



The King's Church of England Primary School

*Encouraging every child to reach their full potential,
nurtured and supported in a Christian community
which lives and learns by the values of Love, Compassion and Respect.*

THE KING'S SCHOOL Health and Safety Policy

Agreed by: The King's School Governing Board
Date: March 2024

Review Cycle: Annual
Next Review Date: March 2025

All the King's School policies
should be read in conjunction
with the Equality Policy

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in large print, paper, Braille or audio format,
please contact the School Office

Introduction:

This Policy documents the organisation and arrangements in place for Health and Safety at The King's School.

Statutory responsibility for Health and Safety rests with the Governing Board as the employer. Within this, the policy sets out the delegated responsibilities of, the Governing Board, Headteacher, school staff and pupils.

Policies linked to Health & Safety Policy

The policies listed below link to and should be read in conjunction with this policy:

- Managing and Monitoring Contracts Policy
- Fire Safety Policy
- School Journey and Educational Visits policy
- Lettings Policy
- Serious Incidents Policy
- Lockdown Policy
- Supporting Pupils With Medical Needs Policy

Document Structure

The Health & Safety Policy is set out in three parts:

- Statement
- Organisation
- Arrangements

Statement of Policy

The Governing Board regards the promotion of health and safety to be of the utmost importance. It is the policy of The King's School to maintain high health & safety standards in order to protect pupils, members of staff, visitors and others who may be affected by school activities. In particular, it is the school's policy, so far as is reasonably practicable, to:

- Provide and keep plant and equipment and systems of work that are safe and suitable
- Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors
- Provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work
- Ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place
- Ensure there is employee involvement in the continuous improvement of health and safety throughout the schools activities, as staff make an invaluable contribution to reducing risks
- Review regularly the safety policy and related documents as school activities and the associated risks change

Legal Requirements

Health & Safety at Work etc. Act 1974 - The act places a legal duty on employers to ensure, so far as reasonably practicable, the health, safety & welfare of employees and to ensure employees and others are kept safe.

Management of Health & Safety at Work Regulations 1999 - The regulation requires that there are arrangements in place to manage health & safety.

- All employees within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety
- All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:
 - complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
 - reporting to the School business manager (SBM) and Office Manager any incident that has led, or could have led, to damage or injury
 - assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

Organisation

The Governing Board

The school's governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified, the governors have responsibility for ensuring that corrective action is taken.

The governors also have particular responsibility for:

- Ensuring the school has access to competent health and safety advice/advisors
- Ensuring that decisions of the Governing Board take account of, and comply with, its legal duties as defined in health & safety legislation and, where applicable, the health and safety policy of the Local Authority,
- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards
- Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher at least every term
- Ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises

Ensuring that when contractors are engaged to undertake work on the school premises, that the school are compliant with the policy for contractors.

People and Resources Committee

The governors on the People and Resources Committee have the responsibility to liaise with the Headteacher, The School Business Manager and others on health and safety issues.

Their duties are to:

- Monitor the action plans developed from the health and safety audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements
- Take an active part in school inspections and monitor the follow up actions
- Review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school
- Commend staff and students where health and safety improvements have been made

Headteacher

The Headteacher has overall responsibility for the day to day management of health and safety in the school. In particular, the Headteacher has the following responsibilities:

- To ensure that appropriate health and safety standards are implemented and maintained at the school
- To ensure that appropriate staff are appointed to manage specific areas of health & safety
- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities
- To ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties
- To ensure that the standards of health and safety are monitored formally and that a health and safety report is presented to the Governors at least every term.
- To attend appropriate health & safety training in order to be able to understand and carry out role
- To ensure arrangements are in place for health & safety inspection & maintenance, including statutory inspections of plant & equipment across the school
- To ensure that all legally required documentation, such as Legionella Control Schemes are in place
- To ensure that health and safety monitoring and inspection arrangements are implemented
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive
- To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils
- To ensure that, where required, school specific risk assessments are undertaken and recorded.

To ensure that the health and safety requirements identified in any risk assessments are implemented

- To ensure there are adequate arrangements for first aid provision, both on school premises and on school outings, or activities
- To ensure that suitable safeguarding and security procedures are in place
- To ensure that accidents/incidents are suitably investigated and recorded

Appointed Fire Safety Manager

The School Business Manager has responsibility for the planning & organisation of fire safety matters within the school, in particular to:

- Ensure there is a suitable and sufficient fire risk assessment in place
- Ensure the school's Fire Safety Policy is up to date
- Ensure that fire precautions in the school premises are maintained to an appropriate standard
- Ensure fire evacuation drills are undertaken at least every term and that all staff are aware of their particular responsibilities in the event of fire
- Ensure that comprehensive records are kept of evacuation drills
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival
- Ensure staff/pupils that require additional help to safely evacuate have an up to date Personal Emergency Evacuation Plan (PEEP)
- Ensure that the inspection & maintenance of fire safety systems and equipment is taking place and that a regular report is provided to the Headteacher on the results of these checks

Appointed Building Manager

The School Business Manager has responsibility for the planning & organisation of building safety matters within the school, in particular:

- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with legal requirements and that any corrective action identified as necessary is promptly implemented and the required records are kept
- Ensuring that the schools Legionella Control Scheme is up to date
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with legal requirements and that records are kept
- Ensuring that any necessary statutory inspections of lifting equipment, pressure vessels and exhaust ventilation equipment etc. are undertaken and records kept

- Arranging any necessary corrective action identified by health and safety inspections detailed above
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are reported to the appropriate party for remedial action
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the appropriate party for remedial action

Appointed Contractor Monitor

The School Business Manager has responsibility for the monitoring & managing of contractors within the school, in particular:

- Ensuring the school's dedicated Contractor Managing & Monitoring Policy is up to date
- Acting as the school representative in any dealings with contractors who are to work at the school
- Assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken
- Ensuring there is a procedure in place for informing contractors of, any hazards associated with the work area and the emergency arrangements in place
- Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk
- Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

General Safety Monitor

The Assistant Head, supported by the SBM and The Office Manager has responsibility for the general safety arrangements within the school, in particular:

- Ensuring that a list of first aiders is maintained, together with the dates for refresher training
- Arranging necessary refresher training for first aiders and reporting to the Headteacher the need to train further first aiders in order to meet the minimum required for the school

- Ensuring that notices displaying the name and location of first aiders are kept up to date
- Maintaining records of health and safety training undertaken for school staff
- Maintaining local accident & incident records and ensuring that these are reported to the Headteacher
- Ensuring that accidents, incidents and violent incidents are recorded using the ROSS system and, where required, reported to the Action HR Health & Safety Team
- Ensuring that any staff identified as Display Screen Equipment users are provided with advice regarding safe workstation set up

The Caretaker

As part of the role, the caretaker will work alongside the SBM to:

- Ensure that they are familiar with the school's Health and Safety Policy and all associated policies
- Conduct Health & Safety checks, as directed by the SBM
- Be part of the termly health and safety site check with the SBM and Chair of the Premises Committee
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and/or SBM any defects and hazards, observed or reported
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use
- Test and record the fire bells and fire doors weekly, as per the schedule and record and sign
- Maintain a record of hazardous substances used for cleaning and similar purposes and ensure all hazardous substances are appropriately labelled and kept out of reach of children
- Ensure that the Caretaker's office and all storage areas remain locked during the school day
- Ensure that Protective clothing /equipment is worn when using cleaning agents or harmful substances.
- Keep Health and Safety Training up to date and attend training as directed by the SBM

Educational Visits Coordinator

The member of staff who has attended the AFC Education visits training is the Educational Visits Coordinator, supported by the Assistant Head and year group school journey leaders. The responsibilities of this role include:

- Coordinating between staff organising the visit and the Headteacher and/ the Educational Visits Adviser to ensure visits are arranged safely
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.
- Ensuring that The King's School Visits policy is adhered to

Teaching Staff

Teachers within the school have a duty to follow the school's procedures and a responsibility for the health and safety of themselves and pupils under their control. In particular, teachers are responsible for:

- Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils
- Ensuring that they and students are familiar with the school's fire procedure and lockdown procedures and their role
- Maintaining good standards of housekeeping and cleanliness in the activities under their control
- Ensuring equipment is only used (by staff and students) in the way it has been designed to be used (e.g. do not stand on chairs and tables when working at height)
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following the completion of written risk assessments and consultation with the school's Educational Visits Coordinator
- Attending any required health and safety training
- Undertaking, as required, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards
- Reporting, promptly, any deficiencies in health and safety standards to the appropriate person
- Ensure safeguarding and security procedures are followed.
- Ensure they are familiar with the care plans for relevant children (held in class inclusion files, with a copy in the School Office) with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff.

School Staff

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way that avoids risks to themselves or others.

School Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Movement around school - Pupils are required to:

- walk around school in single file on the left hand side and stand in single file when waiting
- walk on left hand side on stairways, walk one stair at a time (no jumping)
- ensure an adult is in the playground or classroom before entering, (No pupils should remain unsupervised in classrooms or any room in the school)

Arrangements

Standards and Guidance

The school complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health & Safety Team.

Where guidance does not cover a specific issue the school adopts the practices or standards recommended in, Health & Safety Executive or Department of Education publications or the relevant British or European Standard.

Competent Professional Health & Safety Support and Assistance:

The school receives Health & Safety advice & assistance from the Action HR Health & Safety Team under the terms of a Service Level Agreement.

The school sends a representative to the regular Schools Health & Safety Meetings arranged by the Action HR Health & Safety Team.

Staff Consultation

Health & safety is an agenda item at all staff meetings; staff are also able to raise any health & safety concerns directly with the Headteacher/Business Manager

At this time there is no Staff Health & Safety Consultative Committee; however, should two or more union appointed health & safety representatives request, in writing that one is set up, the Headteacher will ensure that this takes place within three months of the request.

General Health & Safety

Risk Assessment

Risk assessments are undertaken by the appropriate person(s) and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment.

Risk assessment training is available to staff.

Health and Safety within the Curriculum

PE & Sport

All members of staff teaching Sport & PE should use risk assessments for PE. Standard risk assessments should be adapted by the class teacher to take into account the age, abilities, activity and the number of pupils. Health & safety guidance is informed by Association for Physical Education - Safe Practice

Swimming

Pools on the Park, Richmond is used for swimming lessons where swimming instruction is provided by qualified instructors. The Pools on the Park risk assessment is followed, in addition to our school risk assessment for transportation to and from the pool. Pupils are supervised on poolside and in changing rooms by King's staff and Parent helpers.

Specialist subjects:

Risk assessments are required for any activity using equipment/ tools e.g. science, cooking, art, and DT . These should be written by staff and approved by SLT, prior to the activity taking place.

Selection of Staff

The school selects staff having regard to the level of health & safety experience and competence required for the particular role. Training will be made available where a staff's skills require improvement to reach a suitable level.

The Headteacher ensures that Disclosure & Barring Service, (DBS) checks are undertaken for all school staff, (including, as required, volunteers).

Information, Instruction & Training

The Headteacher ensures that all staff receive adequate health & safety Induction, including emergency arrangements and how to obtain first aid.

Staff are provided with adequate in house instruction & training in order to be able to carry out their role safely and attend specialist training, both online and classroom based.

The Headteacher ensures that staff experience and attendance to training are regularly reviewed in order that extra training can be provided when necessary. The Assistant Headteacher maintains records of training received

Management of Organisational Change

The governing body ensures that, where organisational changes are planned within the school, the health & safety implications are considered and managed effectively.

The Headteacher keeps staff informed of organisational change through staff meetings and other school events such as INSET days.

First Aid

The Headteacher ensures that sufficient numbers of qualified First Aiders are on duty at all times and that first aid supplies are available.

When events take place at the school, including those organised by the Parent Staff Association, the number of First Aiders required is taken into consideration.

See appendix B for Administration of medicines in school and Hygiene procedures.

Display Screen Equipment/ Workstation Assessment

All staff are provided with information regarding correct workstation set up as part of Induction. Where staff are identified as a workstation “user” they are encouraged to reassess their workstation annually and/ or if they experience any pain or discomfort associated with working at a desk. [The school is committed to making reasonable adjustments to enable workstation users to work without pain or discomfort.]

School Trips and Educational Visits

The King’s School follows the Educational Visits Guidelines provided by the Action HR Health & Safety Team and The King’s School Visits Policy. An Educational Visits Coordinator has been appointed and has attended suitable EVC training.

The school carries out a risk assessment for each trip. Where trips are planned to activity centres the school checks that there is an Adventure Activities Licence in place. Enquiries are made as to the training and competence of the centre staff. Where the risk assessment identifies high risk for a trip these are discussed with the independent Educational Visits Adviser.

Lettings and Community Use

All lettings and Community use must adhere to the School Lettings Policy and have an obligation to comply with The King’s School Health & Safety Policy.

Building Management

Fire Safety Management

The school has a Fire Safety Policy in place that addresses local responsibilities and arrangements. The most recent full Fire Risk Assessment was carried out in **February 2023 by the Action HR Health and Safety team.**

The Headteacher ensures there is a procedure in place for reviewing the Fire Safety Risk Assessment and ensuring that recommendations are actioned.

Arrangements are in place to ensure that inspection & maintenance of all fire safety systems & equipment takes place; as well as appropriate record keeping.

All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years.

The school will notify the Action HR Health & Safety Team of any work involving or storage of, flammable, oxidising or explosive substances.

Guidance: Flammable, oxidising and/ or explosive substances require a specific assessment under the Dangerous Substances and Explosive Atmosphere Regulations 2002.

Control of Substances Hazardous to Health

It is the policy of The Queen's School to ensure there are arrangements in place to both assess and manage the risks of any hazardous substances used on the premises and that all COSHH regulations are complied with. Where any chemicals are in use at the school these are subject to COSHH assessment and suitable control measures identified. Where contractors are used they are required to provide copies of their COSHH assessments for review. The school maintains a COSHH register.

Any staff involved in the management of COSHH receive training that is refreshed at least every three years.

Legionella

There is a Legionella Control Scheme in place at the school. The Governing Board as Duty Holder, has ensured that a suitable and sufficient assessment has been carried out at The King's School to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.

The assessment was carried out by specialist water management company, **H2O on 1st February 2019. The assessment is reviewed annually and re-performed every two years, or whenever changes are made to the water systems.**

The Duty Holder has appointed the School Business Manager as a competent person to take day to day responsibility for managing any risks identified in the assessment. In order to enable the Responsible Person to carry out their role the Duty Holder has ensured that they have attended appropriate training and received suitable instruction.

Plant and Equipment

There are managed contracts in place to ensure that required inspection, testing & maintenance of all plant and equipment. These contracts are organised & managed in house by the School Business Manager

Inspection & maintenance arrangements include an annual gas safety inspection carried out by a Gas Safe Registered engineer and five yearly fixed electrical inspections by a specialist contractor, NICEIC qualified for electrical work.

Any equipment used for the moving & lifting of people, (mobile hoist, ceiling track hoist, hydraulic changing tables etc.) plus any lifting accessories, (including those only use in lifting static loads) will receive a six monthly Thorough Examination, (in line with the requirements of LOLER). When needs of pupils do not require the equipment to be available it will be secured out of use.

The passenger lift at the school receives semiannual inspection & maintenance under contract with **Orona UK Ltd** and the six monthly Thorough Examination, (in line with the requirements of LOLER) carried out by **Bureau Veritas**. Arrangements are in place to ensure the findings from inspections are reviewed and recommendations actioned.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and tested in accordance with the manufactures instructions and the LA Portable Appliance Testing Policy (PAT)

A record of the assessment is kept by SBM. Faulty or potentially dangerous equipment should be reported to the SBM.

Guidance:

Further guidance & advice regarding inspection & maintenance for plant and equipment can be found on SLA online. These include reference to the application of the Lifting Operations & Lifting Equipment Regulations, (LOLER) and the Provision & Use of Work Equipment Regulations, (PUWER).

General Site Safety

The school ensures high standards of health & safety across the site by carrying out regular in house, testing, inspection and site checks. These include equipment & systems checks, such as call point testing & water temperature monitoring as well as general site checks to ensure walkways & travel routes are clear and that fire doors are unblocked.

Arrangements are in place to deal with snow & ice on external walkways and playgrounds. It is ensured there is a supply of grit/ salt at the site during the winter months.

Relevant health & safety signs are displayed throughout the school, particularly with regard to smoking restrictions, evacuation directional signs and fire procedural signage. The legally required Health & Safety Law poster is displayed in the staffroom.

In order to prevent accidents involving pedestrians & vehicles, the school has carried out a car park risk assessment and suitable control measures are in place.

Playground and Gym Equipment

The school follows the Playground and Gym Equipment Guidance provided by the Action HR Health & Safety Team. All new equipment purchased is obtained from an EC supplier and is CE marked. Only equipment that meets BS EN 1176 is purchased and safety surface installed beneath the equipment meets BS EN 1177.

The playground risk assessment takes the play equipment into consideration and control measures are in place to reduce the potential for accidents. All equipment receives regular in house visual checks and an annual professional inspection by a specialist contractor.

Guidance:

Playground and Gym Equipment Guidance is available on SLA online.

The Site Manager's Handbook, (also on SLA online) contains a template checklist for in house visual checks of play equipment.

Work at Height

Regular review is carried out of any work at height activities taking place at the school; where tasks are significant or undertake on a regular basis written risk assessments are completed.

All ladders and step ladders and other working at height equipment provided at the school meet the Class 1/ EN 131 standard and any staff required to carry out work at height tasks are provided with suitable training that is refreshed at least every three years.

Manual Handling

The school carries out a regular review of any manual handling tasks taking place; this includes handling of "static loads" and where any pupils require moving & lifting assistance. Where tasks are significant or undertake on a regular basis written risk assessments are completed.

Where any member of staff is required to undertake manual handling tasks, (either static load or people moving) they are provided with appropriate training that is refreshed at least every three years.

Guidance:

Further guidance regarding manual handling, (static load and moving & assisting people) and work at height can be found on SLA online.

Contractors, Agency Staff and Visitors:

Managing and Monitoring Contractors

The school has a dedicated policy in place for the managing & monitoring of contractors. The school is also aware of, and makes use of the Construction Design Management Guidance and templates provided by the Action HR Health & Safety Team.

Engagement of Agency and Supply Staff

When agency or supply staff are employed, the school ensures that it informs the agency of any special

occupational qualifications required or training necessary for health & safety reasons.

The Headteacher ensures arrangements are in place for agency and supply staff to receive first day health & safety instruction, (Induction) including emergency arrangements and how to obtain first aid. The school ensures that the agency obtains DBS checks.

On Site Vehicle Movements

- Contractors can come onto the premises when loading/unloading equipment. Access is gained via the vehicle gate (entry by buzzer to school office).
- If a vehicle is present on the secure side of the school during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.
- Access and egress to and from the site should be agreed, in advance, with the SBM

Work Experience and Young Persons

If a work experience placement is to take place at the school, the Headteacher ensures that a risk assessment is undertaken and that this is provided to the organisation arranging the placement for their information. The individual's young age and lack of experience are taken into consideration in the risk assessment.

Accidents, Incidents & Violence:

Accident & Incident Reporting

All accidents & incidents are recorded locally and in house investigation is carried out to establish cause & prevent a recurrence. The school also makes use of the ROSS system to report accidents & incidents. The Action HR Health & Safety Team carry out incident investigations as required and report eligible incidents to the Health & Safety Executive under the Reporting of Incidents, Diseases & Dangerous Occurrences Regulation 2013

Violence

The King's School does not tolerate any violence towards staff. "Violence" could include:

- Verbal abuse
- Threatening behaviour
- Anti-social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

Where staff are involved in a violent incident this is recorded in ROSS and reported to the Action HR health & Safety Team. Further reporting to an appropriate authority is determined on a case by case basis.

Policies linked to Health & Safety Policy

The policies below link to and should be read in conjunction with this policy:

- Managing and Monitoring Contracts Policy
- Fire Safety Policy
- School Journey and Educational Visits policy
- Lettings Policy
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- Lockdown Policy
- Supporting Pupils With Medical Needs Policy



The King's C of E Primary School - Visit plan and risk assessment

Section 1: Summary

Trip description/ venue			Pupil groups: Year	
Trip dates/time		Time: Leave school at Return	No. of pupils:	Ratio Adults to children:
No. Names Staff: ()	No. Names Volunteers: ()		First Aiders:	
Trip leader				
Plan/risk assessment prepared by		Signed	Date:	
Plan/risk assessment approved by	Name: Position:	Signed	Date:	

Section 2: Itinerary (add lines as required)

School to transport		Time:
Transport		
Meeting point		
Activity		

Section 3: Risk Assessment

Item or issue	Nature of risk	Initial risk or danger assessment - Low – Med - High	Actions to minimise risk	Residual risk or danger Low – Med – High
3A. First Aid				
3B Safeguarding				
3C. Journey				
3D. Venue	(Ref Third party RA)			
3E. Specific activities				
3F. COVID-19				
3G Emergency				
Unforeseen incident group have to separate for safety	<p>In case of emergency: Adults are directly responsible for all children in their group. Get children back to school as soon as possible above ground. Find support from emergency services if necessary If phone lines/mobiles are working, then contact the school on 020 8940 3580</p>			

Section 4: Sensitive information – shared with King’s staff only (not parent helpers)

Pupil name	Nature of risk	Initial risk or danger assessment - Low – Med - High	Actions to minimise risk	Residual risk or danger Low – Med - High
4A – Medical needs				
4B – Additional needs				

Section 5. Equalities Impact assessment

Will this activity/ visit have a disproportionate impact related to race, disability, gender, age, religion/beliefs or sexual orientation for any pupil?			YES/NO?	NO
Pupil name	Impact	Adjustments /actions to minimise impact	Date of conversation with parents to explain adjustments	Outcome

Appendix B

Administration of Medicines in School

- The school's full policy is detailed in its Supporting Pupils with A Medical Condition Policy, available on the website.

In summary:

- It is school policy not to administer medicine. If a child is on medication, such as antibiotics or medication which is not part of a formal care plan, then the parents are welcome to come into school in order to administer the medication.
- On an educational visit or school journey, a first aider (assisted by 1 other adult) may administer medicines as stated in the Educational Visits and School Journey Policy.
- Any exception is for a child who has medication as described on their care plan. This medication is stored in an unlocked cupboard in the reprographics room.
- Pupils are always supervised by a First Aider and 1 other adult when taking medication.
- Parents are responsible for bringing in medication in appropriately labelled original containers, providing consent and for checking that medication is replaced when necessary.
- Portable First Aid kits are taken on educational visits and are available from Welfare. The Office manager will ensure the maintenance of the contents of the first aid boxes and other supplies.

Head Injuries

- Parents are informed of a head injury by a red wrist band on their child's wrist and a letter. The letter outlines the injury and symptoms to look out for and will be issued by the first aider.
- First Aiders contact parents by phone if they have concerns about the injury.
- Parents are required to inform the school of any head injuries a child sustains outside of school.

Head Lice

- *If eggs are noticed in a pupil's hair a general letter is sent home informing the year group.*

Hygiene Procedures

Cleaning up blood, faeces, vomit and urine

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately, as they can pose a risk of transmission of infection and disease. The Headteacher should ensure that protocols are in place to deal with these spillages immediately and appropriately.

If a spillage occurs:

- Cordon off the area where the spillage has occurred
- Cover cuts and abrasions on any areas of the skin with a waterproof dressing
- Use personal protective equipment (PPE - see cleaning section) to protect body and clothing. Disposable gloves and apron must be worn. Facemasks and eye protection should be worn, if there is a risk of blood/body fluid splashes to the face or facial contact with contaminated debris
- Carefully dispose of any broken glass or sharp instruments, using a disposable scoop (or cardboard), without touching them directly with

- hands. Discard into a sharps container (See waste section)
- Use disposable equipment when cleaning spillages and dispose of as clinical waste, re-usable cloths and mops should **not** be used
- Discard items that cannot be cleaned or decontaminated
- Wash hands after removing PPE and dry thoroughly
place that is lockable and inaccessible to children/visitors/public.

Procedure to follow for blood or blood stained body fluid spills:

- Wear disposable gloves and disposable apron, and face protection if required
- Place disposable paper towels on blood spillage to mop up excess and dispose in a clinical waste bag
- Use chlorine granules found in spillage kits or another product proven to kill blood borne viruses and use as directed by the manufacturers
- Use paper towels to wipe up the spillage and then discard into clinical waste bag
- Using disposable paper towels wash the area with water and detergent and dry thoroughly. Discard paper towels into clinical waste bag
- Discard gloves and apron and other protective clothing used into a clinical waste bag
- Mops used to clean up body fluids should be cleaned in a sink used solely for cleaning equipment (not a kitchen sink), rinsed with a disinfectant solution and dried
- Wash and dry hands thoroughly
- Record and report the incident

If blood spillage has already dried:

- Apply chlorine granules/ bleach solution to a wet paper towel & clean spillage area
- Discard waste as above

Blood spills on clothing:

- Wear gloves to handle soiled clothing
- Remove affected clothing and put in a plastic bag for parent/carer/member of staff to wash at home
- If able to wash on site, wash clothes as soon as possible in a cool wash, followed by THE hottest wash cycle, appropriate to the garment
- Always use gloves to remove soiled clothing from bag
- Do not soak or manually rinse garments first
- Discard the bag in a yellow clinical waste bag
- If children's clothing is soiled, place directly and tie/seal plastic bag for parents to collect

Body fluid spillages

- Wear disposable gloves and disposable apron, and facial protection if required
- Remove any spills (e.g. faeces, vomit) immediately from the area, using paper towels Using disposable cloths/paper towels, clean and disinfect the surrounding area using hot water and detergent, then dry. Please note that certain disinfectants may damage soft furnishings and carpet and therefore should not be used on these surfaces
- If necessary, use a suitable disinfectant
- Discard all waste (e.g. used cloths, paper towels, gloves and aprons) as clinical waste
- Wash and dry hands thoroughly

Do not use reusable cloths or mops to clean up spillages or blood or body fluids.