (see 4. *Organisational Responsibilities* below).

Policy Statement

Lord Deramore’s Primary School recognises and acknowledges its responsibility to take general precautions to protect the safety, so far as reasonably practicable, of its staff and pupils and anyone else potentially affected by its undertaking, against fire, dangerous substances which could give rise to fire and the effects of fire.

Objectives

The objectives of this policy are to ensure, so far as reasonably practicable, that:

- Roles, responsibilities and accountabilities are clearly defined and understood in order to secure fire safety and compliance with relevant legislation
- One or more competent persons is appointed to provide fire safety advice
- Risks from fire, or from dangerous substances which could lead to a fire, are assessed and control measures are implemented to either eliminate risk or to reduce residual risk to a tolerable level
- Measures are devised and implemented to ensure that satisfactory procedures are in place to reduce risks to persons in the event of a fire and that all persons affected are able to reach a place of safety in the event of an emergency
- Any aspect of the school premises and any equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair
- All members of staff, including contractors and visitors, are provided with clear and relevant information regarding fire risks and measures taken to prevent fires occurring or to mitigate against the consequences of fire
- Staff are provided with appropriate information, instruction and training at appropriate intervals about the fire precautions in place at the School
- The School will liaise with relevant statutory authorities as required by the FSO and any other relevant statutory provisions.

Organisational Responsibilities

The Governing Body will ensure that:

- Adequate resources are made available to enable the School to fulfil their duties under the FSO
- The fire safety policy and statutory requirements are monitored and reviewed on an annual basis.

The Head Teacher will ensure that:

- Fire risk assessments are undertaken on an annual basis and that significant findings are properly addressed and suitable control measures implemented in accordance with the principles of control defined in the FSO (see Appendix 3 – Principles of Control)
- All premises features (e.g. structural components, fire doors, partitions etc.) and equipment provided in connection with assuring fire safety is maintained, by a competent person, in a fit and efficient state, in efficient working order and in good repair
- All new and refurbished areas are so designed to ensure compliance with this policy and the requirements of any relevant fire-safety legislation
- Proper liaison takes place, as applicable, with other responsible persons, e.g. contractors, to ensure that they are aware of the School's fire safety policy and procedures
- Where relevant, construction contractors engaged undertake a fire risk assessment before commencing works on site
- Relevant statutory bodies are consulted on matters of fire safety as and when necessary
- Appropriate fire safety information, instruction and training is made available to all staff falling under their control
- Sufficient numbers of people are appointed as fire wardens for all areas occupied by the school
- The nominated fire wardens are

James Rourke, Amanda Nicholson, Sam Willsden, Richard Yates

Debbie Graham, Jane King, Annette Lee

- All staff, visitors and contractors falling under their control comply with the requirements of the fire safety policy.

Teaching and non-teaching staff will be responsible for ensuring that:

- They sign in and out of the premises, using the staff logs in the office
- All activities and processes falling under their control are assessed for fire safety and suitable control measures implemented in accordance with the principles of control defined in the FSO
- All adults falling under their control are given training and instruction in fire safety matters commensurate with their activities
- All staff, visitors and contractors falling under their control comply with the requirements of the fire safety policy
- They observe all instructions, information and training intended to secure fire safety
- They co-operate with the school on matters of fire safety
- They do not interfere with any building fabric or equipment provided in connection with assuring fire safety
- They report any obvious defects or short-comings in school fire safety arrangements or procedures.

The Site Manager will be responsible for ensuring that:

- All testing of fire safety equipment is carried out within the appropriate timescales and results of that testing is recorded in the appropriate section of the fire safety logbook.

Contractors are required to:

- Sign the visitors book before commencing work on the premises and sign out as they leave the premises
- Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO
- Co-operate with the School on all matters of fire safety
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the School's evacuation arrangements (see Appendix 2 – Evacuation Procedure)
- Obey all instructions relating to fire safety given by authorised members of the School.

NB. Failure to comply with the requirements of this policy could result in the contractor being asked to leave site and removal from the Local Authority list of approved suppliers / contractors.

External organisations that use the school are required to:

- Assess the fire safety risks arising from their works / activities and implement control measures in accordance with the principles of control defined in the FSO
- Ensure that they and all staff falling under their control have received appropriate information, instruction and training to enable them to comply with this policy and the School's evacuation arrangements (see Appendix 2).

Health and Safety File and Fire Log Book

The Health and Safety File and Fire Log Book contains sections detailing inspections, testing and maintenance of all fire safety measures as well as the fire safety training programme. It also provides detailed plans of the school and the position of relevant fire safety measures.

The Health and Safety File is kept in the school office. The file may be removed from the school office at any time but must be returned immediately after the purpose for which it was removed has ceased.

Inspection, Maintenance, Testing and Training Requirements**Training of Staff**

All staff should receive fire awareness training. This should include the catering staff as well as contract cleaners.

The training will include the following information:

- The location of escape routes, exit doors and the method of opening these
- The method of raising the alarm
- Actions to be taken on hearing the alarm
- Evacuation Procedure
- Fire hazards posed by sources of heat
- The correct storage of combustible materials and flammable liquids
- Staff responsibilities defined within the Fire Safety Policy.

Dates of training are entered in the FIRE AWARENESS TRAINING section of the Fire Log Book.

In addition to the above basic training, the fire wardens and office staff have also been trained to operate the fire extinguishers which are provided within the building.

Fire Drill

A fire drill will be conducted at least every term. The date and results of each fire drill are entered in the FIRE DRILL section of the Fire Log book.

Fire Safety Inspections

A full Fire Safety Inspection is carried out each term by the Head Teacher, Site Manager and Chair of Governors. This inspection includes a visual inspection to ensure that all electrical equipment, cooking equipment and other sources of ignition appear to be in a satisfactory condition and free from hazard.

The dates and details of these inspections are entered in the appropriate section of the Health and Safety File.

Fire Alarm Testing

The fire alarm is tested on a weekly basis using a different call point on a rotational basis. The date and results of each test are entered in the FIRE ALARM TEST section of the Fire Log book.

Door Release

Emergency door release testing is carried out weekly and recorded.

Emergency Lighting

The emergency lighting is tested on a monthly basis by simulating a local lighting circuit failure. At least each year one of these tests will be carried out during the hours of darkness to ensure that all means of escape routes are suitably illuminated. The date and results of each test are entered in the EMERGENCY LIGHTING section of the Fire Log book.

Educational Visits

Experiences gained by pupils through off-site educational opportunities should not be seen as isolated opportunities but as a vital part of the progression of a pupil's education. They are seen as an integral part of the School's ability to provide a broad and balanced curriculum, offering opportunities to increase independence and social skills, working together, living together (particularly in residential situations, environmental awareness and as a base for creative and interesting subject curriculum work.)

Range of Activities

The following activities may be understood to be Off-Site Educational Visits:

- Residential activities during school time;

Day or part-day visits using transport;

- Day or part-day visits on foot;
- After school sporting activities involving leaving the premises;
- Swimming pool visits
- Farm visits

Legal Framework

The following pieces of Legislation shall be taken into account when planning Off-Site Educational activities:

Health & Safety at Work, etc, Act 1974: The Governors recognise the duty of care required of them and themselves require that such visits are carefully planned with regard to a duty of care to pupils as well as staff.

The Management of Health & Safety at Work Regulations 1992: The Governors recognise the supportive nature of this legislation to the 1974 Act and require that a suitable Risk Assessment of the varied activities shall be undertaken before any visit. They also recognise the need for the staff members to display reasonable care over their own and others' health and safety, and shall promote co-operation between the staff and themselves wherever possible.

Teachers shall have a common law duty to act "**in loco parentis**" (as a reasonable parent) when involved in Off-Site activities.

The School shall adhere to the required **City of York Guidelines for Educational Visits**. These guidelines are all contained within the Educational Visits Manual. Further information can be obtained from the school educational visit coordinator,
Sheena Powley.

All Educational Visits shall be recorded on line on the Evolve system and noted in the Headteachers Report to Governors.

Responsibility

Local Authority

The LA will provide robust and comprehensive policy, procedures and guidance in support of schools and other departments together with an educational visits advisory service.

Governing Body

The Governing Body will adopt this agreed policy for off-site visits, and in turn will require the Headteacher to ensure that this adopted policy is fully and properly implemented each and every time a group of pupils leaves the premises.

Headteacher/EVC

Headteacher's responsibility includes full compliance with any regulations and guidelines provided by the LA, and ensures that the Activity Leader is competent to undertake the activity and understands the nature of the responsibilities related to that activity. Where the Headteacher accompanies a visit and is NOT the Activity Leader, the Headteacher must follow the instructions of the Activity Leader.

Activity Leader

The Activity Leader shall have full responsibility for the safe running of the activity including prior agreement for the activity to take place, following guidance laid down and ensuring that all participants are aware of their roles.

Teachers, volunteers, pupils and parents all have responsibilities during the course of the off-site activity in which they are participating.

Procedures

Planning

Whether the visit is to a local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place before setting off. (Complete **the Planning Checklist for Off-Site Activities**)

Risk Assessment

There shall be a risk assessment of potential hazards to pupils and adults prior to the visit and at the planning stage. Where it is reasonably practicable these hazards should be eliminated or reduced by effective control. When undertaking risk assessment the procedures set down in **Appendix 1** shall be taken into account.

Pre-Visits

A Pre-visit shall be considered essential in order to ensure clear planning and to undertake a full and comprehensive assessment of risk, e.g. The staff member taking children on a long walk shall be required to have undertaken the walk, noting risks and assessing ways to reduce those risks, in advance of the visit and the route shall not be altered thereafter.

Where visits are made regularly e.g. Swimming Pool, risks shall be reassessed at least annually or upon request from any person.

Supervision

It is important to have a high enough ratio of adult supervisors to pupils for any visit.

There shall be a **minimum** requirement of 2 Adult supervisors for any Off-Site activities. On **Residential Visits this shall be 1 adult to 10** pupils or less. All possible consideration and effort shall be made to ensure both female and male adults accompany residential visits.

Appropriate levels of supervision should be based upon the Procedural Guidance in Appendix 2

Voluntary Help

The Governors recognise that the success of educational visits often relies upon the good services and willingness of volunteers to accompany the trip. However the school shall always make the final decision as to which volunteers accompany a visit. Volunteers will normally be people well known to the school as either parents or governors.

It should be clear to the volunteers that to offer help voluntarily does not negate legal responsibilities and that they have a duty of care to ensure the health and safety of the pupils in their charge. This section of the policy shall be made available to the parents prior to the visit.

Every volunteer accompanying the visit should know precisely what their role is and understand that they have a responsibility to ensure they carry out that role. They must also understand that they have a responsibility to follow the instructions of the group leader. Where the teacher has been able to identify volunteers well in advance these shall be made known to the children and opportunities found for the volunteers to meet the children in their care. If a volunteer is required to stay with a particular group of children a list of names of those children shall be made available to the volunteer, as shall the school's telephone number and the visits itinerary.

When considering residential visits all non-staff adults, usually volunteers shall be named and background checked with the DBS.

Information to Parents

Parents shall be always be made aware when their children are leaving the school premises in the form of a letter. This letter should include:

Date of the visit and time duration, incl. leaving and estimated return times.

- Information relating to any special requirements, clothing, packed lunch etc.
- Details of voluntary contributions to the cost (if the visit takes part within school hours).

- Details of cost if the visit takes part mainly out of school hours, e.g. Residential.
- Any required meetings with parents (usually residential)

Consent forms and a request for details of any child's needs (medical).

(See Appendix 6 for Visit Procedure)

The Governors recognise the right of parents to refuse to allow their child to take part in a visit. Under such circumstances the Headteacher must make alternative arrangements for the child within school that day and the teacher must ensure that the National Curriculum work that is being developed during the visit is made available in another form to the pupil concerned. Any children not taking part shall be required in school the day of the visit. Absence due to a refusal on the part of the parent to let the child take part shall be regarded as an unauthorised absence. (Truancy)

First Aid

First Aid should form part of the risk assessment.

In all cases a first aid box must be readily available during the course of a visit a trained first-aider shall accompany each visit and adequate cover must be provided for children remaining at school.

For day or part-day visits a trained first-aider shall be available if possible.

For Residential Visits a trained first-aider shall be available.

Risk assessment of the visit and activities will determine if a first-aider is essential.

Insurance

Any organised trip, which is authorised by the school then the LA insurance arrangements, shall prevail.

The Activity Leader shall always ensure that appropriate cover is provided and parents informed. **(Appendix 3)**

Parents shall also be given information noting that they themselves can take out further increased insurance themselves. The Headteacher shall be made aware of all arrangements.

Emergency Procedures

The school will appoint a member of the management team as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

All incidents and accidents occurring on a visit will be reported back through the school systems. For Residential Visits a copy of the names, addresses & telephone numbers of pupils and staff shall be kept at school together with a complete copy of the itinerary and contact numbers for places being visited and the Residential Base.

This information must be available to the LA if required at any time.

Discipline

All visits shall be conducted according to the School's Behaviour Policy. The need to ensure appropriate behaviour is vital. Clear standards shall be identified and adhered to. **However** where a teacher feels they will not be able to 'control' a particular child adequately, where there is a real concern regarding the Health & Safety of the child him/herself and other children involved in the activity, then the Headteacher shall make a final decision on whether that child is allowed to take part in the visit. In this case the school must make alternative arrangements to ensure that National Curriculum work developed during the visit is made available in another form to the pupil concerned. When dealing with residential visits where the majority of the time is out of normal school hours, no work need be made available and the Activity Leader shall make the final decision as part of their responsibility.

Pupils with Special Medical Needs

If a pupil requiring specific medical needs is to take part in an off-site activity, the school shall ensure that the protocols governing the Administration Of Medicine (See Health & Safety Policy) extends to the differing

circumstances of that activity. E.g. It may not always be possible to ensure that the adult responsible for administering the medication is on hand during the activity. If it is not possible to ensure adequate risk protection for the pupil concerned, the Headteacher or Activity Leader shall make the final decision as to whether the pupil should be included in the activity for his/her own good. Parents shall be consulted within the process, but the final decision must be with the person responsible for the visit.

During a residential visit, parents shall be asked to give their authorisation to the leader of the party to act for their child should the need arise for emergency medical treatment during the course of the visit. If the parent is unable to give this authorisation, the Headteacher shall consider whether the resultant risk to the child precludes them from taking part. If a pupil is included in the party where parents have not given authorisation, a clear, unequivocal protocol must be supplied by the parent including appropriate enforceable notification to any medical practitioner that may find themselves looking after the pupil's medical or surgical needs.

Licensed Activities

Any 'Adventure Activities' that require a license under the Activity Centres (young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations 1996, shall be assessed accordingly, by the Headteacher ensuring that the Provider is licensed. **(See Appendix 4)** A pre-Visit will be regarded as a necessary requirement

Voluntary Contributions

Any Educational Visit taking part wholly or mainly during school hours shall be free of mandatory charge. (See Charging & Remissions Policy). However in order to overcome financial constraints the school may ask for voluntary contributions to cover transport and entry fees. No child shall be penalised if their parents cannot or will not pay. The school shall with prudence, subsidise visits where possible at the discretion of the Headteacher. Where 50% of the time is out of normal school hours e.g. during residential visits the trip must be fully funded wherever possible.

Accounts

All accounts relating to visits must be kept accurately and made available for inspection by Auditors and parents. LA financial regulations must be adhered to at all times. The school shall make no financial profit from any visit, although monies may be kept to pay for administration costs. Where any monies have accrued after this they shall be refunded to the parents concerned in an appropriate manner.

The Headteacher shall account for such funds/expenditure annually to the Governing Body for acceptance.

Transport

The school shall only use coach and bus companies that comply with relevant health and safety standards. The Legal requirements regarding seat belts shall be adhered to at all times. The school shall provide sufficient supervisory staff on hired coaches to ensure the health, safety and welfare of the pupils.

If public transport is to be used, close supervision of the pupils must be ensured. Pupils shall be prepared in advance concerning the expectations of their behaviour. Where a staff member considers it inappropriate to include a particular pupil because there is serious doubt about their ability to behave, the staff member shall inform the Headteacher who shall make a decision as to whether that pupil takes part. If the Headteacher decides it is inappropriate to take the pupil concerned, a suitable alternative occupation for that pupil shall be found on the occasion of the visit.

If a hired Minibus is to be used a Minibus qualified staff member only shall drive this vehicle.

Private Use of Cars

If the private cars of both staff and parents are to be used to transport pupils, then the Headteacher should be confident that the drivers and vehicles are legal. The following details need to be current:

- Valid driving licence
- Vehicle road fund licence and MOT certificate
- Vehicle insurance valid for carrying passengers on school off-site visits.

- Correct child restraints for all young persons

Volunteer drivers will be asked to sign a declaration indicating that all these requirements are in place at the time of the visit. **(See Appendix 5).** Teachers offering their services must ensure that they have appropriate insurance cover for conveying pupils during the course of their professional duties. Spare blank copies of Declaration Forms shall be kept for emergencies where for example, a parent can no longer offer their services and a replacement is needed at short notice. There shall be no reimbursement of parents or teachers for the use of their vehicles, as this will invalidate insurance cover.

Parents shall always be informed of the type of transport to be used.

Approval

The visit organiser should ensure he/she has completed the 'Planning Check List for Visits' and given a copy to the headteacher together with any risk assessments for the visit prior to final approval.

Notification

Any Residential, Adventurous Activity or Visits involving water require notification to the CYC Educational Visits Adviser at least 2 weeks prior to the visit taking place.
Form EV/N1 should be used.

Evaluation

All visits will be evaluated by the Group Leader with the EVC. A short evaluation report will be made available for the Governing Body.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

Internal Monitoring and Review

This can be done by monitoring the effectiveness of the policy.

- Compliance with procedures on educational visits should form part of the school management monitoring procedures.
- Requiring the headteacher to report to governors on an annual basis on the effectiveness of this policy.
- Taking into serious consideration any complaints regarding educational visits from parents, staff or pupils.
- Reviewing the policy every three years.

Further Information & Advice

- LA Educational Visits manual 2008

The above manual incorporates all of the following documents.

- DFES Health & Safety of Pupils on Educational Visits (HASPEV) guidance incl.
- Standards for LEAs in Overseeing Visits
- Standards for Adventure: For schools & Youth Workers
- A handbook for Group Leaders
- Health & Safety: Responsibilities & Powers
- First Aid
- Water Margins
- Child Protection

- HSE 5 Steps to Risk Assessment
- Exchange Visits

First Aid

It is the aim of this policy to explain clearly the first-aid capability that exists within the school and the procedures that will be followed in the event of an injury being sustained. In such a case, staff will endeavour to contact a parent or carer if they have any concerns.

First-aid provision is available while people are on the school premises, and also off the premises whilst on school visits. (kitchen staff/ Out of school hours arrangements eg lettings/ clubs/parents evenings)

This policy is written in accordance with the document 'Guidance on First Aid for Schools' published by the DfE and should be read in conjunction with it.

Statement of First Aid organisation

The school's arrangements for carrying out this policy places a duty on the **governing body** to approve, implement and review the policy. It should also:

- provide adequate equipment and materials to carry out first aid treatment
- appoint a person to take charge of first aid arrangements
- make arrangements to provide training to employees, ensuring that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site
- maintain a record of that training and review annually
- establish a procedure for managing accidents in school which require first aid

The head teacher

- should undertake a risk assessment of the first aid requirements of the school
- is responsible for putting the governing body's policy into practice and for developing detailed procedures
- should make sure that parents are aware that the school's health and safety policy is available on the school website, including arrangements for first aid

All staff

- are expected to use all reasonable endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at school.
- Individual duties are placed on them to report, record and where appropriate investigate all accidents

First-aiders

- must have completed a training course approved by the Health and Safety Executive(HSE)
- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary they should ensure that an ambulance or other professional help is called
- should record all occasions when first aid is administered to employees, pupils and visitor-

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

(Parents are expected to keep the school informed of their telephone numbers so that they can be contacted in an emergency.)

location of First Aid Kits

Outside the school office

KS2 corridor

KS1 corridor

Early Years - under the sink in the little room

Travelling first aid containers are available from the office for off-site activities.

First Aid Boxes and Travel Bags

These will contain First aid guidance leaflets and essential items as listed in the guidance.

The appointed first aiders are responsible for examining the contents of the first-aid containers. These should be checked termly and restocked as soon as possible after use. There should be extra stock available from the stationery cupboard. Items should be discarded after the expiry date has passed.

All staff have a responsibility for first aid and receive regular training.

Inhalers and epipens for named individuals should be kept within the classroom marked with the child's name and individual care plan.

Generally, casualties are treated in KS2 corridor, KS1 corridor or EY classroom. They may also be treated and wait in the school office.

Defibrillator – this has been installed in the school entrance.

Hygiene/Infection control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. They should take care when dealing with blood or other body fluids and disposing of dressings or equipment. Blood waste should be placed in the bin in the office.

First-Aiders

Most members of staff have received first-aid training which is reviewed and updated when necessary.

The head teacher or member of the SLT will take charge when someone is injured or takes ill. They will ensure that an ambulance or other professional medical help is summoned when appropriate.

Off site activities

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc.

A person who has been trained in first aid will accompany all off site visits.

Minor accidents

Minor accidents such as grazes, small cuts and bumps are recorded in the minor injuries files located with the first-aid kits in EY, KS1, KS2 or office. The following will be recorded:

Date, time and place of incident; name and class; nature of injury and first aid treatment given; action taken and what happened to the person immediately afterwards; and the name and signature of the person dealing with the incident.

The class teacher will be informed and may be asked to monitor the child, place a note in the child's planner or inform parents/carers at home time.

Serious injuries and accidents

The head teacher/deputy will decide if a more serious accident/injury or significant incident is recorded in the Accident Record Book. An accident/injury form is completed and copied. These are kept in the office.

The class teacher is informed and may be asked to monitor the child. Parents may also be contacted if staff have any concerns.

Head injuries

It is understood that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. Where emergency treatment is not required, a cold cloth or ice pack may be applied, the class teacher informed and a 'Head bump/injury' letter will be sent home to the child's parents or carers. Head bump letters are kept in the office. They should be completed and photocopied, the copy being kept in the office for filing in the annual accident/injury file.

If the first aider has any concerns, the head teacher or member of SLT will be informed and a decision taken on any further action to take, such as contacting parents/carers.

Transport to hospital or home

The head teacher/deputy will determine what is a reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child. If the parents can't be contacted then the head teacher may decide to transport the pupil to hospital.

Where the head teacher makes arrangements for transporting a child then the following points will be observed. Only staff cars insured to cover such transportation will be used. No individual member of staff should be alone with a pupil in a vehicle. The second member of staff will be present to provide supervision for the injured pupil.

Providing Information on First Aid Arrangements

The head teacher will inform all employees at the school of the following:

The arrangements for recording and reporting accidents.

The arrangements for first aid.

Those employees with qualifications in first aid.

The location of first aid kits.

In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:

Names of employees with first aid qualifications.

Location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

Accident Reporting

The Governing body is aware of its statutory duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that some accidents must be reported to the Health and Safety Executive (HSE). The LA's procedures for reporting all accidents to employees will be implemented.

A record of any reportable injury, disease or dangerous occurrence will be made and must be kept for a minimum of 3 years. Records will include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people working on the premises:

accidents resulting in death or major injury, including as a result of physical violence;
accidents which prevent the injured person from doing their normal work for more than three days, including acts of physical violence;

An accident that happens to pupils or visitors must be reported to LA Health and Safety Team immediately.

This Policy is written in line with the Health and Safety Policy and Inspecting Safeguarding in maintained schools and academies Sept 2014.

Lost Child

The safety of our pupils is our priority whilst they are in our care at school. These procedures set out what would happen in the unlikely event of a pupil going missing whilst at school. They form part of our school Safeguarding Procedures.

Responsibilities

It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, making clear their responsibilities and the procedures to follow and to ensure that this policy is reviewed annually by Governors.

It is the responsibility of all staff to read this policy and to act at all times in accordance with it.

It is the responsibility of parents/carers to ensure they provide accurate and up-dated contact information as necessary and know the procedures for the handover of their child at the beginning and end of sessions.

It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge/support in the review of this policy.

Procedures in place to reduce the risk of a missing/lost pupil

Arriving at the beginning of the day

Children are expected to arrive at school from 8.45am when the gates will be opened by a member of staff. At least one other member of staff will be on the playground prior to the start of the school day

Children are expected to stay in the playground until the bell goes.

If staff notice pupils are arriving early on a regular basis, they should inform their Phase Leader.

Staff on playground duty should be on the playground at 8.45 am. Gates will be closed at 9.05am in the mornings then re-opened at 3.00pm and locked when the caretaker locks the site.

All teachers should be waiting in the classroom for the pupils in their care from 8.45am, this forms part of daily directed time for teaching staff. Staff must be on the playground at 8.50am ready to bring the children into school.

During lesson time

Staff mark registers promptly and accurately ~ mornings and afternoons, any absentees are picked up by the office manager when registers are returned to the office. The office manager will contact all families of unexplained absentees by 9.30am; all such contact will be documented by the school. Any concerns following this contact will be passed to the Headteacher immediately.

Staff ensure clear sight of pupils at all times when they are working both within and outside the classroom.

All staff must ensure that external gates to any outside area are locked when pupils are playing outside. The exception is the front pedestrian gate to the main entrance of school; this entrance has a camera to monitor access.

If pupils leave the security of the classroom to work in other parts of the school staff should ensure that adequate supervision is maintained at all times and all pupils are accounted for on returning to the classroom.

Updated parent/carer contact details are regularly sought and accurately maintained.

All fire exits from classrooms are unlocked each day, staff should ensure that pupils are clear that they use these exits only when directed to do so by a member of staff.

Pupils leaving the site during lesson time

If a pupil is leaving school during session time it is expected that the family will provide a written note of explanation for this.

The note should be sent to the office for information and filing.

Teachers will be contacted by our administrative team when the family arrive to collect the pupil.

At this time the pupil should be sent by the teacher to the main entrance to meet their family.

All pupils leaving the site should be signed out by their family/other adult.

On returning pupils will be signed back into school and sent/brought to class.

During break times

Pupils in Foundation Stage and KS1 are escorted to external doors by staff.

Staff on duty are outside before the pupils enter the playground.

First Aid staff are available in the junior corridor.

All external gates are locked.

Staff will have sight of all children in the playground.

Doors are closed behind the last member of staff as they come in from the playground.

During lunch times

As above. Any concerns from lunchtime staff should be reported to Mrs Jane King who will seek advice from a member of the SLT as needed.

If a pupil is going home for lunch they should be sent to the main entrance to be collected by their family/other known adult.

All pupils leaving the site will be signed out by their family/other adult or, if they are to walk home, by our administrative team.

On returning to school pupils will be signed back into school.

On the school field

The Caretaker will ensure there are no holes in the perimeter fencing on his daily safety sweep.

Pupils IN Foundation Stage and KS1 are escorted to external doors by staff.

Staff on duty are outside before the pupils enter the playground.

Staff will double check that the field gates are locked shut.

First Aid staff are available.

All external gates are locked.

Staff patrol zones within the field area.

Staff will have sight of all children on the field.

Doors are closed behind the last member of staff as they come in from the playground.

At the end of the day

At the end of the day, Foundation Stage and KS1 staff have a teacher/parent/carer handover. In Key Stage 2 classes go straight to the cloakroom to collect their belongings and exit through the Junior Door onto the playground where parents/carers wait to collect. Staff should ensure that no pupils are left in the cloakroom or toilet areas; Mrs Annette Lee is based in the junior corridor at the end of the school day.

Children should leave the school in a calm and orderly fashion and dressed in accordance with school policy, that is in school uniform unless they are leaving to represent the school in a sporting event or are attending an after school sports club.

If a pupil is not collected by their family/known adult they should return to the classroom with the class teacher and wait, this falls into daily directed time for teaching staff.

If the teacher is leading an after school club the pupils should remain with the teacher of the parallel year group class or the phase leader. If this is not possible the teacher should accompany the child to the school office where arrangements for their collection/safety will be made.

If by 3.30pm the pupil has not been collected the teacher should ask a member of the administration team to make contact with the family.

On school visits

All visits will be carefully planned well in advance; plans will take account of any vulnerable children within the group.

Thorough Risk Assessments will be made, taking account of any vulnerable pupils.

Adequate staff/other adult to pupil ratios will be maintained at all times.

Adequate communication contacts and a list of pupils/groups participating will be taken on the visit **and** left with the admin team in school.

Mobile phones will be taken on every visit and mobile contact numbers left at school with the admin team.

All parents/cares will be thoroughly briefed prior to the visit.

In After school club/at sporting events

Leaders of After School/Lunchtime Clubs are CRB cleared and have a link member of staff with whom they can communicate directly. Mrs Ann Bradley is the current link with After School Club.

On initial letters to families offering the club they are asked to indicate in writing if the pupil attending is to be collected from school or make their own way home.

The Headteacher/Club Leader/Team Coach may direct the family to collect the child from the club/sporting event.

Procedures to be followed in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing whilst at school

- The member of staff who has noticed the missing child will calmly inform the nearest member of staff/contact the school admin team using the internal telephone system located outside the Year 2 classroom in Foundation Stage and KS1.
- The admin team will then inform the Headteacher or another member of the SLT if the Headteacher is not on site.
- Staff will promptly and calmly round up all pupils to the hall.
- All staff will count and name check all pupils present against the class register.
- If a missing pupil is confirmed one member of staff from each year group will remain in the hall with the pupils ~ singing/story telling whilst all, other staff thoroughly and systematically check the building for the missing pupil.
- The Headteacher/SLT will be informed immediately if the child is found within the building.
- A thorough check of all exits will be made to ensure that all doors/gates were secured and there are no routes by which the pupil can have left the school. If a breach in security is found this should be reported to the Headteacher/SLT immediately.
- Staff will be grouped and despatched to search the immediate local area.
- The safety and care of all other pupils is paramount, so the security of the school and the number of staff remaining to supervise the pupils (as outlined previously) must be maintained whilst the search continues.
- If the pupil has not been located within 15 minutes from the initial report of them being missing then the family will be notified, they will be asked to attend school bringing with them a recent photograph of the child.
- The Headteacher/most senior member of staff on site will decide at which point the police need to be contacted.
- Staff will be asked to make a written note of what the child was wearing and any distinguishing feature they may have.
- Any special medical or learning needs will be disclosed to the police to assist with the search for the pupil.
- The Headteacher/most senior member of staff on site will inform the LA Safeguarding team that a pupil has gone missing, who will in turn liaise with the LA press office in managing any media interest, enabling the school to focus on assisting the police in the search for the pupil.
- The Chair of Governors will be informed.

In the event of a member of staff fearing that a child has gone missing whilst off the school premises

- The visit leader must ensure the safety of all remaining pupils ~ at least 2 adults, one of whom is a member of staff should remain with these pupils.
- All other adults should start searching for the child.
- The visit leader should make contact with the school to alert them to the situation.
- If the child is not found within 5 minutes the visit leader should contact the police by dialling 999.
- The visit leader should inform the school that the police have been contacted.
- The school will contact the child's family.
- Additional staff may be despatched to the visit location to assist if this is practicable.
- Staff will be asked to make a written note of what the child was wearing and any distinguishing feature they may have.
- Any special medical or learning needs will be disclosed to the police to assist with the search for the pupil.
- The Headteacher/most senior member of staff on site will inform the LA Safeguarding team that a pupil has gone missing, who will in turn liaise with the LA press office in managing any media interest, enabling the school to focus on assisting the police in the search for the pupil.

- The Chair of Governors will be informed.

In the event of a family reporting that a pupil has not arrived home from school

- Senior staff will liaise and work closely with the family throughout.
- A thorough search of the school site, the route home usually taken by the child, the local park, library, shops etc. will be made (all available staff will participate in this).
- Contact will be made with other family members and the child's friends to check if the child is with them.
- The police, LA Safeguarding team and Chair of Governors will be informed (as outlined previously).

Appendix 1- Plan of School



Appendix 2 – Evacuation Procedure

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm call point.

On hearing the alarm:

Teaching Staff will direct children to move quietly to the nearest exit and then walk in single file to the assembly points on the playing field.

Teaching Staff will accompany their classes to the assembly points

Children will line up in classes at their class assembly point.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

The Office Staff/ Headteacher will call the fire service

Additional members of staff will sweep nearby communal areas/toilet areas as they evacuate.

The admin staff will collect registers, the visitor's signing in book and the staff in/out records as they evacuate. They will issue registers for roll call by class teachers at the assembly points. Admin staff will also unlock the playground gate to allow access for the fire brigade.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately.

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

All pupils arriving late/ leaving site during the school day should be signed in/ out at the school office.

If any visitors are present the adult they are working with should ensure that they have signed in the visitors book and know what to do.

If the School Has To Be Evacuated During Lunchtime

On hearing the alarm:

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the grass car park assembly area.

Children will line up in classes.

Everyone on site, children and adults, must leave by the nearest exit.

Adults will sweep classrooms and communal areas as they exit.

Admin staff will call the fire service.

The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff, with the help of the Supervisory Assistants, will carry out roll call at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Disabled Persons

All members of staff, pupils or visitors who will have difficulty evacuating the school unaided must be identified upon first arriving at the school in order that specific plans can be made in advance for their safe evacuation in an emergency.

All persons identified should be assigned a nominated 'companion' to assist them from the building to the Assembly Point.

On hearing the alarm, the identified disabled person should:

Be ready to evacuate.

Wait for a nominated 'companion' or an adult to assist them to the nearest fire exit and assembly point.

If the nominated companion is not working in the same space as the identified disabled person, the nearest adult should assist.

Appendix 3: Fire Safety Order Principles of Control (General):

The Fire Safety Order defines the principles of control, in order of preference, as being

(a) Avoiding risks;

- (b) Evaluating the risks which cannot be avoided;
- (c) Combating the risks at source;
- (d) Adapting to technical progress;
- (e) Replacing the dangerous by the non-dangerous or less dangerous;
- (f) Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
- (g) Giving collective protective measures priority over individual protective measures;
- (h) Giving appropriate instructions to employees.

Appendix 4 – Pre-Visit Procedures

When undertaking a risk assessment during a pre-visit or visit up date the following variables shall be taken into account:

- The number of pupils involved
- The age of the pupils, their sex, ability and general behaviour
- The previous experience of the group in undertaking off-site visits
- The time of day and the time of year
- The travel arrangements
- The hazards of the environment being visited
- The numbers, experience and quality of accompanying staff and volunteers
- The nature of the activity
- First Aid requirements

When using the generic risk assessments produced by the LA the leader should ensure that they take ownership and amend the risk assessment if necessary. All participants should be made aware of the hazards and control measures used to control the risks.

Appendix 5 – Supervision Levels

From DfES document entitled “ Health and Safety of Pupils on Educational Visits, Section 3. (HASPEV)

Factors to be considered when deciding on appropriate levels of supervision:

- The numbers, sex, age and ability of the group
- The special educational and medical needs of the pupils
- The type of activity being undertaken
- The experience and competence of all the adults accompanying the activity
- Duration of the activity
- The type of accommodation when it is a residential activity
- Competence and behaviour of the pupils
- First aid cover available.

Other factors may include the weather, time of day

Staffing ratios

When leaving the school premises a staff to pupil ratio of 1 to 10 is a minimum requirement.

Residential Visits require a minimum of 1 adult to 10 pupils, and again a minimum of two adults for health and safety reasons.

There should be at least one teacher from each sex for mixed groups

The factors listed above will determine if these staffing ratios will require increasing.

Two staff shall be present in case of emergencies, where one member of staff has to stay or leave the group to summon help

Appendix 6 – Type of Insurance

Types of Insurance to Consider:

- Public liability
- Employers liability
- Personal accident cover for all adults including teachers
- Medical treatment costs
- Specialised activity risks
- Loss or damage of hired equipment
- Emergency costs including accommodation and transport
- Compensation against cancellation or delay, loss of personal possessions, baggage and money
- Legal assistance in the recovery of claims
- Failure or bankruptcy of an agent or travel company

LA insurance covers all pupils; staff and volunteers authorised to take part in the visit.

Appendix 7 – Licensed Activities

The following activities require licences:

- Caving (including exploration of disused mines, cave diving and potholing)
- Climbing, which includes abseiling, but does not include activities undertaken on a purpose built wall or tower
- Trekking, including mountain biking, and horseback riding when this is undertaken in a remote area (*more than 30 minutes from the nearest road or refuge*) of moorland or mountain country
- Watersports such as canoeing, rafting and sailing undertaken on the sea, in tidal waters or where the water is more than 100 metres across or is known to be turbulent.

The Headteacher must discover if the provider is licensed if undertaking any of the above from:

Adventure Activities Licensing Authority
17 Lambourne Crescent
Cardiff Business Park,
Llanishen
Cardiff CF14 5GF
Tel. 02920755715

Internet site: <http://www.aala.org>

A statement on Risk Management should be sought from the Centre and approved by Governors prior to any residential visit.

Whilst the above activities fall within the requirement to be licenced, CYC have identified the following activities which require equivalent controls to be carried out safely.

The City of York LEA considers the following to fall within the adventurous activities category due to the inherent risks involved. They may however not all be licensable. Further advice in section 7 of the educational visits manual.

Appendix 8 – Licensed Activities

Land Based Activities aerial runways, zip wires archery assault courses, high and low rope courses camping caving, potholing and mine exploration climbing (rock/wall), sea cliff traversing, abseiling cycling, mountain biking martial arts, self defence go-karting, quad biking gorge or ghyll scrambling horse riding and pony trekking orienteering paintballing problem solving (some activities) skiing – snow/dry slope walking – normal, open, wild country. trekking	Water Based Activities angling canoeing – kayaks/open canoes powered water sports (e.g. jet skiing) and other powered craft rafting and raft building rowing sailing snorkelling sub aqua activities surfing swimming – open water, pools, tidal. water skiing windsurfing Airborne Activities balloon flights gliding, helicopter flights parachuting, paragliding, parascending or other non-commercial flights
--	---

This list is not definitive and the school's EVCs and Visit Leaders should bear in mind that activities which would not normally be considered hazardous might become so by reason of environmental conditions or the nature of the group undertaking them. Seek LEA advice and or approval for any visit or journey not listed that have an equivalent risk to the above activities.

Appendix 9 – Transport Declaration Form

I, _____ (name) hereby declare that I have the following requirements for transporting pupils for off-site activities on _____ (date).

Current, valid driving licence

- Current vehicle road fund licence and MOT certificate

Current vehicle insurance valid for carrying passengers on a school off-site visit.

Secure rear seatbelts in the car to be used.

Appropriate child restraints for all young people.

Signed _____

Appendix 10 – Off site visit procedure

The following procedures are a guide to the successful running of educational visits:

Visit to be discussed with Headteacher

Visits to be self-financing wherever possible. Any subsidies to be authorised by Headteacher & Governors

A pre-visit is to be made. A planning Checklist (EV/PC1 form) & a risk assessment to be completed.

Headteacher to authorise

Letter to parents to include:

- Nature of visit

- Departure & arrival times at school

- Method of transport

- Cost of trip, incl. Provisor where considered necessary that if voluntary contributions are not received the visit may be cancelled.

- An authorisation parent consent form.

- Information on packed lunches if relevant, suitable drinks containers.

- Sensible clothing, shoes and any other information regarding the visit.

Allow time for letters to be typed - at least two days.

Inform kitchen of numbers of children to be out.

School Secretary to keep accurate record of monies paid from each child concerned. Staff to send money to the office upon receipt from children with authorisation slip. A receipt will be kept by the secretary for the total amount of the visit and signed and authorised by the Headteacher.

Details of the visit, incl. Times of departure & arrival times at school, names of staff going, to be entered in school diary

Classteacher to keep an accurate record of children and attendance registers to be sent to the office on leaving.

List of children to be taken on the trip, and individual helper lists if appropriate.

Mobile phones if possible, & school telephone number to be taken on all visits.

If all the school is going on the visit then a staff member (usually the Headteacher) shall remain as a school contact.

LA sent information by completing Notification form EV/N1