



ST ETHELBERT'S CATHOLIC PRIMARY SCHOOL AND NURSERY

Health and Safety Policy 2019-20

Date of Review: September 2019
Date of Next Review: September 2020

Health and Safety Policy

1. The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as pupils and visitors.

2. The Directors, Academy Representatives and Head teacher of St. Ethelbert's Catholic Primary School recognise and accept their responsibilities, within the framework of the Health and Safety Policy of the Local Education Authority, for ensuring a safe and healthy working environment for all its staff, pupils and visitors.

3. The Directors, Academy Representatives and Head teacher will take all steps within their power to meet these responsibilities. To this end they delegate to the Head teacher as Health and Safety Manager:

- the responsibility for managing health and safety matters within the school, making day to day operational decisions as appropriate
- the direct control of Whole-School Procedures, Resources and Co-ordination of departments/areas.
- Monitoring of health and safety procedures
- Reporting significant risks or concerns immediately to the link governor

4. As part of its overall responsibility for health and safety the Academy Committee will:

- Ensure health and safety is a standing item on the agenda at every Academy Committee meeting
- Receive a health and safety update/report from the headteacher or an appropriate member of staff at each meeting of the Directors
- Appoint an Academy Representative who works closely with the headteacher to promote a health and safety culture within the school and to evaluate health and safety arrangements

5. The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular to:

- establish and maintain a safe and healthy environment throughout the school.
- establish and maintain safe working procedures among the staff and pupils
- make arrangements for ensuring safety and avoiding risk to health
- ensure the provision of sufficient information, supervision and training.

St. Ethelbert's Catholic Primary School has:

- a Health and Safety policy
- a Safeguarding policy

- A summary of safeguarding procedures which is updated annually and shared with staff at the first INSET day of the school year
- An Academy Representative who liaises closely with the headteacher with regard to all health and safety issues
- a Safeguarding file containing all key documents relating to the safeguarding and welfare of pupils

Statement of Organisation and Arrangements for Ensuring Health, Safety and Welfare

The School Academy Committee:

The Academy Committee has a duty to become familiar with the requirements of the Council policies for Health and Safety and Welfare. They will ensure that the Head teacher and Senior Management Team are fulfilling their responsibilities for establishing, implementing, managing and monitoring the School Health and Safety Policy.

The Academy Committee will ensure that the roles and functions of staff in relation to Health and Safety and Welfare are clearly set out and written into individuals' job descriptions; that the Head teacher ensure that staff, pupils and visitors are made aware of their responsibilities and that staff are competent to carry out their duties. The Academy Committee will encourage a culture of co-operation of Health and Safety and Welfare by complying with legal requirements and acknowledging the importance of well established structures, and effective communication, for example, in written guidance, through Health and Safety representatives, Health and Safety committees or through training and information.

The Head teacher:

The Head teacher is responsible to the Directors, Academy Representatives and the Director of Education for the implementation, management and monitoring of the Health and Safety and Welfare policies and procedures of the LEA and the school. The Head teacher has responsibility for day to day management and for making clear any duties for Health and Safety which are delegated to members of staff. As far as is reasonable practicable, the Head teacher will ensure a safe and healthy work place and working environment for all employees, pupils, contractors, visitors and others who may be affected by the work of the school.

The Head teacher will require contractors and others, when working on the school site, to take all reasonable care for their own employees and others who may be affected by their work. S/he will co-operate with and provide relevant information to the school Health and Safety representative and keep the Academy Committee informed, where necessary, making recommendations to the Academy Committee for it to consider appropriate action.

The Head teacher, involving staff with special responsibility or other competent persons will, where practicable, administer a systematic assessment of the risks involved in order to carry out work safely. All staff should know that codes of practice are available in the Health and Safety file kept in the Admin room. L.E.A. hazard cards are available in the Admin room.

Staff with special responsibility:

Staff who have been delegated by the Head teacher as managers of others, having responsibility for particular aspects of the school, (for example school business manager or as the site manager) have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. They should contribute to the implementation and monitoring of the Health and Safety policies and procedures of the school. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Head teacher.

All school staff

All staff have a responsibility to:

- Support the implementation of the health and safety arrangements and this policy
- Have a responsibility for the safeguarding and welfare of all pupils and follow the procedures outlined in the school Child Protection Policy
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Carry out appropriate risk assessments for off-site activities or activities where there may be deemed to be an enhanced risk to pupils/staff.
- Report any shortcomings or concerns immediately to the headteacher, site manager or school business manager so appropriate action can be taken

Site Definition:

St. Ethelbert's is a two-form entry school for boys and girls age 3-11 years with a nursery class and 10-place Speech and Language an ASD Resource Base. The school is pleasantly situated on the borders of North Slough and South Bucks and is a 1960's two storey building and 1970's single storey building on an attractive site.

St. Ethelbert's has two playgrounds. The Foundation Stage play area is shared with the KS1 classes for some playtimes. The main playgrounds are of tarmac and grass areas with a climbing frame. Both areas are equipped with a safety surface.

The site manager checks the building and grounds on a regular basis with regard to Health and Safety. The school grounds and building are checked regularly in conjunction with the cleaning monitoring. Any potential hazards or problems are reported to the Head teacher and appropriate action taken.

Staff who note any potential hazard must inform the Site Manager/ School Business Manager who will take appropriate action and report the matter to the Head teacher.

Access to the site

St. Ethelbert's is approached by foot from Wexham Road. Pupils and parents enter and exit the site at the start and end of the school day via a secure pathway which is separated from the car park by railings.

The nursery classes enter the nursery classroom via the main pathway and are regularly reminded to keep to the designated pathway and not to cut across the car park. Parents/pupils access the site via an entry phone connected to the office. This is monitored by the headteacher and all staff.

Access for parents and pupils outside the start and end of the school day is through an entry phone connected to the school office.

No smoking is allowed anywhere on the school site.

Supervision of children

All staff have a collective responsibility at all times and should speak to children (whether they are in their class or not) whenever the need arises.

Any child working in a classroom or activity area must be supervised by a class teacher or member of school staff.

The school day starts at 8:50am and the school site is opened to pupils at 8:30am. Children should not arrive at school before 8:30am as the site does not open to pupils before this time.

Site staff and nominated members of teaching staff are on duty in the playground from 8:30am to 8:50am when the class teacher collects the pupils from the playground. A duty rota is displayed in the staff room.

If it is raining in the morning, then members of staff will supervise the pupils in the Key Stage 1 or Key Stage 2 hall until the start of the school day at 8:50am.

Site staff supervise the entrance to the school (front gates) at the start and end of the school day.

The playground is supervised at playtime by members of teaching staff/teaching support staff. A rota for playtime duty is displayed in the staff room and all staff should ensure they are aware of their duty times/dates. If a member of staff knows that they will be unable to complete their duty (e.g. they are on a course) then they should arrange to swap with another member of staff. If this is not possible then the deputy headteacher should be informed so suitable cover can be arranged.

The playground/lunch hall is supervised at lunchtime by lunchtime supervisory staff. A rota showing timings and allocated areas is displayed in the staff room. All staff should ensure they follow this. The senior leadership team also provide support at lunchtime.

Site staff and members of the senior leadership team are on duty at the end of the school day to ensure that pupils and parents leave the site safely.

Class teachers will only dismiss pupils to their parent/s unless the parent has given permission for another adult to collect their child. If a parent wishes another adult to collect their child they must inform the class teacher or contact the school office otherwise the class teacher will not release the child to that adult.

Children under 16 are not permitted to collect children unless the parent/s have given written permission for this to happen.

First Aid/Administration of Medicine

All staff are responsible for following the “Emergency First Aid Procedure” which is an appendix to this policy.

The Welfare and Family Support Officer is the lead First Aider and reports any serious/significant incidents to the headteacher on a daily basis. All Learning Support Assistants have received 2-day paediatric first aid training. A list of First-Aid trained staff is located in the front office, the medical room, the staffroom and the KS1 and KS2 medical room. All First Aid trained staff receive regular updates and training so that they can discharge these responsibilities safely and appropriately.

The Welfare Officer is responsible for the medical room and as such he/she checks the first aid boxes regularly, updates contents and orders additional supplies as needed. A weekly log of first aid boxes in classrooms is kept by the Welfare Officer to ensure these are visible

and accessible at all times. All First Aid incidents are seen by the Welfare Officer and procedures indicated in this policy are followed closely.

Children who have asthma have access to an inhaler kept in the classroom. There is also a spare inhaler kept in the medical room. Emergency inhalers are kept in the medical room. At lunchtime two named members of staff have emergency inhalers on the playground at lunchtime. Parental consent forms agreeing to use of the emergency inhaler have been signed and are kept in the medical room. Emergency spacers are kept in the medical room. Records of all use of emergency inhalers or spacers are kept in the medical book.

Children who require an Epipen have access to one in their classroom. Some of the children who require any Epipen have Piriton kept securely the classrooms in case of an allergic reaction.

The staff who are trained and able to administer an Epipen are: The Welfare and Family Support Officer and all LSAs with 2-day paediatric training.

Allergies/Medical Alerts: Information about pupils with medical alerts (e.g. asthma/epilepsy) will be published in the staff room and medical room. All staff will be informed of the individuals involved and class teachers will be issued with a list of informing them of the medical issues of pupils within their class. It is the responsibility of class LSAs to inform any supply teachers of pupils with serious allergies or other medical conditions.

Administration of Medicine: If a child requires prescribed medication whilst in school, the parent must complete a treatment form which is available from the school office. Only the Welfare Officer or another member of staff who has had 2-day paediatric training can administer medicine.

All medication (except inhalers) should be stored safely and securely in the fridge or medication box in the medical room.

Emergency Evacuation Procedures:

The Head teacher organises regular fire/evacuation drills on a termly basis. These fire drills are timed and are reported to the Academy Committee.

(a) Accident Reports and Investigations

Procedure:

- **Refer to the school procedures for dealing with emergency first aid in the appendix. All staff are expected to follow these procedures.**
- Any child who is hurt is seen by the teacher or a supervisor on duty and may be sent to receive medical attention from the First Aider on duty. All class rooms have a First Aid box so that minor paper cuts etc can be dealt with
- All Injuries e.g.: bump to the head, are recorded in a first aid book by whoever deals with the injury – dated and signed, the class teacher informed. Parents are notified are about bumps to the head and a letter is sent to parents informing them that their child received a bump to the head. Parents will also be informed by phone if the Lead First Aider assesses that this is necessary. The child also receives a sticker to wear on their clothing to inform parents/carers and other members of staff of their head injury.

Parents will be contacted at home or work if:

- Their child has received an injury that causes concern – hard knock to head / body.
- Their child presents themselves to a member of staff complaining of feeling unwell and staff are concerned as to severity or cause.
- Their child has a rash of unknown origin.
- Their child vomits or has diarrhoea. {Children suffering from vomiting / diarrhoea should be kept away from school for a period of 24 hours after the last episode}

If a child is taken to hospital by a parent or the school an Accident Report form is completed by the adult supervising first aid at the time. It is read and signed by the Head teacher. Where appropriate a RIDDOR form will be completed and filed.

The school produces an annual Health and Safety/Safeguarding Report which is returned to the local authority at the end of each academic year. This report summarises any serious incidents/accidents in school.

Accidents of a potentially serious nature are fully investigated by the Headteacher

Accidents resulting in major injury or deaths must be reported to the Health and Safety Executive within 24 hours and followed up in writing.

(b) First Aid: Provision and the Administration of Medicines

Procedure:

- Children with a minor injury are brought into First Aid room where the Welfare Officer attends to the injury. At lunch time the injuries are dealt with by a First Aiders on the playground if appropriate, and if necessary the Welfare Officer is consulted.
- The Welfare Officer will monitor the first aid stock and order more contents when needed.
- First Aid kits must be taken on all outings. All pupils with medical needs are supervised by staff with 2-day paediatric first aid training.
- Medicines will only be administered by the Welfare Officer or a trained first aider where the medicine is required 4 times per day or more.
- A record of medicine are kept in the red medical book in the medical room. A record of children requiring treatment is kept in the same file.

(c) Fire Safety:

Procedures:

A SUMMARY OF THE FIRE DRILL/EVACUATION PROCEDURES ARE ATTACHED AS AN APPENDIX TO THIS POLICY. THESE ARE DISPLAYED IN EVERY CLASSROOM AND ALL OFFICE AREAS IN THE SCHOOL.

- The overall aim is to save life, therefore evacuation is of paramount importance. Staff ARE NOT expected to go back into the building or fight the fire.
- Anyone discovering a fire should break the glass at the nearest alarm point

In the event of an evacuation, the staff named below have been assigned specific responsibilities

Headteacher:

- Overall responsibility for checking all areas and that staff/pupils have cleared the building safely

Office Manager

- Call emergency services
- Ensure evacuation of office area, including checking of staff toilets by offices

Admin officer

- Take registers, staff signing in/out book and visitors book to the assembly point

General fire safety

- Fire alarms are checked every term by the Site Manager and the Alarm Company annually.
- Fire extinguishers are checked regularly by Fire Protection Services.
- Fire drills are held termly and this is reported to the Governing Body. These are kept in the Health/Safety file in the administration office.
- All members of staff receive “Fire Safety” training. The named fire coordinator is the headteacher or in her absence the deputy headteacher.
- A copy of the fire drill and procedures is displayed in each classroom
- The headteacher, school business managers and the site manager are the named fire safety officers.

The Site Manager is responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards
- Checking all escape routes are clear
- Checking that fire doors can be opened quickly and easily
- Checking all fire resisting doors close properly
- Checking that no fire resisting doors are wedged or propped open
- That the building is generally tidy
- Rubbish and waste materials are not allowed to accumulate
- There is no storage, especially combustible materials, in unsuitable locations

(d) Storage and Use of Hazardous Substances

Procedures:

- All cleaning fluids are kept in the site manager’s or cleaners cupboards and these are kept locked.
- No other hazardous substances are used on our school site.

(e) Cleaning

- The Site Manager/Assistant Caretaker manages this on site. Cleaning is undertaken by a team of cleaners for the whole school.

(f) Staff involvement through Safety Representative:

- The staff Health and Safety Representative is the School Business Manager. The staff are informed of all matters in the school regarding Health and Safety and all have read and agreed our School Policy.

(g) Safety Training:

Procedures:

- A board is maintained in the school staff room to inform staff of any health and safety updates. It also includes relevant Health and Safety/School Policies. The school business manager ensures that this board is updated on a regular basis.
- The headteacher or a nominated member of the SLT will brief staff on any updates or issues relating to health and safety/safeguarding during the daily morning briefing. Staff are expected to familiarise themselves with all the information/school policies relating to health and safety.
- All staff have access to details regarding Health and Safety in the Staffroom
 - Emergency First Aid Procedures
 - Summary of safeguarding procedures
 - List of first aid trained staff
 - Fire evacuation procedures
 - Medical alert information
- The school is willing to send staff on Health and Safety Training to keep up with developments.

(h) Design Technology, P.E., Art Practices

Procedure:

- No more than 6 children can be involved in a science experiment involving candles or matches.
- Only teachers have use of staple and glue guns. Under no circumstances are these used by the children.
- P.E. Apparatus - the large apparatus both indoor and outdoor is inspected annually by Universal Services. All apparatus must be carried by the requisite number of children.

(i) Maintenance of Building and Equipment

Procedure:

- The site manager will check the school and grounds on a regular basis and notify the Head teacher of any concerns.
- All electrical equipment has been tested by the authority safety officer
- All repaired computer equipment is re-tested by the technical consultant.
- Make sure that all fire doors are clear of obstruction

(j) Playground Safety

Procedure:

- The site manager checks playgrounds daily for animal mess, glass and any other materials that may be hazardous to pupils
- The sand is checked regularly and replaced each year by the school.
- Children are not allowed to use the playground without adult supervision.

(k) Sun Safety

Procedure:

- Children are encouraged to wear sun-hats and to play in the shade.
- The children are encouraged to drink plenty of water during play / lunchtimes.
- The application of sun-cream to a child by a member of staff / school helpers is not permitted. Parents are encouraged to apply sun-cream before the school day begins.

(l) School Trips

Procedure:

- All coaches for our school trips are hired with seat belts and are from a reputable, established company.
- All Parents are asked to complete a consent form and are given details of the trip in advance. (A sample of a letter sent to parents is available from the office).
- The ratio of adults to children is at least in line with local authority guidelines. Higher than recommended ratios may also be used depending on the nature of the trip/activity. The adult helpers are given a list of the children in their group and the children know who is responsible for them, a copy of each list is kept in the school office.
- Pupils in year 6 take part in an annual residential trip. Appropriate risk assessments are made and the school uses a reputable company that has thorough risk assessments and health and safety procedures in place.
- The children are always reminded of the conduct expected of them on a trip and any particular behaviour required i.e.: if travelling by foot and crossing roads.
- The class teacher has overall responsibility for the class outing, children and adult helpers.
- Class teachers undertake a risk assessment and complete a risk assessment form, prior to the outing. All staff follow the procedure for planning an outside activity which is attached in the appendix.
- A first aid kit is available for all trips and is taken on each visit. Pupils who require or may need medication (asthma/epipen) are named in the risk assessment and their medication is taken with them.

(m) Contractors on School Premises

Procedure:

- All contractors meet with the Head teacher or a nominated member of staff prior to their visit to discuss school regulations and use of school involved. Fire exits/alarms, etc., timetable etc. They will be notified of fire regulations and fire exits in the building.
- Contractors on site are not allowed to smoke, play radios, or talk to children.
- All contractors have to report to the office and sign the visitors' book during school hours.
- Where appropriate, contractors conducting "long-term" work on site which may be unsupervised will be required to complete an enhanced DBS clearance.
- Contractors will be supervised by a member of school staff if they are working in an area where it is likely or possible for them to have access to children.

(n) Vehicle Movement:

Procedure:

- Parents are informed on a regular basis not to park on zigzag lines outside school and not to use the staff car park, unless they are helping in the school.
- Parents are not permitted to bring their cars onto the school site unless they are dropping their child at breakfast club (7:45 to 8:20am) or there are exceptional circumstances which mean the headteacher has permitted them to do so (e.g. child is unwell, disability of a parent/child)
- Contractors are asked to report to the office each visit to ensure it is safe to use the large lawn mowing equipment.

(o) Security:

Procedure:

- Locks are fitted to external doors and gates so that people cannot enter without using the entry phone or ringing the doorbell especially after school hours.
- All staff are issued with security fobs which gives them access to internal and external locked doors
- Exterior lighting has been fitted to the main school entrance and staff car park.

(p) Emergency Evacuation

Procedure:

- In the event of an emergency evacuation, the children and staff evacuate to the playground through appropriate doors/gates, following the same procedures as a fire evacuation.
- Depending on the nature of the emergency, the headteacher will make a decision if pupils need to be evacuated from the school site completely. If this is the case staff will be informed and pupils will assemble in the church.

(q) Body Fluids

Procedure:

- These are cleaned up by the Site Manager or Teaching Assistant (except in the Nursery).
- Staff are reminded of the importance of hygiene and of using disposable gloves. These are available in the medical room and in each class first aid box.
- Waste bags are used in the medical room for "body fluid" waste.

(r) Head Lice:

Procedure:

- When the school is notified of a child with head lice a letter is sent out to all parents in the child's class notifying them of "head lice" and asking them to check the child/children's hair.
- Also, a notice will be placed in the school windows notifying parents/carers that a case of headlice has been reported.
- Where appropriate, health awareness presentations, information and reminders to parents/carers to check their child's hair will be in the termly newsletter.

s) Manual Handling

Procedure:

- The main manual handling needs at the school concern the setting up and taking down of apparatus; high level display work; movement of furniture in the classrooms; putting away stock.
- The site manager has received training on correct Manual Handling procedures from the Authority.

t) Safeguarding and Child Protection

The school has a child protection policy in order to safeguard the welfare and safety of all its pupils. All staff are responsible for the safeguarding of pupils and are expected to read this policy and follow its guidelines.

RISK ASSESSMENT FOR HBV, HIV AND FIRST AID

For all Staff involved in First Aid please use the following procedures:

- a) cover all broken skin, to avoid contact with blood and other body fluids, with a waterproof dressing or use rubber gloves before giving first aid. Unbroken skin is a natural barrier,
- b) wash hands before and after applying dressings.
- c) when mopping up blood or body fluids with paper towels always wear gloves.
- d) do not use teeth when putting on or removing rubber gloves,
- e) remove gloves so that they are inside out and the contaminated side is not exposed.
- f) dispose of gloves by putting them in a plastic bag and placing in a closed bin.
- g) wash hands and other surfaces immediately after contact with blood/body fluids and after removing gloves,
- h) disposable towels should be placed in a plastic bag for incineration,
- i) blood stained clothing should be changed for clean ones once wound has been treated. Handle blood stained clothes with rubber gloves and soak them in cold water before washing in washing machine on a hot cycle,
- j) when handling needles/sharp objects, take care to avoid accidental piercing of skin,
- k) anyone who has direct contact with another person's blood/body fluids should wash the exposed part of his/her body immediately with soap and water,
- l) if lips, mouth, tongue, eyes or broken skin are involved wash with clean, cold tap water and seek medical advice,
- m) reinforcing the procedures the reporting and managing of accidents.

APPENDICES

Procedures for Fire Drills

The Fire Bell is a long continuous bell.

If the Fire Bell is sounded, the following procedures must be followed.

- Children and staff must leave the building immediately and should not collect belongings before doing so. They must not collect coats etc. even if wet or cold.
- All children must line up in silence and be led from the building by the nearest exit.
- A member of staff must lead the children as they need to assess the situation and if a way out is blocked or appears to be blocked by smoke etc. you must direct the children to a different route.
- Please close all windows and doors and turn off lights.
- TAs and all staff who do not have a class at the time, check all areas of the school as you leave i.e. toilets, middle rooms, medical rooms etc.
- Children must be led in silence and remain in silence until all children, staff and visitors have been accounted for.
- Children must walk purposefully (but not running) to their lining up position on the far side of the playground in twos for ease of taking the register.
- Registers will be brought to the playground from class if at register times, or the front office at all other times.
- Children who are in small groups or individual work must be led by the member of staff they are working with to join their line in the playground.
- When the register has been taken and all pupils accounted for staff should raise their hand to indicate all present.
- **If a child or member of staff is missing please inform a member of the SLT or office staff immediately.**
- **DO NOT** re-enter the building for any reason until the all clear is indicated.

It is imperative that all registers are marked correctly and that all staff and visitors sign in and out accurately. Time could be wasted looking for people who are signed in but have already left the building or not looked for, because they have not been signed in.

Procedure for returning to the building after the 'All Clear':

- When the 'all clear' has been given staff must lead the children back into school, walking in twos and in silence to resume lessons.

It must be stressed to everyone the importance of walking and being in silence both in and out of the building and in the roll call to ensure that important information can always be heard.

Check you know all the exits from the building and where Fire Alarm points are, in case you discover a fire.

Share these procedures with your classes, especially what to do if they are not in class should the bell be rung.

Remember some Fire Drills are planned, some are because of accidental setting off of the alarm **BUT** the next one may be a real fire so please treat all ringing of the Fire Bells as an emergency.

School Operating Procedures

Procedure for	Pupil/staff member requiring medical or first aid treatment
Step 1 Alert staff member immediately	<p>The nominated staff members are:</p> <ol style="list-style-type: none"> 1) Maggie Brennan – Welfare and Parent Support Officer 2) All other staff with 2-day paediatric training <p><i>If the pupil is well enough or only has a minor injury (e.g. a graze), they should be sent to the medical room. They must be accompanied by a member of staff (LSA).</i> <i>If the pupil is unable to move/should not be moved, then assistance should be called.</i></p>
Step 2 Nominated staff member to make an initial assessment of need	<p>Nominated staff member should attend to pupil/staff member immediately to provide initial first aid/welfare and assess whether :</p> <ol style="list-style-type: none"> 1) An ambulance is required OR 2) First aid treatment on site is sufficient OR 3) Child is unwell and needs to go home > Inform parents
Step 3a If an ambulance <u>IS</u> required:	<ol style="list-style-type: none"> 1) Nominated staff member to call the ambulance to provide essential information 2) Inform Deputy Headteacher that an ambulance will need to be called. 3) If nominated staff member is unable to call an ambulance themselves, then they should delegate this to a member of staff who MUST be present at the scene in order to provide the emergency services with accurate information 4) Welfare Officer to contact parents and log phone call on CPOMs 5) Nominated staff member to travel in ambulance with the pupil if parents are unable to arrive to accompany pupil to hospital 6) Deputy Headteacher to liaise with site manager to ensure ambulance can access the site <p>Post-incident Follow-up</p> <ol style="list-style-type: none"> 1) <i>Nominated staff member to log incident, including action taken on the scene on CPOMs</i> 2) <i>Any staff witnesses to the accident should also complete brief witness report on CPOMs</i> 3) <i>Nominated staff member to liaise with parents regarding treatment received at the hospital and inform Senior Leadership Team of outcomes</i> 4) <i>Nominate staff member and member of the senior leadership team to complete RIDDOR form where appropriate.</i>
Step 3b If an ambulance is <u>NOT</u> required	<ol style="list-style-type: none"> 1) Nominated staff member to provide emergency treatment and record incident on CPOMs 2) Parents to be informed of incident by telephone once treatment has been completed 3) Parents to be given “incident” slip which records nature of accident and treatment given

School Operating Procedures

Procedure for	School trips/Off-site activities (non-residential)
<p>Step 1: Approval from SLT</p> <p>6 weeks prior to trip</p> <p>In exceptional circumstances, the SLT may authorise a trip/visit when less than 6 weeks' notice is given. This will normally only be for trips which involve local places of interest within walking distance which are unlikely to incur a cost or require transport. Please speak to the AHT for your phase if you wish to organise a trip with less than 6 weeks' notice.</p>	<p>Complete "approval and costings" sheet – 6 weeks prior to planned trip date</p> <ol style="list-style-type: none"> 1. Submit "approval form" to Administration Assistant (Sinead O'Leary) for costings: <ol style="list-style-type: none"> a. Ensure proposed adult/pupil ratio is indicated on this form b. Ensure you check the school diary to spot potential clashes (e.g. school photographer in) 2. Sinead to submit to headteacher for approval. In the absence of the HT, the trip may be approved by the DHT 3. Once approved, Sinead will confirm coach booking.
<p>Step 2: Letter to parents</p> <p>At least 4 weeks prior to trip date</p>	<ol style="list-style-type: none"> 1. Letter to be sent to parents (via email and hard copy) informing them of the trip. The letter should be on the standard school trip letter and should include: <ul style="list-style-type: none"> • Trip venue • Date and approximate timings • Purpose of the trip (e.g. to support current topic of...) • Request for parent helpers if required • Reference to cost of trip being on a "voluntary basis" but that the trip can only go ahead if parents are able to pay • Permission slip
<p>Step 3: Complete risk assessment and submit to HT for review and signature</p> <p>At least one week prior to trip date</p>	<ol style="list-style-type: none"> 1. Complete school risk assessment form: "Risk Assessment and Advisory". <ul style="list-style-type: none"> • This is the standard form and <u>section 5</u> should be annotated to show any specific risks to that trip (<i>e.g. if you are visiting a farm or zoo you may add comment about hand-washing and handling animals</i>) • Name all staff members going on the trip and provide mobile phone numbers. • First aiders should be named • Pupils with medical conditions should be named (e.g. asthma, allergies) • Pupils with SEN concerns (e.g. pupils requiring 1:1 support) should be named along with 1:1 support required. • Contingency plan for finding a safe place in case of an emergency incident (e.g. suspected terror attack) to be detailed on the risk assessment 2. Attach group list showing how staff/pupils will be organised 3. Attach risk assessment provided from site where applicable 4. All members of staff to sign risk assessment

	5. Headteacher will review and sign risk assessment, taking into account the adult/pupil ratio, SEN, medical needs and overall risk of the activity based on the information provided above.
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