Health and Safety Policy
Including EYFS
Abbotsford Preparatory School

1. Introduction

Our policy reflects the DfE guidance, in particular 'Health and safety: responsibilities and duties for schools' (DfE, 2022) and 'Keeping Children Safe in Education' (DfE, 2025). It also reflects 'Managing Asbestos in your school or college' (DfE, 2025), 'Fire Safety Risk Assessment: Educational Premises' (Home Office, 2006), 'Standards for School Premises' (DfE, 2015) and Good Estate Management for Schools (DFE, 2025).

This policy should be read in conjunction with the policies listed below:

- Safeguarding and Child Protection
- First Aid
- Fire
- Risk Assessments

It is the policy of the Headteacher and the owner of the school, Alpha Schools, to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment, safe equipment and effective procedures for all employees and students and to provide such information, training and supervision as may be necessary for this goal to be achieved.

The policy will be reviewed annually in order to ensure, so far as is reasonably practicable, that:

a. all relevant legislative changes have been incorporated;
b. current good practices have been included;
c. its contents and spirit are being observed throughout the school.

This is a statement of the Organisation & Arrangements (Codes of Practice) for our School.

This statement covers matters over which the Headteacher or Health & Safety Coordinator has control and addresses safety associated with the building structure, plant, fixed equipment and services. It describes how the Headteacher is discharging their responsibilities in respect of students, visitors, contractors and other employees who are present on the school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

The aim of the statement is to ensure that all reasonable practical steps are taken to secure the health, safety and welfare of all students and staff.

- To establish and maintain safe working procedures among staff and students.
- To establish and maintain a safe and healthy environment throughout the school.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction and supervision to enable

all people working on site and students to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- To maintain a safe and healthy place of work and safe access and egress from it.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures for use in case of accident.

2. No Smoking Policy

It is the school's policy that all school premises are 'No Smoking' areas.

3. Responsibilities and Duties

The Headteacher

The ultimate responsibility for all school safety organisation and activity rests with the Proprietor and Governors, who delegate this to the Headteacher, who shall:

- be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- coordinate the implementation of the approved safety procedures in the school;
- maintain contact with outside agencies able to offer expert advice.

In dealing with owners, Alpha Schools:

- report all relevant hazards immediately to the company and the local authorities and stop any practices or the use of any plant, tools, equipment, machinery, etc. which the Health & Safety Coordinator considers to be unsafe until satisfied as to their safety;
- make recommendations to the company for additions or improvements to plant, tools, equipment, machinery, etc. which are dangerous or potentially so;
- inform the company from time to time of the safety procedures in the school;
- recommend necessary changes and improvements in facilities

Conduct regular reviews:

- of fire, emergency and safety procedures.
- from time to time of:
    (i) The provision of First Aid in the school.
    (ii) The emergency regulations and make recommendations for reviewing procedure.

Governors and Proprietors

The governors and proprietors of the school understand the importance of Health and Safety and monitor, establish and review the measures in place that are required to satisfactorily meet health and safety standards.

Termly governance meetings cover Health and Safety matters, as well as ad-hoc communication for additional hazards or circumstances.

Health & Safety Coordinator

To establish an ethos of safe working practices within the school through the process of:

- conducting inspections of the premises in order to identify potential hazards, and to ensure that necessary action is taken with regard to H&S issues;
- developing and maintaining H&S documents;
- establishing procedures for Risk Assessment and ensuring that findings are implemented.

To advise the Headteacher on ways of ensuring that the school meets statutory requirements in relation to:

- Portable Appliance Testing, COSHH etc
- Fire safety and First Aid training measures
- such other H&S issues as may arise

The Health & Safety Coordinator will consider and agree action required regarding:

- Accidents which have occurred since the previous meeting or for which the effectiveness of agreed action has yet to be evaluated.
- Premises Inspections, which are conducted routinely, and matters put in caretakers list;
- Fire Drills.
- Risk Assessments.
- other issues related to Health & Safety.

Obligations of all employees

In order that the requirements of the Health & Safety at Work Act are met and responsibilities to students and other visitors are carried out all employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied;
- to observe standards of dress consistent with safety and hygiene;
- to exercise good standards of housekeeping and cleanliness;
- to know and apply the emergency procedures in respect of fire and first aid;
- to use, and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- to cooperate with other employees in promoting improved safety measures in the school;
- to cooperate with the Headteacher and the appointed Health & Safety coordinator, including engaging and completing in any prescribed training;
- to maintain a safe and secure environment for all students by:
    - (i) monitoring and controlling the physical fabric of the school and its environment.
    - (iii) controlling access to school premises and teaching areas.
    - (ii) monitoring visitors (see 5.8);
    - (iii) safeguarding Internet access through the use of software filters.

Obligations related specifically to Child Protection are covered in the Safeguarding and Child Protection Policy document.

Teaching & Non-teaching staff having responsibilities in specific areas

This section applies to any staff with responsibility for specialist subjects (such as science, music, drama, art & design, design & technology, information & communication technology, physical education, Creche and Holiday Clubs). These staff:

- have a general responsibility for the application of the school's safety policy to their own department and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by owners and the Headteacher, including the relevant parts of this statement shall be observed;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines and other tools);
- shall resolve any health & safety problem which any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out regular safety inspection of the activities prior to use and report any faults to the Headteacher;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and to contribute positively to their own health and safety at work;
- shall, where appropriate, seek the advice and guidance of the Health & Safety coordinator;
- shall propose to the Health & Safety coordinator requirements for safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially so.

Special obligations of class teachers

The safety of students in classrooms, study areas and the school grounds is the responsibility of teachers; teachers have traditionally carried responsibility for the safety of students when they are in their charge. This includes risk assessments for classrooms.

If, for any reason, e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the Headteacher before allowing practical work to take place. Teachers are expected:

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire alerts and first aid and to carry them out;
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;

- to give clear instructions and warnings as often as necessary;
- to follow safe working procedures personally;
- to call for protective clothing, guards, special safe working procedures etc. where necessary;
- to make recommendations to the relevant person (subject coordinator, Headteacher etc.) e.g., on safety equipment and on additions or improvements to tools, equipment or machinery which are dangerous or potentially so.

When working with tools equipment and materials in practical activities and in different environments, including those that are unfamiliar, students should be informed of potential hazards and risks.

Special obligations relating to student's awareness

The students are expected:

- to follow instructions in observing standards of dress consistent with safety and/or hygiene (this would preclude earrings, unsuitable footwear, knives, and other items considered dangerous);
- to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- to use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Visitors

Regular visitors and other users of the premises should be required to observe the local safety rules of the school, including following signing in and out procedures. In particular, volunteers helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned. When working with children, volunteers not cleared by DBS must be accompanied by an appropriate member of staff.

Contractors should be made aware of the school's policies and should satisfy the school that they are working in a safe and proper manner in accordance, where appropriate, with all statutory and advisory standards, especially with regards to safeguarding and child protection.

Contractors on site will be monitored by the Caretaker or Headteacher. Identification will be checked on first arrival or at the first opportunity and where appropriate, DBS certificate checked.

Organisations who let or hire the school site are obligated to follow the Health and Safety arrangements of the school and must read the related policies. Organisations who hire or let the school are responsible for the Health and Safety of those engaging in activities.

The organisation hiring the school premises must prove to the school that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. There is minimum limit for this insurance cover. The hirer must produce the appropriate schedule of insurance cover before the letting can be confirmed. The school will not be responsible for any injury to persons or damage to property arising out of the activities undertaken and supervision thereof during the

letting of the premises. The schools will inform the hirer of any areas within the scope of the letting arrangements where asbestos has been identified, if there is a foreseeable risk of potential damage arising from the specific hire use of the building.

Training and Communication

All staff, visitors and students are expected to engage with any given training or communication related to Health and Safety matters.

Staff are given regular training, including annual modules on Health and Safety, First Aid, Fire and Risk Assessments via the Educare platform. In addition to this, some staff may be offered or asked to complete further training related to a specialism or specific responsibility.

Communication regarding Health and Safety is consistent, frequent and part of 'normal' school life. Emails, staff meetings and ad-hoc discussions all contribute to a culture of ensuring health and safety is prioritised at all times.

4. Supervision of Students and Security

School commences at 08:45; Early morning Club opens at 07:45. School lessons end at 15.30, clubs extend until 17:00 and late stay is available until 18.00, during which time supervision will be provided by teaching staff who have undergone appropriate levels of training. Students are not allowed on site without supervision.

Staff will provide appropriate supervision during normal school activities, break times, After School Clubs, sports fixtures (internal and external), creative productions (e.g., concert rehearsals), other Off-Site visits (which are planned accordingly with the Risk Assessment policy), and while waiting for a late parent to arrive. Staff rotas and pre-agreed protocols and procedures (in particular for remote locations, road, school journeys and school trips) ensure supervision of pupils is covered. At induction, staff are given suitable guidance relating to their supervision duties.

It is expected that students, moving individually between different parts of the school, will do so with due regard for their own safety and that of other students, staff, and visitors to the school.

EYFS students require additional supervision and protection, in line with stated ratios. Children are usually in sight and always within hearing of staff.

- An infant class should not contain more than 30 students while an ordinary teaching session is conducted by a single schoolteacher.
- The Independent Schools Inspectorate guidance is that in Reception classes the staffing ratio for teacher to children is also 1:30.
- For children aged under two:
    - there must be at least one member of staff for every three children, at least one member of staff must hold an approved level 3 qualification, and must be suitably experienced in working with children under two
    - at least half of all other staff must hold an approved level 2 qualification
    - at least half of all staff must have received training that specifically addresses the care of babies
    - where there is a room for under two-year-olds, the member of staff in charge of that room must, in the judgement of the provider, have suitable experience of working with under twos

- For children aged two:
    - there must be at least one member of staff for every four children
    - at least one member of staff must hold an approved level 3 qualification
    - at least half of all other staff must hold an approved level 2 qualification
- For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, is working directly with the children:
    - there must be at least one member of staff for every 13 children
    - at least one other member of staff must hold an approved level 3 qualification
- For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification is not working directly with the children:
    - there must be at least one member of staff for every eight children
    - at least one member of staff must hold an approved level 3 qualification
    - at least half of all other staff must hold an approved level 2 qualification
- For children aged three and over in independent schools (including in nursery classes in free schools and academies), where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children:
    - for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children
    - for all other classes there must be at least one member of staff for every 13 children
    - at least one other member of staff must hold an approved level 3 qualification
- For children aged three and over in independent schools (including in nursery classes in academies), where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children:
    - there must be at least one member of staff for every eight children
    - at least one member of staff must hold an approved level 3 qualification
    - at least half of all other staff must hold an approved level 2 qualification

Supervision in wraparound care (including before/after school clubs and holiday provision) is considered, with sufficient staff as for a class of 30. The school ensures that the staff supervision is adequate for the safety and welfare of the children.

Details regarding missing children can be found in the Safeguarding and Child Protection Policy.

Equipment

In areas where equipment is in use (e.g. gym, sports apparatus) a suitably qualified member of staff must always be in attendance. Equipment checks are carried out periodically.

Vehicles and Visiting Contractors

It is the responsibility of any person bringing a vehicle into the school grounds to ensure the safety of students by:

- minimising access during times when students may legitimately be in the areas used by vehicles (e.g. before and after school);
- using designated parking areas. It is expected that students, moving individually between different parts of the school, will do so with due regard for their own safety and that of other students, staff and visitors to the school;
- getting assistance when reversing any vehicle with restricted rear visibility (e.g. vans, lorries).

All delivery drivers must report to the front desk before proceeding any further onto school premises.

It is the responsibility of the H&S coordinator to ensure that school minibuses are kept in a safe and appropriate condition. Only drivers with appropriate training will drive the school minibuses.

Any contract transport for carrying staff and/or students must be provided by an approved transport company which can demonstrate that its vehicles are properly maintained and suitable for the school's students and that its drivers are suitably qualified and competent. In addition:

- members of staff or other responsible adults (e.g. parents) must accompany students at all times;
- the responsible person(s) must ensure that the vehicle driver is not distracted by the students;
- all vehicles must have seat belts which are used and are correctly adjusted before a journey commences.

Small numbers of students may be transported in staff, or parents, vehicles with due regard for the health and safety of the students. In particular:

- students must wear seat belts, or be in safety seating suitable for the size of the child;
- students must use an appropriate booster seat if under 135cm tall;
- drivers must be suitably qualified and competent;
- parents of students being transported must have signed the appropriate form giving permission for their child(ren) to be driven by other parents or members of staff.

Areas of the school premises in use by contractors must be properly guarded from students. Guard rails, screens, and other barriers should be used as appropriate. Contractors are responsible for:

- ensuring that students are excluded from the work area;
- maintaining barriers in a safe condition;
- entering and leaving school premises in a safe manner;
- meeting all the requirements of the Health & Safety at Work Act as it applies to the safety of persons.

General Security

The school site is secure and this is checked daily by the Caretaker. A risk assessment is used to identify any risks to the security of the school site and mitigate these through the use of monitoring

and contingencies.

5. Medical & First Aid

The School has First Aiders qualified and available throughout the day to deal with First aid emergencies. More information can be found in the First Aid policy.

RIDDOR

Injuries, diseases, or dangerous occurrences must be reported on the Health and Safety Executive **Form 2508** Report of Injury or Dangerous Occurrence or **2508A** Report of a Case of Disease. The Headteacher as 'responsible person', is required by RIDDOR to notify and report to the relevant enforcing authority the following specific events occurring to employees, contractors, sub-contractors, students and others in areas under their control:

- Accidents causing injuries, fatal and non-fatal including:
    - Death and Major Injuries
    - Over-three-day injury
    - Acts of non-consensual physical violence
    - Occupational Diseases
    - Dangerous Occurrences

The Headteacher shall ensure that all accidents and incidents are reviewed, investigated and that remedial/preventative measures, if required, are put in place. The Headteacher shall also ensure records are maintained.

6. General Health Matters

Basic standards of hygiene are observed in the school including common sense precautions in the handling of waste, blood, needles and any other potentially contaminated material. Personal protection of staff and others in contact with potential infective material is provided where appropriate and use of disposable gloves and safe disposal of waste should follow acceptable guidelines.

Any member of the school community known to be afflicted by any potentially infectious condition should, in confidence, be made known to the Headteacher. In consultation with the parents (in the case of a student) the risks to the patient and also other members of the school should be evaluated in the context of school activities. Appropriate precautions and arrangements will be instituted in regard to contacts and management of the condition.

The school takes very seriously the need to safeguard the health and welfare of all our staff. We also pay particular attention to the assessment and prevention of work-related stress, complying with health and safety law. If a member of staff is experiencing stress at work, (s)he should inform the Headteacher without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur the school will take the matter very seriously and take action and call the police. We will prosecute anyone committing acts of violence or displaying threatening behaviour on the school premises.

All potentially harmful substances including cleaning agents must be kept in a secure location inaccessible to students. Tools, ladders and maintenance equipment should be suitably protected and is the responsibility of the caretaker to minimise the likelihood of unauthorised use which may compromise safety to students or employees.

A "Pupil' Annual Update" form is used to maintain an up-to-date record of:

- Address and emergency numbers
- Medical conditions & allergies
- General permissions regarding school activities and medicines

7. Maintenance of the School Environment

General Maintenance

As well as the areas listed below, general maintenance and health and safety checks are completed daily, weekly, half termly and termly by the Caretaker. This promotes a safe environment. Checks are recorded and kept by the caretaker, and reviewed termly by the Headteacher.

Heating and Ventilation

In order to provide a healthy environment, air should be constantly circulating and changing. Ventilation should be arranged such that a good circulation is achieved, whilst maintaining room temperature above 16ºC.

Corridors must, as far as is practicable, be kept clear of obstructions.

Stairs and steps must be kept clear of obstructions at all times.

As appropriate, the facilities manager will check the external temperature and adjust the heating such that, by 0930 the temperature exceeds:

- 16ºC in all classrooms (measured 1 metre from the floor)
- 13ºC in corridors and cloakrooms
- 10ºC in halls

Class teachers should check that classroom temperature meets the required level for comfortable working.

At least once each term, class teachers should check that:

- all opening windows will open;
- opening and closing can be achieved safely and easily, in order that ventilation may be readily provided when required;
- windows, when opened, do not constitute a hazard;
- any windows which are not satisfactory should be reported immediately to the H&S Coordinator, who will take immediate action to correct the problem.

All personnel should be constantly alert for potentially hazardous situations related to the use of mobile heaters.

Paraffin and free-standing LPG heaters should be avoided and, if used, must be in a well-ventilated environment.

All heaters must be placed clear of combustible items and checked at least daily to ensure that they remain so.

Surfaces in the vicinity of radiant heaters should be regularly checked by class teachers to ensure that they are not becoming over-heated.

The Headteacher will:

- arrange for the school boiler to be serviced regularly by a competent engineer;
- ensure that the boiler room is, at all times, free of combustible materials;
- ensure that freedom of access to the boiler and its control mechanisms is always maintained.

Sanitary arrangements

The school will ensure that the sanitary and washing facilities will meet at least the minimum standards required by the Health & Safety at Work Act.

There will be sufficient lavatories, urinals, , and wash basins for the average number of staff and students using the premises. They will be conveniently located. Separate toilet facilities for boys and girls aged 8 years or over are provided.

Water temperature is checked and a legionella risk assessment is also carried out.

Each student will have an allocated space for storing equipment (e.g. school bag, coat).

The cleaning staff will check weekly that the facility is in good condition and will report any damage to the Headteacher.

Such damage will be repaired within two days, unless it represents a potential or actual hazard, when it will be repaired immediately.

Drinking water will be available to all staff and students in appropriate locations.

Cleaning

Daily, the cleaners will check, and renew where necessary:

- Soap and appropriate towels at all wash basins
- Toilet paper
- Maintain the school at a reasonable standard of general cleanliness.
- Ensure the proper disposal of waste etc.

The Headteacher will check at least once per term that:

- All toilets are in good working order and are in good condition
- All toilet partitions, doors and locks are in good condition
- All wash basins are in good condition
- Hot and cold water is available at all wash basins
- Plugs, waste pipes, tap washers of all wash basins are working properly

Records of these checks are kept by the Headteacher.

Lighting and Acoustics

There should be adequate lighting levels in those parts of the school in regular use by employees, students and visitors. The minimum level of lighting is that defined by the HSE.

Windows will be cleaned (inside and outside) at regular intervals.

Artificial lighting will be checked regularly, and any failed bulbs reported as soon as practicable to the caretaker.

Defunct bulbs must be replaced as soon as possible.

Other suspected malfunctions must be rectified as soon as practicable.

Emergency lighting is checked in line with fire safety procedures (see Fire Policy).

The school ensures that the acoustic conditions and sound insulation of each room or other space are suitable, having regard to the nature of the activities which normally take place there.

8. Covid 19

Since the beginning of the Covid-19 Pandemic, the school has employed wide-ranging measures to reduce risks for the school community and promote an effective and safe environment.

The school stays up to date regarding the latest guidance in relation to Covid-19 and adapts and evolves it's procedures in line with this.

A Covid Risk Assessment is used and regularly updated to ensure that the school's arrangements are suitable.

9. Physical Education & Games

Duty of Care

It is particularly important in the area of P.E. and Games that all teaching and supervisory staff act *in loco parentis*, with the proviso that they are supervising a number of students.

They must select activities which are compatible with prevailing weather and ground conditions and the age and competence of the students involved.

They must guard against any danger from rough play, negligence, malicious intent or fault howsoever occasioned.

In the conduct of games, members of staff and/or supervisors must pay particular attention to dangers created by the conduct of the sport, such as:

- Close fielding in cricket/rounders
- The need for shin pads when playing football with studded boots and hockey
- Dangerous tackling in football and rugby
- Close marking in hockey and netball

Equipment & Clothing

P.E. equipment will be inspected at least once each year by the P.E. staff and passed as fit for use. Records of this are kept by the caretaker.

Any apparatus identified as faulty at any time during use will be immediately removed from service and repaired.

The Headteacher will be notified of these actions.

Students are expected to wear clothing suitable for the activity being undertaken.

Where the P.E. staff are not satisfied with the standard of clothing, the students will not be allowed to take part. If, in the opinion of the P.E. staff, it is safe to do so, students may take part in bare feet.

Personal kit must be stored on pegs in a way which does not impede movement in the event of an emergency.

Sports Areas

Staff must check any area to be used before students are allowed in/on to it to ensure that it is safe to use.

Any issues that require maintenance, fixing or should be reported to the caretaker, who will take action as appropriate.

Serious problems will be reported to the Headteacher and dealt with immediately by the caretaker.

Minor items will be dealt with by the Headteacher as soon as is practicable.

10. School Visits

The Purpose of Off-Site Visits

- To enhance curricular and recreational opportunities for our students
- To promote social awareness, or to enhance physical skills, self-reliance and team-working
- To extend the student's knowledge of the world and provide a wider range of experiences for our students than could be provided on the school site alone
- To promote the independence of our students as learners, and enable them to grow and develop in new learning environments

We ensure that all students at school experience day visits to a range of venues, including historic sites, museums, galleries, natural features, farms, which support the curriculum in History, Art, Geography, English, Science and French.
We also run, on rotation, residential field trips and residential ski-trips. Visitors to the school include interesting parents and friends of parents, authors, theatre companies, artists, scientists and musicians.

Although a teacher will not be required to perform any duty outside of school hours beyond that necessary for the smooth working of the school, any who volunteer to so do are bound by the policies and procedures of the school.

Health & Safety on School Trips

Necessary medication and contact numbers are always taken on school trips alongside a first aid bag and mobile phone.

We expect all students to follow the instructions given either by a member of staff, or by a qualified instructor, and to use all equipment properly. We reserve the right to prevent or remove a student from participating in any activity if it is felt that their behaviour presents a risk for any party member.

In order to provide the maximum level of care:

- complete a risk assessment form and have this passed by the Headteacher in advance of the visit;
- continual monitoring of hazards throughout the visit by all accompanying staff;
- the ratio of students to adults will never be greater than 10:1.
- For EYFS trips, at least one member of staff has paediatric first training.

Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that he/she is satisfied it will meet the school's requirements, it should be included as part of the visit risk assessment. Additional risk assessments will likely be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated, unless there has been a change of circumstances which would require more detailed amendments.

When travelling from school to the venue whilst using contract transport, staff will be responsible for:

- ensuring that drivers are not distracted by the actions of the students;
- that no damage is caused to the vehicle;
- that all students use seat belts in the correct manner;
- whilst crossing roads, staff will ensure that all students cross as a single group (i.e. they must await permission to cross) only when it is safe so to do in an orderly fashion quickly, but without running.

At least one member of staff will precede students in order to collect them at the far side of the road.

Consent and Communication

Parents are informed of all school trips prior to their occurrence. We require specific, individual written consent if we are to take a student on a visit that extends beyond the normal school day, involves an overnight stay, collection from a different venue, an overseas visit or extra cost. No student can be included on the visit without a signed and completed consent form, which includes details of where parents may be contacted in an emergency.

Parent/carers of students participating in residential visits will need to complete a consent form giving details of all medical/dietary needs. Information about administration of medicine needs to be completed in writing prior to the day of departure and all medication, which needs to be administered during the course of the visit should be handed directly to the group leader before leaving the school/centre at the start of the visit.

Parents will be communicated with on off-site trips to a suitable degree. This may involve communicating timings, any issues/incidences, behaviour or general updates.

11. Hazards

COSHH

General

The regulations cover substances in the following categories:

- substances labelled by suppliers as "very toxic", "toxic", "harmful", "corrosive" or "irritant";
- substances for which a maximum exposure is specified;
- micro-organisms used at work that constitute a hazard to health;
- dust, of any kind, if present in high concentrations;
- any substance not included above which constitutes a comparable hazard to health.

Provisions and Record keeping

All substances stored in the school and coming within the terms of the COSHH regulations will be recorded. The school will maintain records, as required by the legislation, using the appropriate form, a copy of which will be placed in/near the place where the substance is normally stored.

Staff are responsible for familiarising themselves with the content of these forms and for taking such precautions as are indicated.

The caretaker will maintain records.

In order to control exposure all staff, including particularly cleaning staff, using substances covered by this legislation will:

- ensure that all products are diluted to the strength recommended by the manufacturers;
- wear long sleeved impervious gloves for all wet work, or, if gloves are not practicable, a barrier cream;
- never mix products, particularly bleach products which may react to produce chlorine;
- wear eye protection when appropriate, such as when using oven cleaners;
- any products which come in contact with the skin must be washed off immediately;

- eyes must be washed in copious amounts of water and medical assistance sought;
- hands must be thoroughly washed, rinsed and dried at the end of each work session.

Manual Handling

According to the Manual Handling Operations Regulations 1992, manual handling means "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.". Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task. Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, or a person's ability to hold or grasp the particular item in a safe and balanced manner.

1. A systematic approach to manual handling will be implemented, whereby everyone will be made aware of their individual roles and responsibilities.
2. Practical and workable solutions will be provided to improve the effectiveness of working practices.
3. Equipment and information will be provided, which is necessary to ensure the health and safety of staff involved in manual handling.
4. All members of staff will be informed and trained to take care of their own health, as well as the health of others.
5. Every member of staff will ensure compliance with the relevant legislation.

Responsibilities

- The Headteacher will ensure that specific manual handling tasks are carried out by the most fit and healthy adults.
- While staff can decide whether or not they can manage the task, it is ultimately the Headteacher's duty to ensure the member of staff will not be at risk when performing the task.
- If a person has sustained recent injuries, hernias, back problems, heart conditions or other physical issues, or if there are any other concerns, the manual handling task will not be undertaken.
- New or expectant mothers require risk assessments to be carried out for six months before childbirth, and after childbirth, in order to ensure physical injury does not occur during manual handling procedures.
- Pregnant women will not participate in any manual handling which is a cause for concern, either to themselves or the Headteacher.
- A member of staff's age will be taken into account where this has implications regarding their ability to safely carry out the required manual handling task.

Risk Management

The process for risk management is to avoid, assess and reduce any hazards.

- The school will, as far as is practicable, reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury.
- Where manual handling tasks are absolutely necessary and cannot be avoided, an assessment must take place. This involves identifying the hazardous manual handling tasks. This will take account of:
    - The nature of the load-weight, size, shape, ability to be firmly gripped, balance, and whether the object is animate or inanimate.

    - The actions or postural requirements involved in the task, including reaching, leaning and lifting.
    - The time, distance, duration and frequency of the task.
    - The individual's capacity for manual handling, including their age, skill, experience and strength.
    - The environment and workplace conditions such as lighting, access, free space and floor surface.
    - The work organisation at the time of manual handling, the presence of others, time restrictions and availability of others to assist.
- Once a risk assessment has been carried out, controls to manage the relevant risks will be put in place. These will include:
    - Changes to the workplace and systems of work.
    - Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
    - Training and education, which is appropriate to the task.
- Once control measures are in place, they will be monitored to ensure they are reducing the risk of injury and being used correctly. The Headteacher is ultimately responsible for this.
- Every stage of this process will be recorded and dates will be provided for each step.
- Timelines will be used to track the risk assessment process and provide deadlines for when processes are to be implemented.
- Reports will be provided to all relevant members of staff, and the School will keep a central record of all the reports.

Risk reduction

- Procedures will be followed to ensure risks are reduced as is reasonably practicable.
- Manual handling issues will be considered during the design, refurbishment, alteration and rearrangement of school spaces.
- Where practicable, equipment will be provided to assist with manual handling and reduce any risks.
- All members of staff will receive information regarding manual handling in order to mitigate any risks.

Pupils

All members of staff should make themselves aware of the health and safety arrangements for the areas of activity that they are teaching. All pupils must be taught how to handle and carry apparatus and resources appropriately in PE. They should be taught to recognise hazards, assess the consequent risks and take steps to control the risks to themselves and others.

Working At Height

Falls from height are the biggest single cause of fatal injuries and the second biggest cause of major injuries, caused by accidents at work. The school complies with working at height regulations 2005 and ensures that work at height is done so safely.

- If you can avoid the need to work at height then do so – with a little planning many activities can be conducted safely from the ground
- Where you can't avoid working at height then you must take steps to prevent falls either by working from a safe place of work at height, or if this is not available, by selecting the most suitable equipment for working at height. You should take into consideration the risks and factors such as the duration of the work and the environment in which the equipment will be used
- If there is any remaining risk of a fall you should take steps to mitigate the effect, for example by using fall arrest equipment

Risk assessment is the key to the proper planning and organisation of all work at height and should inform the selection and use of appropriate equipment. The School has duties to:

- Assess the risk to help decide how to work safely
- Follow the hierarchy for safe work at height – avoid, prevent, mitigate; and give collective measures priority
- Plan and organize the work properly, taking account of weather conditions and
- possible emergencies
- Make sure those working at height are competent
- Use appropriate work equipment
- Manage the risks from working on or around fragile surfaces and from falling
- Objects
- Inspect and maintain work equipment and inspect the place where work at height will be carried out, including means of access or egress

Those on site, including staff and contractors have duties to:

- Report to their supervisor or manager, any activity or defect which is likely to endanger the safety of the employee or others
- Use any equipment or safety device provided to him/her for work at height, in accordance with any training and instructions given to him/her

The competence of staff who work at height should be assessed and additional training provided if necessary. This will include staff who plan and organise the work, as well as those carrying it out. Specific training should continue to be provided in selection and safe use of equipment for work at height e.g. ladders and tower scaffolds. Contracts for work at height should include method statements that comply with the Regulations and any relevant industry "good practice". Permits for work should be required for "higher risk" work at height, e.g. roof work and any work on fragile surfaces.
The use of ladders is now discouraged, except as a means of access or egress. The Work at height regulations 2005 do not "ban" other uses of ladders, but they can only be used where the risk of falls is low, the duration of work is short (e.g. less than 30 minutes), and the worksite is such that alternatives (e.g. tower scaffold or mobile elevated work platform) can't be used. In future greater use must be made of alternatives to ladders.

12. Electrical Safety

General

The school will be working in accordance with the Electricity at Work Regulations as applied to schools.

These make it mandatory to carry out certain tests of electrical equipment at periods of not more than five years. Where wiring is exposed and/or exists in a hostile environment, this period should be reduced to three years. These must be conducted by a competent person.

Inspection Regulations & Portable Appliance Testing

Any new wiring must be inspected and tested by the caretaker before power is applied.

Any equipment found to be faulty in use must be immediately taken out of use and given to the caretaker to ensure that it does not inadvertently come back into use. The caretaker will, depending on the nature of the fault, either repair the item or report it to the Headteacher as unrepairable.

Portable Appliance Testing must be conducted annually by a competent person.

Records of tests will be maintained for every appliance affected by these regulations.

13. Gas

All gas appliances will be maintained according to the manufacturer's specification by a GAS SAFE ENGINEERS contractor. If there is any indication of a gas leak, the emergency procedures detailed earlier will come into force.

Notwithstanding regular maintenance schemes, the caretaker will check for leaks at the beginning of each school term.

Date	**Position**	**Name of reviewer**	**Date of next review**
August 2025	Headteacher	C Howard	August 2026
August 2025	Proprietor	Mr A Khan	August 2026