



**Haberdashers'
Castle House School**

A9-10 Health and Safety including trips and visits

| Actions | Date / details | By whom |
|---------------------------|---------------------------------|-----------|
| Date originally published | March 2018 | IS |
| Adopted by Governors | March 2018 | Governors |
| Amendments | July 2020 – checked and amended | IS |
| Adopted by Governors | Aug 2020 | Governors |
| Amendments | Aug 2021 – checked and amended | IS |
| Adopted by Governors | Aug 2021 | Governors |
| Amendments | Aug 2022 – checked and amended | IS |
| Adopted by Governors | Aug 2022 | Governors |
| Amendments | Aug 2023 – checked and amended | IS |
| Adopted by Governors | Sept 2023 | Governors |
| Review Date | Aug 2024 or before as required | |

This policy is applicable to all pupils, including those in the EYFS (Nursery and Kindergarten) and this applies to all Health and Safety and Educational Visit policy and practice. Additional requirements relating to the EYFS can be found under policies headed 'C'

SECTION A. EMPLOYER'S STATEMENT OF HEALTH AND SAFETY

i. Defining the Employer

The employer is Castle House School Trust Ltd, operating through its Board of Governors, which has responsibility for ensuring that good Health and Safety practices, as prescribed in The Health and Safety at Work Act 1974 (HSWA), amended 1992 and 1994, are observed and carried out at Castle House School and within the Nursery, including all providing or participating in EYFS, and elsewhere by all relevant personnel.

ii) Employer's General Statement of Policy

It is the policy of the school governors to promote and maintain healthy and safe working conditions for all pupils, all members of EYFS and members of staff. The governing body ensures that the school's

management policy is to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable hazards, having regard to the DfE

Guidance, "Health and Safety".

The governing body of the school recognises its responsibility:

- a) To provide and maintain healthy and safe working condition in accordance with statutory regulations.
- b) To provide the necessary training and instruction to enable members of staff to work efficiently and safely.
- c) To ensure all equipment and machinery is safe to use.
- d) To ensure that sufficient and proper risk assessments are completed.
- e) To care for the health and safety of pupils of the school and the EYFS, members of staff and the general public.
- f) To ensure all emergency procedures are known and practiced by pupils and members of staff.

iii) Consultation and Allocation of Functions

- The employer, which is the governing body, undertakes to consult with its employees on health and safety policies, procedures and initiatives.
- In practice it delegates responsibility to do this to its Finance and General Purposes Committee.
- The chairman of that committee and the chairman of the governing body who is also a member of the F & GP committee will liaise directly with the designated employees who are the Head of the School, its Management Team and the School's Safety Officer.
- The school officers will consult with all employees on health and safety issues (see "Appendix 2" in section C).
- Employees will be kept aware of the school's and nursery's policies and procedures through the distribution of appropriate documentation, to be retained on file in this Staff Handbook, and through the display of cautionary and statutory notices.
- The location of further more-detailed documents, where required, will be stated in "Appendix 1" in section C.
- A Governor is appointed to take an overview of H&S procedures and meets termly with the Headteacher to check progress.

Responsibility for Monitoring the Policy

Responsibility for monitoring the policy rests with the Governing Body. In practice it will delegate the task to the school's Safety Officer who will report to the Headmaster and Management Team. The Governing Body will formally review the policy, in accordance with the procedure in Annex 3 in section C).

The Safety Officer will organise Risk Assessments, to be undertaken by the school and nursery (EYFS) its staff, and oversee the implementation of appropriate actions in response. The Safety Officer will keep records of assessment made internally and will organise arrangements to ensure inspections of health and safety, environmental health, fire precautions and similar, by the appropriate body, in accordance with national and local regulations.

Two bodies have been established to direct and enforce legal matters relating to health and safety. They are the Health and Safety Commission (HSC) and the Health and Safety Executive (HSE). The HSC formulates policies which are implemented by the HSE.

The contact office of the HSE for Castle House School is located at The Marches House, The Midway, Newcastle, Staffordshire (01782 717181).

SECTION B THE SCHOOL'S RESPONSIBILITIES

Implementation of Policy

All matters of health and safety should in the first instance be addressed to the school's Safety Officer (see "Appendix 2" in section C).

It is incumbent on all employees to work in such a manner that is safe for themselves and other employees as well as the children. If any question of health or safety arises it should be put to the Safety Officer.

Employees have a responsibility to the school and nursery:

- a) To work efficiently and safely.
- b) To use equipment and machinery properly and in accordance with the instructions.
- c) To report incidents that have led, or may lead, to injury or damage.
- d) To understand and comply with emergency procedures.
- e) To assess the risks inherent in activities they undertake, equipment or the environment they use and the procedures they adopt.
- f) To minimise the risks by complying with good practice and the school's policies on health and safety, in accordance with the Management of Health and Safety at Work Regulations 1999.
- g) To report to the Safety Officer any risks about which they remain concerned.
- h) To record accidents and injuries, in accordance with the school's procedures following, to comply with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) as displayed on the statutory poster.
- i) To cooperate when necessary safety work on the premises or in the grounds is required.

Admission of External Inspectors

The school will comply with requirements to admit all external inspectors, eg: HSE inspectors, Environmental Health inspectors, electrical checks, building regulations inspectors, fire safety officers, HM Inspectorate and Independent Schools Inspectorate (ISI).

HM Inspectorate carries out inspections of schools. If making a routine visit the school must be given prior warning. They may visit to investigate specific incidents and they have the right to visit without prior warning. They should discuss matters of concern with the Headteacher.

ISI inspectors investigate compliance with effective implementation of relevant health and safety laws.

Inspectors carry warrants which detail their powers. These must be produced on request. If inspectors are unable to comply they should be refused entry.

HM Inspectors have considerable powers, including the issue of prohibition notices and improvement notices, enforced by the power to prosecute if required. More detailed explanations are contained with the school's additional documentation (location – see "Appendix 1" in section

C).

iii) The School's Policies, Safe Systems and Procedures

There follows, contained within the Staff Handbook and the school 'T' drive, a collection of the most relevant school and EYFS policies, safe systems, procedures and arrangements to ensure good health and safety practices.

These include statements on:

- Security
- Fire Safety
- First Aid
- Accidents
- Illnesses
- Medicines, including for asthma
- Medical Procedures
- Pupil and staff travel
- Inspecting and internal checking
- Kitchen, caretaker and cleaners
- Hazardous Substances
- Hazards and Environment
- Emergencies and Crisis Management
- Health and Safety on Educational Visits
- Health and Safety in Physical Education and other curricular and non-curricular activities
- Induction of new staff
- Training of staff in Health and Safety and risk assessment
- Manual handling of equipment
- Safety in public places
- Mental Health
- Management of asbestos
- Consultation arrangements with employees
- Recording and Reporting accidents ... including RIDDOR
- Workplace safety
- Working at height
- Selecting and managing contractors
- Maintenance of plant and equipment
- Lone Working
- Minibus Policy
- Epipens in school
- Legionella Guidance

SECTION C APPENDICES

Appendix 1: Location of Documentation

Further documentation retained by the school may be consulted by an employee. It is contained within appropriate files in the School Office.

Appendix 2: Designated Persons

Chairman of Governors: Mr Kevin Paton-Feaver

Chairman of F & GP Committee: Mr Kevin Paton-Feaver

Governor with responsibility for H&S Procedures: Dr Rohit Mishra

Headteacher: Mr. I Sterling

School and Nursery (EYFS) Safety Officer: Headteacher

In the absence of the Safety Officer, the Deputy Head temporarily takes over the role.

Appendix 3: Non-Statutory Guidance

"DfE Guidance: Health and Safety DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies" (2011), replacing "DCSF Guidance Health and Safety, Responsibilities and Powers".

Health and Safety at Work etc. Act 1974 and subsequent regulations authorised under that Act, including Management of Health and Safety at Work Regulations 1999 and the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).

Appendix 4: Review of Policy/Signatures

The school and nursery (EYFS) Safety Officer and the Management Team will keep the policy under continual review, especially in the light of incidents reported by employees.

The school and nursery (EYFS) Safety Officer will bring the policy to the attention of the Governing Body once per year for formal review. Signatures of the Chairman, the Headmaster as chief executive and the Safety Officer will be added hereunder to the office copy.

HAZARDS AND THE SCHOOL/NURSERY (EYFS) ENVIRONMENT/RISK ASSESSMENTS

Hazards, when identified by any member of staff, should be reported immediately to the Safety Officer.

Defects to the environment (eg electrical failure, release of toxins, broken slabs or steps, heating failure) should be reported immediately to the Safety Officer.

Steps will be taken to minimise the risk (eg coning off) to members of the community, before more permanent repairs are sought.

The Management Team and the Safety Officer will:

- Monitor the maintenance of offices, classrooms, workplaces and buildings within their control so as to provide safe and healthy conditions.
- Make available as required the appropriate protective equipment in a satisfactory condition for use.
- Oversee the safe design, construction and use of plant, facilities and equipment used throughout the school.
- Take all reasonable steps to prevent personal injury to employees, pupils and members of the public, and damage to school property arising from foreseeable hazards.
- Make arrangements for the safe handling, storage and transportation of articles and substances for use in the school.

Risk Assessments are contained and are available on the One Drive. All Staff must make sure they are fully aware and follow the best practice which is contained in the risk assessments. If a new activity is undertaken where a Risk Assessment is not available those involved should consult with the Headteacher and an appropriate risk assessment must be produced.

EDUCATIONAL VISITS

Introduction

The Department for Education's Guidance to good practice, "Health and Safety of Pupils on Educational Visits" (HASPEV) has been superseded by the latest DfE advice which seeks to simplify paperwork for staff preparing visits. However, it is still important to meet the good practice standards set out in HASPEV.

Statement of Policy

The Governors recognise the value of educational visits to extend and enrich the curriculum for the pupils of the school and nursery (EYFS).

2. The governors, as employers, are responsible for the health and safety of pupils and staff both at school and nursery and in the course of educational visits.
3. The governors, as employers, are responsible for the actions of employees of the Trust while in the course of their employment, including the organisation and leadership of educational visits.
4. (a) The governors will comply with the good practice guidance HASPEV which is now voluntary. The school and EYFS appoints an Educational Visits Coordinator (EVC), with appropriate training, who will oversee arrangements for educational visits.
(b) The EVC for Castle House, currently, is the Headteacher. Practical responsibility for ensuring that educational visits are properly planned and supervised, that the group leader is competent for that type of visit, that any necessary training has been provided, and that planning and preparation (including risk assessments and records) are being monitored and approved by the Educational Visits Coordinator (EVC), rests with the Headteacher who may delegate appropriate tasks to the EVC where the EVC is a different member of staff.
6. Each educational visit will have a nominated Group Leader, responsible for the supervision and conduct of the visit, who is required to submit plans to the EVC for approval by the Headteacher.
7. The governors will be asked to give formal approval for higher risk activities.
8. Staff should remain mindful of any requirements set by our insurers when planning educational visits.
9. If we are planning an activity involving caving, climbing, trekking, skiing or watersports, the school must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). Two additional pieces of guidance have been published about health and safety issues. DfE have provided guidance on the requirements for driving minibuses, replacing the section previously located within the general health and safety guidance. The requirements in relation to work experience have also been clarified.

10. Visits in the EYFS

A risk assessment must be undertaken for outings, and include consideration of adult-to-child ratios and the steps to be taken to remove, minimise and manage identified risks and hazards. Parents of children in the EYFS must be informed of the visit and its arrangements. Details of supervision, first aid provision and transport arrangements must be planned in advance.

Guidance for Staff

The Independent Schools' Inspectorate provides the following advice:

Educational visits are no longer treated separately from other aspects of health and safety. The DfE advice seeks to make it easier for schools to take pupils on trips, removing paperwork and taking steps to reduce teachers' fears of legal action and stating that it is rare for teachers to be prosecuted under criminal law with regard to accidents involving children. There is no requirement to have an Educational Visits Coordinator (EVC). Schools should remain mindful of any requirements set by their insurers when planning educational visits.

A written risk assessment is not required for every visit and teachers should assume that they only need to carry out a risk assessment in exceptional circumstances. However, where a risk assessment is carried out, the employer must record the significant findings of the assessment. A risk assessment is not needed every time a school takes pupils to a local venue such as a swimming pool, a park or a museum. Exceptional circumstances include activities away from school; for example, mountaineering, canoeing, and sailing. Trips abroad also need careful attention to duties under health and safety.

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the school (with the exception of Early Years Foundation Stage children) as most of these activities take place during school hours and are a normal part of the child's education at the school. However, parents should be told where their child will be when not on school premises and of any extra safety measures required. This can be via a specific communication, or a more general termly calendar or similar. Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. A 'one-off' consent form may be used for parents to sign when their child enrolls at the school.

SEE A9-10a FOR REVISED EDUCATIONAL VISITS (TRIPS and EVENTS) RISK ASSESSMENT FORMS