



Kidsgrove
Learning Campus
INSPIRE INNOVATE CREATE



Health and Safety Policy

Drafted By

Mr S Frost

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Approved By

Local Advisory Board

Review Date

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Statement of General Policy on Health, Safety and Welfare

1. This policy statement supplements both the general statement of policy issued most recently by the Staffordshire County Council and the more detailed statement issued by the Education Department.
2. The school's Local Advisory Board and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and under Staffordshire's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented, and systems are constantly monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act, this school's Local Advisory Board will ensure so far as is reasonably practicable that:
 - The premises are maintained in a safe condition.
 - Safe access to and egress from the premises is maintained.
 - All plant and equipment is safe to use.
 - Appropriate safe systems of work exist and are maintained.
 - Sufficient information, instruction, training, and supervision is available and provided.
 - Arrangements exist for the safe use, handling and storage of articles and substances at work.
 - A healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Local Advisory Board also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried out within the school boundary or otherwise, the Local Advisory Board will make the necessary information, instruction, training, and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its students, this commitment is seen as especially important.
6. Within the financial restraints dictated by the County Council, the Local Advisory Board will ensure through the Senior Management Team, that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
7. The Local Advisory Board is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Local Advisory Board's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of their own duties.

- To take care of their own safety and that of others and;
- To co-operate with the Local Advisory Board and Senior Management Team so that they may carry out their own responsibilities successfully.
- All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
- Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and / or safety of employees concerned.
- A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
- This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the school's Local Advisory Board.

Organisation and Responsibilities for Health, Safety and Welfare

To ensure that health and safety issues are dealt with in accordance with our establishment's safety policy, the following organisational structure has been approved by the Council Body. Duties and responsibilities have been assigned to Staff and Local Advisory Board as laid out below.

1. Local Advisory Board

The Local Advisory Board will comply with any directions issued by the LEA concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Local Advisory Board is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Education Department carries with it some power of control and hence increased accountability. Where the Local Advisory Board controls the spending decisions, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the LEA will be informed of any issue which has significant health and safety implications, and which cannot be resolved satisfactorily without LEA involvement.

The Local Advisory Board appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Local Advisory Board has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher will advise the SET and Local Advisory Board of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring consideration by the Headteacher will include: -

- Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999.
- Monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- Adequate staffing levels for safe supervision.
- The delegated responsibility for maintenance of the premises.
- The purchase of equipment to meet appropriate safety standards.
- The repair, maintenance, and testing of school equipment.
- The provision of appropriate protective clothing where necessary.
- The purchase and maintenance of first aid materials and firefighting appliances.

- The funding of necessary safety training for staff.
- The arrangements for securing health and safety assistance from a competent source.
- The appointment of a Site Lead.
- The provision of appropriate health and safety information to Local Advisory Board.

The Headteacher may choose to delegate to other members of staff any or all the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

3. Operations Lead supported by the Site Manager/Supervisor

The Headteacher will delegate to the Operations Lead many of the duties that are linked with the day to day running of the health and safety provision as follows: -

- Inform staff of the need for risk assessments throughout the establishment.
- Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff.
- Ensure that the correct procedure is followed for the reporting, recording, investigation, and follow-up of accidents on the premises in consultation with Headteacher.
- Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements. (A Crisis Management Team has been set up within school for this purpose).
- Arrange for termly evacuation drills and weekly fire alarm tests, etc.
- Advise the Property and Estates Division, Headteacher or appropriate body.
- of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and inform relevant staff and/or Headteacher regarding any action which is necessary to minimise risk.
- Arrange for the repair, replacement, or removal of any item of furniture or equipment which has been identified as unsafe.
- Co-ordinate the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered.
- Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Liaise with and monitor as far as is reasonably practicable, the activities of visitors and others on the site to ensure that any risks to health and safety of staff and others are kept to a minimum.
- Ensure that all heads of department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.
- Liaise with Education Visits Coordinator regarding arrangements for educational visits and school journeys.

4. Faculty & Subject Leaders

All Faculty & Subject Leaders are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- Ensure that risk assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned.
- Ensure that all accidents (including near misses) occurring within their departments are promptly reported and recorded using the appropriate forms etc.
- Ensure that all accidents are investigated with a view to preventing a recurrence.

- Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency.
- Remove from use and inform the Headteachers of any equipment/appliance which has been identified as being unsafe and which is in need of repair.
- Ensure that adequate levels of class supervision are available at all times.
- Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report.
- Maintain or have access to an up-to-date library of relevant published health and safety guidance. Ensure that all staff within their department are aware of and make use of such guidance including that available in electronic format;
- Identify specific staff health and safety training needs and inform the Headteacher accordingly.
- Consult with staff on any matters which may affect their health or safety whilst at work.
- Carry out departmental induction training including any specific information and training that may be necessary because of activities, which are peculiar to the department.
- Ensure that levels of first aid provision remain adequate for the activities being undertaken.
- Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Headteacher.
- Ensure that all students are given the necessary health and safety information and instruction prior to commencing practical activities, which may involve some risk.
- Ensure that good standards of housekeeping are maintained.
- Consult with Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

5. Teaching Staff (Including supply)

Teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g., classrooms, laboratories, workshops, etc., and off site e.g., school trips. Class teachers shall:

- Ensure effective supervision by only permitting practical work to be carried out by students after carrying out a risk assessment. The class size, the abilities of the students involved, the activities to be undertaken, etc, will all need to be considered.
- Be aware of the school's health and safety policy and any local rules and arrangements which may apply specifically to the department concerned.
- Ensure that safety instruction is given to all students prior to commencing practical sessions.
- Know the location of the nearest fire-fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare, etc.
- Ensure that students follow school/departmental safety rules, and that protective equipment is worn where appropriate.
- Ensure that all personal protective equipment is suitable and in good condition prior to issue.
- Ensure safety devices e.g., machinery guards are in good condition and are used;
- Report any defective equipment to the Faculty / Subject Leader.
- Investigate all accidents (in conjunction with Faculty / Subject Leader) which occur through activities organised / supervised by the Department.
- Propose for consideration by their Faculty / Subject Leader any improvements which they consider would improve health or safety standards within the department.
- Ensure that an agreed adequate level of supervision is available, and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

6. Site Manager/Supervisor

The Site Supervisor is responsible to the Headteacher, and their duties include:

- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- taking appropriate action when necessary to prevent injury to others on the site
- who might otherwise be exposed to unnecessary dangers e.g., erect barriers around opened manholes, etc.
- Participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas, etc.
- Identifying any health and safety training needs for Site Team which they may need to carry out their duties safely.
- Ensuring that staff within the group are not involved in activities outside their limitations.
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- Ensuring that all staff work in accordance with safe working practices issued by the school, the LEA, etc.

7. All Employees (including temporary and volunteers)

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the Local Advisory Board and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- To participate in the risk assessment process and comply with findings.
- To report all defects in the condition of the premises or equipment to which they become aware.
- To report all accidents according to the procedures included in Part 3 of this document.
- Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see part 3).
- To make use of all necessary personal protective equipment provided for safety or health reasons.
- Make use of all control measures made available to them e.g., fume cupboards, etc.
- Follow all relevant codes of safe working practice and local rules.
- Report any unsafe working practices to the subject lead / SLT.

8. Students/Students

All students must be encouraged to follow all safe-working practices and observe all school safety rules.

All students will:

- Follow all instructions issued by any member of staff in the case of an emergency
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g., fire extinguishers, etc.
- Inform any member of staff of any situation, which may affect their safety.

9. The Team Around the School meeting – with advice from Health and Safety committee will discuss and determine measures to ensure the health and safety of all employees, students and others who are affected by the school's activities. This committee meets termly, and Health and Safety will be an agenda item for all of their meetings.

Minutes of their meetings and discussions will be given to the full Local Advisory Board meeting on a regular basis, thus keeping the full Local Advisory Board informed.

ARRANGEMENTS AND PROCEDURES FOR HEALTH AND SAFETY AND WELFARE

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording and Investigation

Any accidents are recorded on a LEA web site portal.

Any necessary investigation is initiated through the school.

Asbestos (Sub Section 1 Hazardous Substances SCC Policy)

The Site Supervisors have regard for the Asbestos Record Systems Manual in any works done within the school. All reports are filed within the H&S Office.

Contractors (Sub Section 2 Management of Contractors & Noise in the Workplace SCC Policy)

Contractors are responsible to the Headteacher. The majority of work around the site is organised through the County and their Health and Safety officers are involved in establishing working procedures.

Curriculum safety

Staff leading activities outside of the normal curriculum are required to give due attention to health and safety and where appropriate undertake appropriate risk assessments.

Drugs and Medication

These are to be stored in the school office in a locked safe and administered only with written consent from a parent or guardian. Students should not be carrying drugs around with them. The staff are aware of what they can and cannot administer.

Electrical equipment

All electrical equipment is tested annually by a SCC approved provider.

A record is kept of inspections and any defective equipment reported to the H&S Officer.

Fire Precautions and procedures

The school has a policy for fire procedures. A termly fire drill is conducted. Regular testing of the fire equipment is carried out.

Maintenance of fire equipment is part of the annual contract.

First Aid

The nominated first aiders are **Mrs Hume, Mrs Beardmore and Ms Potts**. First aid boxes are available throughout the school and Faculty / Subject Leaders have the responsibility for reporting any inadequacies in the makeup of first aid boxes. Responsibility for summoning ambulances lies with the first aiders in liaison with the Headteacher.

Regular training is given for the nominated first aiders to keep them up to date.

Glass and Glazing

The Headteacher together with the Site Supervisors has regard for ensuring that all regulations are met.

Hazardous Substances (See Appendix 1)

The Subject Leads who use hazardous substances are responsible for ensuring that all regulations are covered and up to date.

Health and Safety advice

This is obtained through the appropriate department at the County and anyone involved in work on the school site. Appropriate posters are available throughout the school and detailed instructions and information listed in the school handbook and updated annually.

A copy of this handbook is given to each individual member of staff.

Housekeeping, cleaning and waste disposal

This is co-ordinated through the Site Supervisors, The Senior Cleaner, The Catering Manager in liaison with the Headteacher.

Handling and Lifting (See Appendix 2)

We have a Manual Handling Policy in respect of students. Other issues are at the discretion of the Site Supervisors and staff in discussion with the Headteacher. Training posters are displayed for staff to ensure that any lifting or manual handling is carried out according to the guidelines.

Jewellery

The school's policy is detailed in the school prospectus and students are reminded of our expectations on a regular basis.

Lettings/Shared use of premises

The details of charging are discussed at the Council Site Management committee. The Finance Department discusses all requests for lettings with the Headteacher and keeps details of letting agreements, sends invoices and monitors payments.

A lettings programme is held within the school finance office.

Lone working

Where staff are working alone in the school arrangements are made with the Site Supervisors. Regulations on lone working have been given to each member of staff.

Noise in the Workplace – please refer to guidance in **Appendix 3**.

Maintenance/ Inspection of Equipment

This is conducted by the County through their contracts on a regular basis. It applies to PE equipment, Technology equipment, Science equipment, the fire alarm equipment, burglar alarm equipment. Details of inspections are recorded in a central file and with the Site Supervisors.

Monitoring the Policy

The Council Site Management committee monitors the Health and Safety policy of the school on a regular basis and receives reports through the Headteacher of specific concerns.

Personal Protective Equipment

This is the responsibility of the appropriate line manager. Where there are concerns, they should be reported to the Headteacher.

Reporting defects

Hazards should be reported to the Headteacher who will arrange for defects to be addressed.

Risk assessments

The Headteacher is ultimately responsible for all risk assessments. Subject Leads and teachers in charge of particular activities are responsible for risk assessments connected with their work.

School Trips/Off site Activities (*See Appendix 4*)

Approval for all school trips and off-site activities should be obtained from the Headteacher and where appropriate the County. The school has a clear policy in its school handbook regarding the procedures to be followed for school trips. This involves consultation with the Educational Visits Coordinator (Mrs K Castrey) who keeps up to date with all regulations for school trips and activities.

School Transport

School buses are the concern of the County.

Any student using the school minibus should have permission from parents.

Any school trips using transport should be with the agreement of parents.

Staff driving the school minibus should have passed the County's test and be authorised under the school and County insurance to drive the minibus.

Smoking/Vaping

Smoking/vaping is not permitted anywhere on the school premises.

Staff Consultation

Issues of concern can be raised with the Headteacher or through the union representatives to the Local Advisory Board.

Staff Health and Safety Training and Development

Staff are inducted into the organisation of the school through their Subject Leader or through the Assistant Headteacher or Professional Tutor depending on their role. Staff are made aware of the school's Health and Safety policy and health and safety regulations within the staff handbook.

Staff Well-being/Stress

The County has a policy in place for supporting staff. The school supports this policy. Stress Risk Assessments are in place for Teaching Staff, Admin Staff, TA's and Premises Management.

Supervision

The school has clear guidelines derived from the County's guidelines for supervision of students during curriculum time and at all other times.

All staff are cleared through the DBS procedures on appointment.

Use of VDU's/ Display screens

The school accepts the County's guidelines. Any concerns should be reported and followed through by the Headteacher.

Vehicles on Site

Any vehicles on site are subject to the school's policy. Parents are asked to collect children at the school entrance. Contractors' vehicles are given specific times when it is appropriate to be on the school site. Other vehicles are asked to conform to the school's times and requirements.

Violence to staff/ school security

The school has regard to security and all visitors are asked to sign in at the school's reception desk.

Any incidents of verbal or physical violence are to be reported to the Headteacher and will be dealt with appropriately.

CCTV is in operation both inside the school and in the grounds for the protection of staff, students and visitors.

Working at height

Staff and the Site Supervisors are aware of the regulations. Site staff are trained and certificated to work at height.

Appendix 1

Control of Substances Hazardous to Health (SCC Guidance)

1. Success Indicators

- Substances to which employees and others may be exposed are identified.
- Substances are assessed to identify risks to health and the assessments are regularly reviewed.
- Safe practices and suitable control measures are identified, instigated, maintained, and monitored.
- Relevant information regarding substances is provided to employees
- Information, instruction, and training regarding substances is provided to employees.
- Current material safety data sheets are readily accessible.
- Where necessary, health monitoring and surveillance is undertaken.

2. Overview

It is a legal requirement for every employer to make an assessment the substances associated with their activities that might pose a risk to the health and safety of employees. Employers must reduce the risk from substances as far as “reasonably practicable”.

3. Health, Safety and Wellbeing Management Arrangements

These arrangements will apply to employees, students, service users, contractors and members of the public if they are on county council premises or when engaged in county council activities.

Identification of Substances

Premises managers and line managers must identify hazardous substances that are used, stored or to which individuals are exposed.

- Brought into the workplace to be used, worked on or stored.
- Given off, during any process or work activity such as dust, fumes and vapours;
- Produced at the end of any work process such as waste or residues; and
- In the case of peripatetic staff those likely to be encountered on other sites

Risk assessment

Managers must ensure a suitable and sufficient risk assessment is undertaken for each substance and the risks associated with the use of that substance. A written record of the assessment must be kept using HSF64 and be made available to employees. Where similar substances with identical hazards and routes of entry are to be assessed, they may be grouped together and assessed as one e.g., different brands of oil with the same qualities. collecting safety data sheets and other information about a substance is not sufficient to satisfy the requirements of the legislation to carry out an assessment.

The assessment must consider the risks created by working with a substance and not solely the hazardous properties of the substance itself. Consideration must be given to the form of the substances used and produced and if they are likely to be combined with any other substance during the work process to present additional/different hazards. The information must be used to help identify suitable controls to protect those who may be exposed to the substance.

The level of toxicity of a substance will be affected by the amounts to which people are exposed and the routes of exposure that the use of the substance causes and this should be considered during the risk assessment process.

There is a hierarchy of preferred methods of controlling exposure to hazardous substances based on their effectiveness:

- (a) Elimination of the use of the hazardous substance;
- (b) Modification of the substance, e.g., use a paste rather than a powder.
- (c) Modification of the process and/or workplace e.g., using a vacuum rather than brushing.
- (d) Applying controls to the process, such as enclosures and Local Exhaust Ventilation (LEV).
- (e) Ways of working which minimise exposure; (safe systems of work) and
- (f) Equipment or devices worn by exposed individuals (Personal Protective Equipment PPE).

Unless the use of a substance can be eliminated it is normal for a combination of methods to be used as controls.

Managers are responsible for maintaining a register of substances which have been risk assessed and for which adequate control measures have been identified and implemented for specified uses in their workplace or the work activities for which they are responsible. Substances should not be purchased or used until an assessment has been completed, the appropriate control measures identified and implemented.

Maintenance of Control Measures

Control measures including fume cupboards and Local Exhaust Ventilation (LEV) must perform as originally intended, and should adequately control the exposure of employees to substances hazardous to health. Where equipment is used as a control measure it should be monitored for deterioration regularly and the frequency of the checks should reflect the likelihood of deterioration of that part of the control measure and its importance.

Where possible, equipment used as a control measure should be visually checked, at appropriate intervals and without undue risk to maintenance staff. In the case of local exhaust ventilation (LEV) and work enclosures, such checks should be carried out at least once a week. Local exhaust ventilation (LEV) systems must be thoroughly examined and tested by a competent person and a certificate issued at least once every 14 months.

Workplace Exposure Limits

For substances that can be inhaled, the controls which are implemented must consider any Workplace Exposure Limit (WEL) that is in place for the substance. Substances that have a WEL are listed in the HSE's guidance note EH40. Exposure to substances with a WEL should be reduced as far as is reasonably practicable and should be proportionate to the health risk which the substance presents. Information about whether a substance has a WELs will be identified on the safety data sheet. Information is also available on the HSE website.

Health Surveillance

Health surveillance is systematic, regular and appropriate checks to detect early signs of work-related ill health among employees exposed to certain health risks. Examples include skin checks for dermatitis and lung function tests for occupational asthma.

The benefits of health surveillance are that it can:

- protect employees by allowing harmful health effects to be detected at an early stage.

- check that control measures are working effectively and help identify if further action might be required;
- provide data to detect and evaluate health risks;
- provide information on the effectiveness of the controls that have been implemented;
- provide an opportunity to train and instruct employees further in safe and healthy working practices, and
- gives employees the chance to raise any concerns.

The type of health risk presented by a substance will determine what, if any, health surveillance is necessary. It may be necessary to consider the combined effects of substances encountered by individuals in a role e.g., those involved in catering whose skin is exposed to cleaning chemicals, food and flour dust may require skin monitoring for dermatitis.

Where it is identified as part of the assessment that Health Surveillance may be required, further advice must be obtained from the Occupational Health Unit (OHU).

When appointing employees Managers must consider whether the role is likely to cause exposure to substances which will require health surveillance to be undertaken by OHU. This should be identified on the pre-employment Assessment of Fitness for Work and where necessary pre-employment checks should be undertaken. Advice should be obtained from the OHU.

4. Training and Information

Everyone involved in handling or using an identified hazardous substance must understand its hazards and the precautions necessary to avoid risks during its use and storage.

Managers must ensure those involved with hazardous substances:

- Are instructed on how to correctly and safely use substances and that this is updated and refreshed regularly as identified in the hazardous substances assessment.
- Are adequately supervised to ensure that the stated procedures are followed.
- Are provided with protective clothing and equipment and trained in its correct use if specified in the assessment.

5. Monitoring and reviewing these arrangements

Assessments of hazardous substances should be formally reviewed on a regular basis or where circumstances have changed (and in any case at intervals of not more than 5 years).

6. HSW Supporting Information

- Risk Assessment Management Arrangements
- Personal Protective Equipment Guidance.
- HS64 Hazardous Substances Risk Assessment Form & guide to completion
- HSF65 Biological Substances Risk Assessment

Appendix 2

Manual Handling (SCC Guidance)

Success Indicators

The following indicators will demonstrate success in this area:

- a. Employees have access to back care awareness information
- b. Managers ensure that manual handling risk assessments are undertaken and that control measures are implemented and monitored.
- c. Equipment is provided to reduce risk as recommended by the risk assessments.
- d. Employees receive training in manual handling when need identified and to meet the requirements within this document.
- e. Employees identified with **musculoskeletal disorders** (MSDs) are referred to Occupational Health and individual risk assessments completed.
- f. Managers act upon management data (sickness absence, accident records etc) to monitor and reduce MSDs.

2. Overview

It is a legal requirement for employers to manage the risks associated with manual handling.

Manual handling means the transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force. A load may be an inanimate object, person or animal.

The Manual Handling Operations Regulations establish a clear hierarchy of measures for dealing with risks from manual handling. These are:

- Avoid hazardous manual handling tasks so far as reasonably practicable;
- Assess the risk where it is not possible to avoid the task;
- Reduce the risk to the lowest reasonably practicable level;
- Review if the circumstances change.

It is not practicable to completely eliminate manual handling. However, management arrangements must consider how risks can be minimised and controlled. As a basic requirement, good back care must be actively promoted.

3. Health, Safety and Wellbeing Management Arrangements

These arrangements will apply to employees of Staffordshire County Council.

3.1 Risk Assessments

Where the risk assessment process identifies hazardous manual handling tasks then the manager must ensure the following procedure is carried out:

- Consider whether the hazardous manual handling task can be avoided;
- If not, a manual handling risk assessment should be carried out by a competent person;
- The risk assessment should consider the:
 - Task – the job/operation being carried out with reference to working postures, moving distance, frequency, number of employees etc.

- Individual(s) - carrying out the task with reference to the need for information, training and supervision, health status, uniform/clothing, footwear and other personal effects.
 - Load/person – with reference to weight, size, shape, handholds and external properties of the load. For person other considerations include: physical factors, behavioural factors, history of falls, medication etc.
 - Environment – with reference to space, floor surfaces, working heights, equipment, temperature, lighting, arrangement of furniture etc. and
 - Other – (protective clothing, work organisation, equipment)
- The risk assessment must be recorded and communicated to all relevant individuals.
 - The assessment must be reviewed if there are substantial changes.
 - Safe systems of work should be recorded on the appropriate manual handling risk assessment form or handling plan and communicated to all relevant employees and partners/agencies.
 - All handling must be carried out in accordance with the recommendations of the assessment except in a life threatening or emergency situation. If an emergency situation can be foreseen e.g. person identified as at risk from falls or fire then a plan must be in place.
 - In partnership/multi agency working environments all organisations and agencies will communicate effectively in relation to moving and handling issues in order to achieve a consistent approach and to reduce the health and safety risks of all those involved.

Managers must be aware of and take account of any of their employees who are new and/or expectant mothers, have disabilities or other health conditions, and those with concerns about their ability to carry out manual handling.

Employees must make their manager aware of any problems or health issues which they have relating to manual handling.

3.2 Manual Handling of Inanimate Objects

Manual handling risk assessment must be used to prioritise the most urgent actions to minimise lifting. Mechanical aids should be used whenever possible. Good ergonomics, planning and design of the workplace will often eliminate hazards at an early stage.

For complex or very high-risk manual handling tasks, the Health, Safety and Wellbeing Service are available to support the manager/assessor to reduce the risk to an acceptable level. This could include providing ergonomic advice and assessment of the task. Where risks cannot be reduced to an acceptable level, this will be discussed with the relevant senior manager.

3.3 People Handling

It is a legal requirement under The Equalities Act 2010 to ensure that those with a disability are not subjected to discrimination. Having suitable movement and handling plans, designed to meet the needs of the individual, helps to ensure that those with mobility limitations are able to participate in life as fully as possible.

Managers must ensure that all service users, students and young people who can safely do so must be encouraged to move themselves and where necessary and every person who needs assistance is individually assessed by a competent person taking into account their individual needs, capabilities and circumstances. The rehabilitation and development needs of the individual will be considered in conjunction with the importance of employee and service user safety.

Managers will adopt a problem-solving approach which considers the use of a variety of handling methods and equipment to reduce the risk of injury. Service user/student independence will be encouraged at all times.

For complex handling tasks, the Health, Safety & Wellbeing Service, or training partners can be contacted to support the manager/assessor. Where risks cannot be reduced to an acceptable level, this will be discussed with the relevant senior manager and/or partners.

Following assessment, managers must ensure an individual handling plan is produced which is reviewed at appropriate intervals or when circumstances change.

3.4 Manual Handling in the Event of a Fire

As part of the Fire Safety arrangements for premises, individuals who will require help to evacuate must be identified and a Personal Emergency Evacuation Plan (PEEP) should be developed. As part of the PEEP, any equipment that will be required to facilitate evacuation e.g., Evac[®] Chair must be identified and provided.

3.5 Manual Handling Equipment

Equipment identified by the risk assessment to be used to reduce the risk must be:

- Appropriate for its intended use;
- Stored in a convenient and easily accessible place;
- Serviced and maintained to meet manufacturers' standards;
- Where appropriate comply with the Lifting Operations and Lifting Equipment Regulations (Refer to management arrangements on the Safe Use of Lifting Equipment).

3.6 Dress Code for Moving and Handling

The following dress code must be implemented when carrying out manual handling activities for employees who are involved in regular hazardous moving and handling tasks:

- Flat or low heeled, supportive footwear with non-slip sole (open-toed footwear should not be worn);
- Clothes should be non-restrictive and allow ease of movement;
- Employees should not wear jewellery, have body piercing(s) or have long nails/nail extensions which may cause harm to themselves or the person/load being moved.
- Long hair should be tied back.
- Personal protective equipment e.g. gloves and protective footwear should also be worn in accordance with local risk assessments.

3.7 Incidents/Ill health

Managers must ensure that they record every work-related manual handling incident and reported ill health.

Where personal injury results from any manual handling activity an Accident Investigation Report Form (HSF 40) must be completed and forwarded to the Health, Safety & Wellbeing Service.

Managers must investigate any incidents reported to monitor trends in MSD and ensure they identify clear courses of action.

Managers can refer employees suffering with MSDs to the council physiotherapy service (see operational guidelines) to support managers and employees to manage any ill health symptoms. Evidence shows that early

intervention can support employees to remain in work/return to work/full duties more quickly than without physiotherapy.

4. Training and Information

Manual handling training, including how to use equipment, will be provided to all employees as identified by line managers. A range of training programmes have been developed to meet the needs of specific occupational groups. Refresher training should take place in accordance with the training programme recommended timeframes. This will generally be annually and once every 3 years for Manual Handling Trainers. For advice and support on determining suitable manual handling training refer to the Health, Safety and Wellbeing Service.

5. Record keeping

Once a manual handling risk assessment is no longer valid it must be kept for at least 5 years. In the case of individual risk assessments that relate to a child the assessment must be kept for 21 years from their date of birth.

Manual handling training records need to be kept for a minimum of 5 years

6. Monitoring and reviewing these arrangements

Risk assessments should also be reviewed following significant changes or if there is reason to suspect it is no longer valid e.g. change in best practice, after an accident, change in person's health etc. It is good practice to review risk assessments annually. Managers must monitor the effectiveness of control measures and ensure that they are implemented and effective and have been communicated to all relevant parties.

7. Management of Contract Activities

When commissioning outside agencies/contractors to carry out a service on behalf of the council that involves hazardous manual handling tasks, it is essential that the commissioning process includes the following:-

- An assessment to determine the competency of the agency/contractor;
- A review of their health and safety performance and access to competent advice;
- Ensuring evidence that suitable risk assessments and control measures are in place;
- The agency/contractors working practices are operated in line with current legislation and codes of practice;
- Suitable training is in place and this training is documented;
- Agency/contractor has suitable public and employer liability insurance cover in line with council guidelines (further advice and guidance available from Insurance Services);
- Agencies/contractors are audited and monitored by the service to ensure standards are maintained.
- Agencies/contractors report on their health and safety performance which should details of accident/incident trends to the commissioning officer.

8. Health Safety and Wellbeing Supporting Information

- Guidance on Safe Handling of Inanimate Objects and People
- Manual Handling Risk Assessments Quick Reference Flow Chart

The Health, Safety & Wellbeing Service have received specialist training and are able to provide advice on complex manual handling activities. Occupational Nurses are available to advise managers on how to manage and support employees with vulnerabilities/medical conditions.

9. Forms

HSF25 Manual Handling Risk Assessment Record (Inanimate Objects)

HSF24 Manual Handling Risk Assessment and Handling Plan (People Moving)

10. Equalities and Human Rights Consideration

This procedure has had an equalities impact assessment using the equality commission screening criteria. No significant equality implications have been identified.

Appendix 3

Noise in the Workplace (SCC Guidance)

Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a) Line Managers and Premise Managers identify areas or work activities where initial assessments are required. (See section 5.1)
- b) Where initial assessments indicate that a full assessment is required an assessment has been undertaken and employees informed of the results.
- c) Where workplaces or work activities are identified as at or above the lower exposure action value, action has been taken to reduce noise levels as far as is reasonably practicable using means other than Personal Protection Equipment (PPE).
- d) Where workplaces or work activities are identified as at or above the upper exposure action level Hearing Protection Zones have been designated and action taken to reduce the noise levels.
- e) Where noise is at or above the lower exposure action level suitable PPE is provided and maintained.
- f) Managers are aware of their duties to provide suitable hearing protection where necessary and to enforce the wearing of hearing protection where employees are exposed to noise at or above the upper exposure action level.
- g) Employees are aware of their duties to wear hearing protection, use any noise reducing equipment installed and report any defects in hearing protection equipment or equipment installed to reduce noise.
- h) Suitable information, instruction and training about noise and how to protect their hearing is provided to employees who work in noisy environments
- i) Health surveillance is undertaken for those who are exposed to noise at or above the lower exposure action level at least every three years

This policy applies to all employees' workplaces and work activities.

Noise at work is recognised as a potential health hazard. Evidence shows that excessive noise can cause long term damage to hearing and accelerate the normal loss of hearing which occurs as people grow older.

There is a duty to manage noise at work and this policy outlines the approach to be taken to the assessment of noise and control measures. Design and engineering controls must be used to reduce noise production and exposure to noise so far as reasonably practicable rather than the use personal protective equipment such as hearing protection.

The aim of this policy is to ensure that that the council has in place adequate systems to assess and control the risks from noise in the workplace and protect the hearing of employees as required by the Control of Noise at Work Regulations.

Decibel (dB) - a unit for measurement of sound level. Decibels are measured on a logarithmic and not linear scale.

dB(A) – sound level in decibels measured on an “A” weighted scale. The “A” weighted scale is used to measure environmental noise.

dB(C) - sound measured in decibels on a “C” weighted scale. The “C” weighted scale is normally used to measure peak, impact or explosive noises.

Exposure limit value - the level of daily or weekly personal noise exposure of 87dB(A) or of peak sound pressure of 140dB(C) which must not be exceeded.

Lower exposure action value - the lower of the two levels of daily or weekly personal noise exposure of 80dB(A) or of peak sound pressure 135dB(C) which, if reached or exceeded, require action to be taken to reduce risk.

Upper exposure action value - the higher of the two levels of daily or weekly personal noise exposure of 85dB(A) or of peak sound pressure of 137dB(C), requiring action if reached.

All managers and premise managers should eliminate noise at source but where this is not possible it must be reduced as far as is reasonably practicable using controls other than Personal Protection Equipment. Appendix 1 provides detail of control measures

5.1. Initial Assessment of Noise.

Where Managers and Premise Managers identify that an activity or workplace requires an initial noise assessment this should be recorded on HSF63. The initial noise assessment will identify if a workplace or work activity requires a full noise assessment.

The initial assessment should consider the following indicators:

- You have to raise your voice to be heard by someone two metres away for at least part of the day.
- There is use of noisy powered tools or machinery for more than half an hour a day.
- The work involves causing impacts such as hammering, pneumatic impact tools etc
- The work involves explosive sources such as cartridge-operated tools or detonators,
- Individuals are surrounded by intrusive noise for **most of the day**.

If the manager identifies that the work environment or work activities involves any of the above points then a full assessment will be required. If a manager identifies that a workplace or work activity may require a full noise assessment they should contact the Strategic Health and Safety Service as soon as possible so that arrangements can be made for a full noise assessment to be undertaken.

If the assessment indicates that it is unlikely that the noise for the workplace or work activity will require a full assessment this should be recorded. The assessment should be reviewed if the workplace or activity changes in a manner that might increase the exposure to noise in any way e.g.

individuals work closer to noisy equipment, use equipment for longer periods of time or additional equipment is introduced to the workplace.

Line managers or premises managers should inform employees of the findings of the initial assessment.

If the noise produced is not sufficient to require a full assessment it is good practice to ensure that the exposure to noise reduced as far as reasonably practicable. Methods for the reduction of noise levels are described in Appendix 1.

5.2 Full Assessment

Where an initial assessment identifies that a full assessment is necessary the manager, with support the Strategic Health and Safety Service shall arrange for a competent person to undertake a the assessment in a manner that complies with the requirements of the Control of Noise at Work Regulations.

Summary Chart of Levels and Actions

	Noise exposure	Actions required	Employee Action
Lower exposure action level	daily or weekly personal noise exposure of 80dB(A) or peak sound pressure 135dB(C)	Reduce noise so far as is reasonably practicable. Provide hearing protection on request to employees if the noise cannot be reduced below this level.	Co-operate with the introduction of any noise reduction measures.
Upper exposure action level	daily or weekly personal noise exposure of 85dB(A) or peak sound pressure of 137dB(C)	Provide suitable hearing protection as an interim measure or if the noise exposure cannot be reduced below this level. Reduce the noise exposure by means other than hearing protection so far as is reasonably practical. Designate workplaces and activities as hearing protection zones.	Employees MUST wear hearing protection equipment. Report any defects or loss of Hearing Protection Equipment. Co-operate with Health Surveillance.
Exposure limit value	daily or weekly personal noise	Cease activity/ use of equipment which is source of noise exposure. Reduce noise	

	exposure of 87dB(A) or peak sound pressure of 140dB(C)	to below the exposure limit value.	
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If the full assessment identifies that the noise in a workplace or from a work activity is at or above the lower exposure action levels the manager, with the support of the Strategic Health and Safety Service and the competent assessor, will identify measures to reduce the levels of exposure to the noise to a as low a level as is reasonably practicable.

If the full assessment identifies that the noise in a workplace or from a work activity is at or above the upper exposure action levels measures to reduce the level of exposure to noise to as low a level as is reasonably practicable, not including the use of PPE, must be taken as quickly as possible. Suitable hearing protection should be introduced as an interim measure. It is desirable that the noise exposure should be reduced below the upper exposure action level. Hearing Protection Zones must be introduced where this not possible.

If the full assessment identifies that the noise in a workplace or from a work activity is at or above the exposure limit value then the activity must be discontinued immediately unless hearing protection is provided that which reduces the noise exposure to below this level.

Employees who are or may be exposed to the noise which has been assessed must be informed of the findings of the full noise assessment.

5.3 Control Measures

Noise in all workplaces and as a result of all work activities should be at a level which is as low as reasonably practicable. Reductions in noise levels may be achieved by varying methods and managers should consider those in Appendix 1.

When an assessment indicates that noise is above any exposure limit, control measures should be introduced to reduce the noise as far as is reasonably practicable and where possible below the lower exposure limit value. Hearing protection should be considered an interim control measure until other control measures to reduce the noise exposure have been identified and implemented. The preferred outcome is to lower the noise exposure to a level where hearing protection is not required. The types of control measures that should be considered are identified in Appendix 1.

After the control measures have been implemented an assessment should be undertaken to identify the effectiveness of the controls and to ensure that adequate reductions in the exposure levels have been achieved.

5.4 Hearing Protection

Hearing protectors are Personal Protective Equipment (PPE) and as with all PPE these should be used as a last resort and the risk, i.e., the noise, should be reduced as far as possible by other means.

Where employees are exposed to noise between the upper and lower exposure action levels the council will provide free hearing protectors and instruction and training on their use.

If employees are exposed to noise at or above the upper exposure limit then the council will provide suitable hearing protection, which must be worn. The hearing protection provided must reduce the noise exposure below the upper exposure limit.

5.4.1 Selection of hearing protection

The selection of hearing protection must be given careful consideration. The use of generic “one size fits all” hearing protection is not suitable. The protection must be worn correctly and at the appropriate time for the protectors to be effective and the protectors chosen will affect the willingness of employees to wear the protection.

- The protection chosen must be suitable for the level and frequency of the noise.
- The protection should not reduce the noise levels too much as this can cause a feeling of isolation for the wearer and lead to an unwillingness to wear the protection.
- The protection chosen should be comfortable and suitable for the working environment.
- Consideration must be given to how comfortable and hygienic the protectors will be in the circumstances which they will be used
- If they will be worn with any other protective equipment,
- If the activity of the user can be accommodated.
- The individual who will be wearing the protection should be considered as part of the selection process including the need to wear glasses and facial hair.

Advice regarding the selection of hearing protection is available from the Strategic Health and Safety Service.

5.4.2 Issue & Maintenance of hearing protection equipment

Where hearing protection is provided the Personal Protective Equipment (PPE) policy HR110 should be followed, and the issue of equipment should be recorded. Regular checks should be made on the condition of hearing protection to ensure that is in good working order and in a hygienic condition. Items to be considered include:

- it remains in good, clean condition;
- earmuff seals are undamaged;
- the tension of the headbands of earmuffs is not reduced;
- there are no unofficial modifications;
- compressible earplugs are soft, pliable and clean.

Arrangements must be in place to ensure that employees are aware of their responsibilities for the care of PPE issued to them and that they regularly check its condition. Employees should be aware

of the system for reporting any defects or damage affecting their PPE. Prompt action should be taken to repair or replace PPE that is reported as being defective or lost

Suitable storage must be provided for PPE when it is not in use to avoid the equipment from being damaged from chemicals, sunlight, high humidity, heat and accidental knocks; contaminated from dirt and harmful substances; and the possibility of losing it.

Managers shall ensure that adequate information, instruction, supervision and training is provided to enable wearers to use PPE correctly. Managers must also be aware of why PPE is being used and how to use it properly.

5.5 Hearing Protection Zones

Following a full assessment by a competent person a Hearing Protection Zone may be identified or where the equipment is mobile the activity may be a Hearing Protection Zone. These are areas or activities where exposure to noise is above the upper action value of 85dB(A) and for which wearing hearing protection is compulsory. If an area is identified in this manner it must be clearly marked "Ear Protection Zone" or if this is not possible those undertaking the work activity must be informed in writing of the procedure. Managers must ensure that the hearing protection provided is worn in Hearing Protection Zones and employees failing to wear hearing protection in these areas subject to disciplinary action.

5.6 Health surveillance

Where an employee is exposed to noise levels at or above the lower exposure action values Occupational Health will ensure that their hearing will be monitored on a regular basis. This will normally be annually for the first two years of employment in the role that exposes them to the noise and then at three-yearly intervals.

Initial Health Screening

Where it is identified that a role involves working in an environment which is above the lower action level, managers must inform the Occupational Health Unit and ensure that arrangements are made for the individual who is employed in the role to have their hearing assessed within two months of taking up employment. Having a baseline for individuals will help effective monitoring of any impact that noise is having on the hearing.

5.7 Information, Training and Instruction

Managers must ensure that employees have suitable and sufficient training regarding noise. Where an employee is exposed to noise above the lower exposure action limit this should include the correct use of the hearing protection which has been selected for them. Information, instruction and training will be considered adequate where it enables the wearer to know:-

- the risk or risks which the personal protective equipment will avoid or limit;
- the purpose for which and the manner in which personal protective equipment is to be used;
- and

- any action to be taken by the employer and employee to ensure that the personal protective equipment remains in an efficient state, in efficient working order and in good repair as required by these arrangements.

The instruction and training provided to employees should be recorded.

5.8 Purchase and Hire of Equipment

All Managers and Premise Managers should consider the level of noise that may be produced by a piece of equipment before hiring or purchasing equipment. Those responsible for the purchasing of equipment should consider manufacturer's information regarding noise levels from equipment. Noise levels from equipment may vary from that provided by the Manufacturer depending on location and use of the equipment. Equipment of a non-commercial nature such as that which may be purchased from DIY stores may produce significantly higher levels of noise than that designed for commercial use. Managers must consider the purchase of this type of equipment carefully.

The data produced by manufacturers regarding noise may be less than that experienced depending on the use and location of equipment and this should be considered before purchase or hire.

Suppliers of hire equipment are required to provide information regarding the noise levels that may be produced by equipment prior to the completion of an agreement. An assessment of the noise produced by the equipment when on site should be undertaken and appropriate action taken. Instructions and guidelines for control measures regarding noise provided by the supplier and/or manufacturer should be noted and normally regarded as minimum precautions.

5.9 Contractors

Contractors who undertake work for and on behalf of the County Council have a duty to comply with the Control of Noise at Work Regulations and to co-operate with other employers who may be affected by their activities.

Premise Managers and Managers must provide information regarding the levels of noise to which they may be exposed to those coming on to their sites, premises or working near noisy activities. This is particularly important if the contractor will be accessing or working in Hearing Protection Zones. Use of equipment or powered tools by contractors in Hearing Protection Zones should be considered carefully as additional noise sources may result in noise exposure above the Exposure Limit Value. A Control of Contractors - Hazard Exchange Form HSF46 should be used to ensure that information is effectively communicated.

6.1 Staff with responsibility for supervising work activities

Those with line management responsibility for individuals will:

- Complete initial noise assessments where they have identified workplaces or work activities that may require an initial noise assessment.
- Provide suitable and sufficient information, instruction and training to employees regarding noise and where necessary hearing protection.
- Make available adequate finance for full noise assessments and where identified as necessary, remedial works to reduce noise exposure levels.
- Where hearing protection is required ensure that employees wear the hearing protection and it is monitored and maintained.
- Provide information to those who are not managed by them but may be affected by noise.

6.2 Premise Managers

All Premise Managers across the full range of the County Council's services to whom "Responsible Person" responsibilities have been delegated will ensure, so far as is reasonably practicable, that the following requirements are met at the premises under their control.

- Complete initial noise assessments where they have identified workplaces or work activities that may require an initial noise assessment.
- Provide suitable and sufficient information, instruction and training to employees regarding noise and where necessary hearing protection.
- Make available adequate finance for full noise assessments and where identified as necessary, remedial works to reduce noise exposure levels.
- Where hearing protection is required ensure that employees wear the hearing protection and it is monitored and maintained.
- Provide information to those who are not managed by them but may be affected by noise.

6.3 Employees

Every employee of the Council will:

- Co-operate with any noise assessment undertaken.
- Co-operate with the introduction and use of any noise reduction measures.
- Use the Hearing Protection provided as instructed for activities and in locations designated as Hearing Protection Zone and where instructed by their manager.
- Report any loss or defect in Hearing Protection.
- Inform their manager should they identify if they are experiencing any reduction in hearing.

7. Specialist Advice

7.1 Strategic Health & Safety Service

Strategic Health and Safety Service can assist with the interpretation and practical application of this policy. It is recommended that you contact the Strategic Health and Safety Service if further advice, guidance and support are required.

7.2 Occupations Health Service

Will, upon request from managers, arrange for Initial Health Assessments and health surveillance to be undertaken following the identification of individuals who work in environment where they may be exposed to noise above the lower exposure action level.

8. Legislative Framework

- a. The Health and Safety at Work Act
- b. The Control of Noise at Work Regulations

9. Further Advice and Information

This policy document is for general guidance only. If you need any further advice on how to apply this policy please contact the Strategic Health and Safety Service.

Further background information on this topic is available at www.hse.gov.uk

Educational Visits & Trips



Introduction

From September 2003 all schools are now required to have a trained Educational Visits Co-ordinator to approve 'normal risk out of school activity' and to seek approval from the County Outdoor Education Service for all 'additional and high risk activities'. This is in line with Staffordshire County Council's new policy on the conduct of educational visits – "*Educational Visits: Policy, Procedures and Guidance*" – taking into account the new Government requirements.

Summary

The risks of partial or non-compliance with approval and monitoring arrangements are self-evident with potentially damaging consequences. There is, for example, every possibility of a serious incident occurring and, where policy is not followed, education professionals and governors being involved in litigation and criminal prosecution. The new guidelines recognise the educational value of out of school activities and will help to ensure that sufficiently robust monitoring systems are in place so that students can continue to benefit from safe and stimulating educational experiences:-

Particular focus is given to the following two types of activity:-

- **Normal Risk Out of School Activity**

Approval for 'normal risk' out of school activities has been delegated to the school, provided that a trained Educational Visits Co-ordinator (EVC) has been appointed, and the arrangements for such visits adhere to the County policy.

For schools who do not have a trained EVC in place the County Council's Education Service will have no option other than withdrawing the delegation for approving any activity that takes place out of school. The consequences of this will mean that no activity 'beyond the school gate' can be sanctioned.

- **Additional and High Risk Out of School Activity**

The new procedures require schools to apply for approval for four different types of visit:

1. Visits where an outside county organisation (a provider) is running high risk activities for students.
2. Visit involving one or more overnight stay in residential accommodation, either within the UK or abroad, and any day visit abroad.
3. Visit where a member of staff will be leading additional risk activities, such as Fieldwork in the Peak district or orienteering in an area with natural terrain hazards.
4. Visits where a member of staff will be leading high risk activities, such as climbing, walking in hills or open moorland, and open water activities such as canoeing.

The mechanism for the approval of such activities is as follows:

- An application for approval, accompanied by assessments of any activity or residential providers, along with risk assessments for any additional or high risk activities led by school staff, to be sent to the County Educational Visits Adviser.

- The experience and qualifications of the members of staff are also assessed and appropriate staff are places on the List of Approved Leaders.
- For additional risk activities, listed leaders do not have to apply for future visits but approval must always be obtained for high-risk visits.
- A sample of visits is monitored during progress

Kidsgrove Secondary School Educational Visit Procedures

Permission to take students out of class for an educational visit should be obtained from the Headteacher well in advance. It will obviously be advantageous to discuss proposals at a very early stage to avoid clashes with other school activities. Once permission has been given the following procedure should be followed.

All trips have to be authorised through the electronic EVOLVE system, located at www.staffordshirevisits.org.uk For your username and password please speak to the Educational Visits Co-ordinator.

Forms, risk assessments for all trips including overseas residential trips are located on the EVOLVE system.

- Costings for the trip must include cover for any member of staff attending the trip. In most cases this can be done in house, see the Educational Visits Co-ordinator for help and coordination with Cover Supervisor.
- Parents should be notified, and consent forms or indemnity forms completed. It will be necessary to advise parents of all activities that are to take place outside the school. It will be necessary to have the appropriate forms completed where the visit is of long duration and where potentially dangerous activities may be involved.

The Headteacher will advise on the appropriate requirements.

- The school Charging Policy should be adhered to. If hired transport is required, as opposed to the use of own minibus, the Educational Visits Co-ordinator will book transport and liaise with the departments or student payments for payment.
- If the visit involves a change to meal arrangements the kitchen staff must be warned in advance. It if means that students may be late for their meal, then notice should be given the previous day, but if it means students will not be taking meals at all, then the kitchen needs **at least one week's** notice because orders will need to be changed.
- A list of students should be posted in the office on the day of the visit. This should be a detailed list taking account of absences on the day so that we have an accurate picture of the position in case of emergencies such as fire or sudden illness.
- A list of students who will be absent from school should be placed on the staff notice board as early as possible for the information of other teachers. This list can be in a much more general way i.e., "all 7P and 7A" would be quite acceptable.
- If students are due back from visits after 3.30pm adequate provision must have been made for their journey home.

- If small numbers of students from varied groups are involved it will be the students' responsibility, as a matter of courtesy, to request permission to miss lessons from their usual teachers.
- Teachers absent on the visit should leave work for classes/students left behind, and exchange any duties if necessary.
- Any staff participating on a trip must accompany the group on the transport provided.
- Whenever possible all the students in a form/set should be involved in the visit. It is recognised that the make-up of sets varies from subject to subject so that this is not always possible when the visit lasts over several lessons.
- It should be made clear to students involved in a visit that they have the responsibility to make up any work they have missed as a result of their absence from normal lessons.
- Students may be withdrawn from the visit if their behaviour is unacceptable, this is at the discretion of the Head of Year.

ON THE VISIT

Responsibility

The Group leader is responsible overall for the group at all times. In delegating supervisory roles to other adults in the group, it is good practice for the group leader to:

- ◆ allocate supervisory responsibility to each adult for named students;
- ◆ ensure that each adult knows which students they are responsible for;
- ◆ ensure that each student knows which adult is responsible for them;
- ◆ ensure that all adults understand that they are responsible to the group leader for the supervision of the students assigned to them;
- ◆ ensure that all adults and students are aware of the expected standards of behaviour.

It is good practice for each supervisor to:

- ◆ have a reasonable prior knowledge of the students including any special educational needs, medical needs or disabilities;
- ◆ carry a list/register of all group members;
- ◆ directly supervise the students (except during remote supervision) - particularly important when they are mingling with the public and may not be easily identified;
- ◆ regularly check that the entire group is present;
- ◆ have a clear plan of the activity to be undertaken and its educational objectives;
- ◆ have the means to contact the group leader/other supervisors if needing help;
- ◆ have prior knowledge of the venue – the group leader should normally have made an exploratory

visit, see *Standards for LEAs in Overseeing Educational Visits*;

- ◆ anticipate a potential risk by recognising a hazard, by arriving, where necessary, at the point of hazard before the students do, and acting promptly where necessary;
- ◆ continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions;
- ◆ be competent to exercise appropriate control of the group, and to ensure that students abide by the agreed standards of behaviour;
- ◆ clearly understand the emergency procedures and be able to carry them out;
- ◆ have appropriate access to First Aid;

Each student should:

- ◆ know who their supervisor is at any given time and how to contact him or her;
- ◆ have been given clear, understandable and appropriate instructions;
- ◆ rarely if ever be on their own;
- ◆ alert the supervisor if someone is missing or in difficulties;
- ◆ have a meeting place to return to, or an instruction to remain where they are, if separated;
- ◆ understand and accept the expected standards of behaviour.

Organisers have a responsibility for the safety of students in their charge and are expected to make careful preparation beforehand.

In simple terms the teacher's responsibility is identical to that within the school itself. Questions of insurance liability and negligence are inevitably complicated. All teachers on an education visit are covered by the Authority's insurance which is very wide ranging. Thus, for example, "where it is suggested that a student has been injured on the games field as a result of inadequate supervision it is immaterial whether the injury took place inside or outside school hours and whether as part of an ordinary lesson or as part of some voluntary extra-curricular activity".

If school non-teaching staff, parents, husbands or wives etc. take part in a school educational visit they have exactly the same status as teachers and also need to be CRB checked.

Students on educational visits are representatives of the school wherever they may be and their behaviour should be monitored accordingly.

Students should wear school uniform on visits unless the activity makes this impractical.

OVERSEAS VISITS

There are many special considerations which apply to visits outside the country and full discussion with the Headteacher at an early date is essential.

RESIDENTIAL VISITS

There are special considerations which apply to these visits. Full discussion with the Headteacher at an early date is essential. The County has to be informed of the visit at least 3 weeks in advance. Their permission has to be given for the visit to take place.

ACCIDENTS / INCIDENTS

Relevant forms should be completed and passed to the Headteacher at the earliest opportunity. Medical advice should be sought in relation to any accidents that occur whilst the party is away. These forms are located on the EVOLVE system.

Full details should be given to the parents on the return.

IN AN EMERGENCY

1

**IF APPROPRIATE, CALL THE EMERGENCY SERVICES
999 (OR 112)**

2

**CONTACT THE SCHOOL HEADTEACHER
Mr S Frost
07725613389**

3

**ALTERNATIVELY CONTACT THE DEPUTY HEADTEACHER
Mrs E Postlethwaite
01782 948250**

4

**OUT OF HOURS SCC
(0044) 07623910065**

**Upon connection, please provide the Operator with your name, contact number and a brief outline of the incident. Then ask the Control Operator to page the CCU Duty Officer and pass this information in full.
Please note that calls to these numbers above are to be used only in extreme circumstances, such as serious injuries, missing student/staff and /or fatalities.**

5

**GO TO THE EMERGENCY ACTIONS CARD COMMENCING
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1.0 Introduction

1.1 The aim of this plan is to ensure that the school responds to a serious incident, such as serious injuries, missing student/staff and /or fatalities which have accrued during an off-site school visit.

2.0 Implementation.

2.1 This plan may be implemented, in whole or in part, on the authority of the Headteacher.

2.2 Critical Incident Management Team.

The School Critical Incident Management Team should be comprised of suitably experienced Senior Management members and experts from relevant disciplines who are able to understand and manage the likely impact of a major incident in order to minimise disruption to the operation of the School.

2.3 **Emergency Actions Card.** The major incident Emergency Actions Card for use by the School Critical Incident Management Team is attached at Annex A. This includes:

- Stage 1 – Immediate Actions required;
- Stage 2 – First 24 hours;
- Stage 3 – 24 hours to 2 weeks;
- Stage 4 – Post Incident.

2.4 **Person / Groups Responsible for the Actions.** Individual schools may wish to predetermine the appropriate persons to undertake the actions listed in their Emergency Actions Card. Alternatively, these may be determined on the day by the Headteacher depending upon the nature and scale of the incident and the personnel available at the time.

2.5 **Emergency Contact List.** Details of the School's emergency contacts are listed in School Contact list attached.

It should be noted that such personal information may be subject to the Data Protection Act and personnel should be reminded that their details contained in this list may be only shared with the Emergency Services, Local Authorities and other organisations responding to an emergency situation.

2.6 Staffordshire County Council Support.

During an emergency affecting a school the County Council can offer support in the following areas:

- **People:**
 - Corporate management;
 - Educational Psychologists;
 - Health and Welfare Support and Guidance.
- **Place:**
 - Transportation;
 - Highways;
- **Finance & Resources:**
 - Strategic Health and Safety.
- **Customer Services & Communications:**
 - Corporate Communications (Media).
- **County Council's Incident Management Team** – When a major incident is declared then the full support of the County Council's Incident Management Team will become available to support the school affected by the incident.

2.7 **How to activate County Council support.** The County Council's emergency contact, is through the Director On Call who can be contacted on **07623910065**. Leave your name, contact number & any relevant short message. This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message.

These numbers are not public numbers and should only be used in an emergency.

The Director On-Call will assess the situation and, either pass the information to the appropriate County Council Manager or, if the situation demands, declare a Critical Incident and activate the County Council's Incident Management Team. Whichever method is employed, the County Council's support, to the school affected by an incident, will be undertaken with the degree of urgency appropriate to the emergency situation.

2.8 **Incident Documentation.** It is strongly recommended that details of the actions undertaken and the decisions made during an emergency situation are recorded for use during any subsequent inquiries. Copies of the County Council's Incident Notification Sheet and Incident Log Sheet are attached at Annex C for information and use if considered necessary.

3.0 Training and Exercises.

3.1 The Headteacher and the Local Advisory Boards are responsible for ensuring that personnel with roles and responsibilities under this plan are properly trained and the plan tested at regular intervals.

3.2 The School Critical Incident Management Team will be responsible for maintaining and testing the Plan.

4.0 Plan Review and Maintenance.

4.1 The Headteacher will be directly responsible for the overall handling, coherence and effectiveness of the School's Critical Incident Plan for Off-Site Visits.

4.2 The Local Advisory Board and the Headteacher are responsible for ensuring that an annual review of the School's Critical Incident Plan for Off-Site Visits is carried out and that any changes identified are incorporated.

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STAGE 1 – IMMEDIATE ACTIONS REQUIRED

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
1	When a Critical Incident is identified by visit leader/staff they should: STOP & THINK				
1.1	Establish / assess the incident and the immediate impact.		Visit leaders		
1.2	Dependant on the severity of the situation you have 3 choices available to you: <ol style="list-style-type: none"> 1. Can you solve the problem with first aid (injury) 2. Incident requires medical assistance, but NOT from emergency services (On call Doctor or nurse) 3. You need help from Emergency Services 999(112) 4. Location, Contact, Time, Nature of the incident 	<ul style="list-style-type: none"> • Declare critical incident situation? • Contact emergency services (999)? • Ensure everyone safe (student and staff) • Contact Headteacher 	Visit leaders		
1.3	Obtain a copy of students, staff and family contact lists. <ul style="list-style-type: none"> • All contact with parents must be made via Headteacher and Mel Bunker(Media contact)/Dawn Platt(Shaw Trust) • Visit leaders must not contact parents or media 	<ul style="list-style-type: none"> • Headteacher will have EVOLVE detail containing contacts, including coach and travel company details 	Headteacher		

STAGE 1 – IMMEDIATE ACTIONS REQUIRED

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
1.4	Where possible delegate a responsible person to look after the remainder of the group	<ul style="list-style-type: none"> Group may be in shock Protect from media Advise party not to contact parents (<i>this may be difficult due to social media sites and most students having mobile phones</i>) 	Visit leader and staff		
1.5	Record the details of casualties and obtain relevant information.		Visit leader / Headteacher / EVC		
1.6	Injury Considerations.	<ul style="list-style-type: none"> Who is accompanying injured person(s) to hospital Provide accommodation Provision of immediate transport, assistance, and counselling 			
1.7	Headteacher, or acting Headteacher, is to decide on further action dependant on incident being inside or outside school hours.	Decide whether to transfer to neighbouring schools; send children home; arrange transport and notify parents			
1.8	Headteacher to draw up a press notification if required.	Clear information kept up to date on the situation	Headteacher / Chris Spender / Dawn Platt(Shaw Trust)		
1.9	Complete and maintain the appropriate Incident Documentation.	<ul style="list-style-type: none"> Incident Notification Sheet Incident Log Sheet 	Visit leader / Headteacher / EVC		

STAGE 1 – IMMEDIATE ACTIONS REQUIRED

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
1.10	<p>Consider notifying the County Council, of the Incident, via the Director On Call emergency number:</p> <p>Call the Director On Call on 07623910065</p> <p>[This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message].</p> <p>These numbers are not public numbers and should only be used in an emergency</p>	<p>Phoning the number will activate support from the County Council, including notifying all relevant people / groups, and support officers from the County Council will attend the site as a matter of urgency, as necessary</p> <ul style="list-style-type: none"> • County Improvement Officers • Corporate Communications (Media) Officers • Strategic Health and Safety Advisors 	Headteacher		
1.11	Notify others, as required.	Senior Assistant Headteacher, Local Advisory Board, EVC	Headteacher		
1.12	Liaise with Shaw Education Trust, where appropriate		Lee Barber		
1.13	Review welfare support for students, parents and staff	Refer to the 'Coping with a Crisis at School' document, as appropriate	Home Liaison		
1.14	Dependant on time scale and nature of incident continue to stage 2 or to post incident checklist				

STAGE 2 – FIRST 24 HOURS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Initis
2.1	Establish / assess, where possible, the nature of the critical incident, the likely cause and likely timescale of recovery	<ul style="list-style-type: none"> Consider whether the incident can be managed locally Consider whether the incident requires the implementation of any special contingency arrangements. 	Headteacher		
2.2	Activate the School Critical Incident Management Team, if appropriate	<ul style="list-style-type: none"> Consider suitable location for Team to manage the incident May be on a weekend or school holiday 	Headteacher / EVC		
2.3	Notification Procedures	<ul style="list-style-type: none"> Staff – Internet, email, meeting Parents Keep all staff and people involved up to date Local Advisory Board 	Kim Castrey		
2.4	Ensure that the Local Advisory Board are kept fully informed and updated on the on-going situation		Headteacher		
2.5	Liaise with Shaw Education Trust, where appropriate		Lee Barber		
2.6	Review welfare support for students, parents and staff	Refer to the 'Coping with a Crisis at School' document, as appropriate	Home Liaison		
2.7	Complete and maintain the appropriate Incident Documentation	<ul style="list-style-type: none"> Incident Notification Sheet Incident Log Sheet 	EVC		

STAGE 2 – FIRST 24 HOURS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
2.8	Establish media communication	Should be passed to the County Council's Incident Management Team, or Corporate Communications Team, as soon as possible	Kim Castrey		
2.9	Record Financial expenditure	To be communicated to the County Council's Incident Management Team	Cath Spender		
2.10	ONGOING INCIDENT CHECKLIST – STAFF				
2.10.1	Hold a staff briefing session as soon as possible	See 'Coping with a Crisis at School', if appropriate (i.e. if the incident involves the death or serious injury of a member of the school community)	Headteacher		
2.10.2	Communications	Provide written information regarding the incident and how it will affect the school	Kim Castrey		
2.10.3	Consider rotas and timetables Staff who have been on the visit and are absent	<ul style="list-style-type: none"> • Staff Rota • Students attendance 	Kim Castrey		
2.10.4	Allocate staff at set locations to meet students returning to school		Headteacher /Deputy Headteacher / form tutors		
2.13.3	Review procedures for	<ul style="list-style-type: none"> • Site Security • Health & Safety • Fire Prevention 	Elaine Beardmore		
2.13.4	Review lettings and joint use arrangements	<ul style="list-style-type: none"> • Discuss changes 	Headteacher		
2.13.5	Liaise with diocesan authorities, where appropriate		Lee Barber		

STAGE 2 – FIRST 24 HOURS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Initis
2.14	ONGOING INCIDENT CHECKLIST – STUDENTS / STUDENTS				
2.14.1	Notification	Hold Assembly to pass on factual information. See ‘Coping with a Crisis at School’, if appropriate (i.e. if the incident involves the death or serious injury of a member of the school community)	Headteacher / SLT		
2.15	ONGOING INCIDENT CHECKLIST – PARENTS/GUARDIANS				
2.15.1	Hold parents/teachers meetings	<ul style="list-style-type: none"> • Issue information sheet • Letters issued via students • Update web site See ‘Coping with a Crisis at School’, if appropriate (i.e. if the incident involves the death or serious injury of a member of the school community)	Headteacher / SLT		

STAGE 3 – 24 HOURS TO 2 WEEKS

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Initis
3.1	Review Stages 1 and 2.				
3.2	Identify most urgent issues	The school will need to focus particularly on key educational needs	SLT		
3.3	Review welfare support for students, parents and staff	Refer to the 'Coping with a Crisis at School' document, as appropriate	Headteacher		
3.4	Establish supply cover for teaching / non-teaching staff	In consultation with the County Council's Incident Management Team	Carol Beard		
3.5	Update information to school users and local community	<ul style="list-style-type: none"> • Students, staff, parents and Local Advisory Board; • Do you have a communications plan, which covers such things as notice boards, newsletter, web sites, reception points etc? 	Elaine Beardmore		
3.6	Organise a briefing for the full Local Advisory Board		Headteacher		
3.7	Liaise with diocesan authorities, where appropriate		Lee Barber		

STAGE 4 – POST INCIDENT

Serial	Action	Contacts / Comments	Person / Group Responsible	Date / Time Completed	Inits
4.1	Once the incident is nearing closure, when circumstances permit, plan for its stand down		Headteacher / EVC		
4.2	Consider a phased process with the acknowledgement that certain activities may have to continue for some time e.g. media relations and insurance procedure		Lee Barber		
4.3	Notify all contacted officers that the incident is closed		Lee Barber		
4.5	Arrange de-briefs for all staff involved including the members of the Local Advisory Board, as necessary	<ul style="list-style-type: none"> • Hold debrief immediately • Internal structured de-brief within 2 weeks • Inter-Agency structured de-brief as required 	Headteacher		
4.6	Liaise with diocesan authorities, where appropriate		Lee Barber		
4.7	Complete and retain all documentation related to the incident	<ul style="list-style-type: none"> • Incident Notification Forms • Incident Log Sheets • All completed Action Cards • All other paperwork/associated documentation relevant to the incident including electronic records 	EVC		

KIDSGROVE HIGH SCHOOL CONTACTS			
• Out of Hours Contact	07623910065		
Leave your name, contact number & any relevant short message.			
This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message].			
N.B. The above numbers are not public numbers and should only be used in an emergency.			
• District Senior Educational Psychologist	01782 297524		
• County Manager Educational Psychology Service	01785 278964		
• Corporate Communications	01785 895050		
School Incident Management Team:			
Steven Frost (Headteacher)	01782 948250		
Kim Castrey (AHT)	01782 948250		
Other Useful Contacts:			
Coach Company	Please see current EVOLVE form for the individual coach company		

Travel Company	Please see current EVOLVE form for the individual travel company			
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STAFFORDSHIRE COUNTY COUNCIL INCIDENT NOTIFICATION SHEET			
1) CALL RECEIVED BY:	EMERGENCY SERVICES INCIDENT NUMBER:		
2) CALL RECEIVED FROM:			
3) DATE:	4) TIME:		
5) WHAT HAS HAPPENED?			
6) LOCATION:			
7) GRID REF:			
8) SERVICES INVOLVED:	FIRE >>>>	POLICE >>>>	AMBULANCE >>>>
OTHERS:			
9) WHAT IS REQUESTED?			
10) SPECIALIST ADVICE REQUIRED:			

