



HEALTH AND SAFETY POLICY FOR SCHOOLS

St. Nicholas School, Canterbury.

INTRODUCTION

This document outlines the framework and procedure for an active policy of Health and Safety at St. Nicholas School.

Some specific and more detailed information supporting this policy document, are on display on the Health and Safety noticeboard in the Staff Room, and are available from the Headteacher. All staff should familiarise themselves with the content of this policy and the accompanying guidelines and procedures. All new staff should participate in the Induction Programme to St. Nicholas School as this contains sessions on Health and Safety. This information is a part of the St. Nicholas School policy document. All staff should use every opportunity to involve pupils in, and raise their awareness of good Health and Safety practices.

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Kent County Council
Education Learning and Skills Directorate

Health and Safety at Work Act 1974

HEALTH AND SAFETY POLICY STATEMENT **Of**

St. Nicholas School, Canterbury

A3: Statement of Intent:

The head teacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage and transport of articles.
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe.

Signed:

Signed:

Date:

Date:

POLICY INTO PRACTICE

Section B – ORGANISATION

B1: Employer Responsibilities

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe.

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The head teacher will ensure the overall implementation of the policy.

B2: Head Teacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;
- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the head teacher.

B3 – Governors' Responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.

- The governing body will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing body of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.
- The governing body will make adequate provision for maintenance of the school premises and equipment, either within the KCC 'Classcare' scheme or within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view. The Health and Safety Governor will make up to 6 formal visits per year, drawing up and presenting a report following each occasion.

Name of Appointed Health and Safety Governor: Mr. Paul Wardell

B4 – Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do. They must implement all training given and use all equipment provided to ensure their own safety and protection.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the head teacher or their line manager. The Safety Report Form (Appendix E: 5) will be used.

Specific responsibilities:

- | | |
|---|---|
| • Checking of premises – | Headteacher / Deputy Heads / AHT /
Site-Manager and Site-Manager Assistant |
| • Electrical Plant and Equipment - | Headteacher / Deputy Heads / AHT / Site-Manager
and Site-Manager Assistant |
| • Activities outside school site - | Headteacher / Deputy Heads / AHT |
| • Banking of cash - | Headteacher |
| • Physical Education and games - | PE Co-ordinator / PE specialist teachers / Sports
Instructor |
| • Swimming (in public pools) - | PE Co-ordinator |
| • Roadworthiness of Minibuses & Competence of Drivers | Headteacher / Deputy Heads / AHT / Site-Manager
and Site Manager Assistant |
| • Control of Dust and Fumes - | Headteacher / Deputy Head / AHT / Site-Manager
and Site Manager Assistant |
| • Science - | Science Co-ordinator and Headteacher |

- Technology - Technology Co-ordinator, Technology specialist Teachers and Headteacher
- Food Technology - Technology Co-ordinator
- Art (Ceramics/Pottery) - Art Co-ordinator and Art specialist teachers
- Hydrotherapy Pool - Site-manager / Deputy Headteacher

Only those school staff (and any staff, pupils or visitors directly supervised by them, or in their care) approved by the headteacher are permitted to engage in these activities. Special consideration will be given by the Headteacher to the competence of any substitute or supply staff who may be required to engage in these activities.

Heads of Department are also responsible within their Department, for the day-to-day management of Health and Safety, drawing up and the regular review of departmental procedures, carrying out regular inspections, making reports to the Headteacher and seeing that action is taken.

Accidents - All accidents must be notified to the Headteacher or to the Deputy Headteacher, who must ensure that they are reported to the LA and, if necessary, to the Health and Safety Executive, that the circumstances are investigated and any appropriate action taken to prevent recurrence.

Training Needs - The Headteacher is responsible for seeing that he is sufficiently trained and that appropriate staff receive the necessary training. Each member of staff is also responsible for drawing the Headmaster's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence. The Headteacher is responsible for keeping records of the training which has been undertaken and having a system for ensuring that refresher training is undertaken within the prescribed time limits.

Health and Safety Committee - The appointed Governor and the Headteacher will meet on a regular basis with members of staff with key roles in the implementation of the Health and Safety Policy and produce reports to the Full Governing Body (once a term).

B5 – Area Education Officers (AEO)

- The AEO will take responsibility for the strategic overview of health and safety matters in schools, and report concerns to the Corporate Director of Education, Learning and Skills.
- The AEO will raise specific health and safety issues with the health and safety unit.

Name of AEO: East Kent

Contact Name: Marisa White

B6 – Capital & Premises Development Manager

- Has responsibility for ensuring that regard is given to health and safety concerns when carrying out property maintenance plans for major maintenance and improvement works.

B7 – Property and Infrastructure Support

- Will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g. regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of

use). The head teacher is responsible for liaising with KCC property and infrastructure support, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

B8 – Safety Representatives

Safety representatives of a Trade Union have the following functions:

- Represent employees when consulting them about specific matters that will affect their health, safety and welfare.
- Represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them.
- Investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace.
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace.
- Present the findings of investigations to the headteacher.
- Inspect the workplace;
- With at least one other appointed representative, union reps. may request in writing that you set up a health and safety committee. They will attend Health and Safety Committee and meetings as a representative of our employees.
- The headteacher will facilitate the representatives' requirements and allow for sufficient time and reasonable facilities to be available.

Names of Trade Union Representatives: N/A

Contact details: N/A

Alternative Consultation Arrangements:

Name of Employee Representative: Staff Rep on Governing Body

Contact details: Paul Butler

B9 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety (alongside Safeguarding) is a standing item on all staff meeting agendas.

B10 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found:

Location of Poster: Staff room

- Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff.

- The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B11 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the head teacher.
- Training will be identified, arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

The person responsible for holding the records is the Office Manager

B12: Monitoring

- The head teacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The leadership team is responsible for investigating accidents although the accountability lies with the head teacher.
- The leadership team is responsible for investigating work-related causes of sickness and absences, although the accountability lies with the head teacher.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The head teacher will ensure that risk assessments are undertaken. *See annex 10*
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Curriculum Safety Risk Assessments:

All off-site activities; Swimming / Hydro pool activities; PE / DT / Science / Art

The following practices apply to all staff, pupils or visitors in their care.

Supervision of Pupils

Pupils need to be adequately supervised at all times. There should always be a teacher (or an HLTA) responsible for a group of pupils, although the immediate supervision can be carried out by a Teaching Assistant (TA). No group of pupils should be left alone without supervision by a member of staff employed by KCC (i.e. teachers and TA's). The teacher in charge of the teaching session is responsible

for the “Risk Assessment” of the activity and deciding what the safe level of staffing should be. If the teacher is in any doubt they should consult with their Line Manager and/or cancel the activity. If there is any concern about the level of staffing for a group of pupils the senior management team must be contacted immediately.

At playtimes and lunchtimes, pupils should be allowed to play with balls, bicycles etc., providing that it is felt that no-one is in any danger because of the difficulties involved in supervision. Again staff will be expected to undertake a “Risk Assessment” (see Appendices) and make a judgement about the safety of the activity.

In the Primary Department staff will not have a hot drink at the same time as they are with the pupils, unless in a portable and sealed vacuum mug. In the Secondary Department staff will only have a hot drink as part of the PSHE programme as it is applied to break-times, food technology sessions or similar.

Off-Site Activities

Educational opportunities off of school premises are extremely important for all the pupils at St. Nicholas School:

- All trips must be planned with educational objectives and as part of a scheme of work
- All groups must be signed out on leaving the premises, leaving exact details of the location to be visited
- Medical consent forms for all the pupils must be carried with the responsible member of staff
- A simple First Aid kit must be carried
- There must be at least one trained First Aider accompanying the pupils
- Staffing ratios must be worked out in advance, following a clear “Risk Assessment” analysis. Teachers should complete the “Journeys Off-Site Form” which will include their risk assessments, and then have that form signed by the Headteacher or Deputy Headteachers / Assistant Headteacher, 2 weeks prior to the Journey. The form will then be re-submitted to the Key Stage Manager on the day of the visit to review whether the conditions that are present at the time of departure (e.g. weather conditions, staffing levels etc.) enable the trip to still be considered safe and viable to take place.
- Any visits to destinations that require LA risk assessment appraisal must be planned well in advance. The Headteacher will liaise with the LA
- Provision must be made for any behavioural needs that the pupils may have
- With Secondary age pupils, additional consideration should be given to ensuring same sex staff accompany the group
- Additional parental consent will be required for longer journeys, ones that depart/return outside of normal school hours and ones that are not part of the pupil’s usual timetable
- If the journey is outside of normal school hours, then additional information relating to the adults in the party must also be carried (names and contact numbers for next of kin etc.)
- For all journey there must be a “party leader”.

Residential Journeys

All residential journeys will be organised following the KCC Education ‘Management and Leadership of Offsite Work’ Guidelines.

The PSHE co-ordinator is the Educational Visits Co-ordinator (EVC). All educational visits falling with the KCC Guidance Notes Categories B & C will be forwarded to the LA by the EVC (via the EGO form) and cannot take place until appraisal is made. The guidance notes, insurance application form, the

safeguarding policy statement and guidelines for residential visits are appended to this document, (See APPENDICES).

During the residential holiday /experience, contact with home will be provided by sending group texts to the families and carers of pupils involved. Where residential are 1 - 2 nights in length - 2 texts will be sent, one on the first day informing of safe arrival and the other informing of estimated time of arrival back at school.

Where residential are 3 - 4 nights in length, a mid-week message informing of 'the news and events so far' will be sent, in addition to the 2 other texts (on the first and last days).

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges / lanyards will be provided, noting registration numbers as appropriate.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

An information sheet for supply teachers, classroom assistants, students and volunteers will be provided, outlining the procedures of the school. New members of staff and volunteers will be subject to a police check and have their references checked.

As a consequence of the security keypads on the doors through to the Primary Department and to the Secondary Department, all visitors to the school will report to Reception and sign in, collect a visitor's sticker and have the appropriate door opened for them. They will then be accompanied to their destination. They will sign out on departure from the premises. Regular visitors should be aware of the Health and Safety rules of the school. Only school staff and therapists have knowledge of the code for the keypad entry systems. Visitors to off-site units should follow the relevant procedures as outlined. Visitors to the school will be invited to disclose any disability they have that might affect their safe evacuation from the building in the event of a fire or similar.

C3i: Fire and Emergency Procedures

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually. See annex 7
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens: Leadership Team and Site-Management Team

- Instructions to employees are posted:

in each room

- Emergency evacuation will be practiced three times a year and a record will be kept:

A record will be kept by the Headteacher

- Kent Fire and Rescue will be contacted by:

The Office Manager

- Regular testing of fire alarms will occur:

Tests are to be carried out on a weekly basis on a Saturday morning.

Name of tester: Site Manager

- The fire log book will be kept:

Site Manager will maintain the log which will be kept in his office

Fire Alarms and Drill

1. Fire Drills should be held at least three times per year with one very soon after the start of the Term 1. Drills are to vary in timing, and without prior warning. Upon hearing the fire alarm the teacher is expected to gather the pupils together and exit via the nearest fire door. Each room details the escape route and the muster point. Each adult must acquaint themselves with this information as they use the room.

It is most important that all staff know the fire exit points from all parts of the building.

2. The new fire alarm has a klaxon sound and in some areas it is followed by a voice announcing the alarm and directing you to evacuate the building
3. Immediately when the alarm sound the office staff, under the direction of the Fire Marshall (Headteacher/Deputy Headteachers/Assistant Headteacher), are responsible for:
 - a. Determining from the fire panel where and why the alarm has sounded and investigating
 - b. If there is a fire then they must alert the emergency services and The Orchard School by mobile phone immediately
 - c. The Office staff will collect the registers and the signing in/out books and the gate key evacuate the building and make their way to the assembly point. They will take with them anybody from the entrance area. They will then keep in contact with the fire marshals through mobile phone.
 - d. one member of the office team will be at the front of the school to prevent visitors/deliveries entering the building
4. The Fire Marshall and/or whoever they have also directed are responsible for checking that the buildings have been evacuated in liaison with the office staff member who has distributed the registers.
5. The Fire Marshalls shall also determine whether the fire can be contained by using the fire extinguishers available and they themselves directly will do so or instruct another to do so.
6. The Site Manager is responsible for providing information to the emergency services when they arrive. The Site Manager and the Fire Marshalls will be in contact with each other to monitor the situation.

DURING THE SCHOOL DAY (9.00-3.00)

1. When the alarm sounds the building must be evacuated.
2. All staff must wear a high visibility jacket.
3. Leave by the nearest exit out of the building and then make your way around the perimeter of the school and assemble to the rear of the playground. The Fire Marshall and the Site Manager will liaise with the Fire Officer to plan next steps to ensure the safety of the vulnerable pupils.
4. Once assembled the member of the office staff will check using the registers and the signing in/out books that all pupils, staff and visitors are accounted for and report to a fire marshal any unaccounted for names

5. Only return to the building after the register check and being instructed by the Fire Marshall.
6. If it is not possible to return to the building then the pupils will be walked to The Orchard School through the gate.

OUTSIDE OF THE SCHOOL DAY (AND TERM-TIME)

1. When the alarm sounds leave by the nearest exit and assemble on the grass area beyond the fence outside of the front of the school. The Fire Marshall or Site Manager will have the register of adults on the premises and will check and inform the Fire Officer of numbers and who has been accounted for.
2. Fire Marshall, Site Manager or office staff informs emergency services and then the Fire Marshall ensures full evacuation of school. In the absence of the Site Manager the Fire Marshall will meet the emergency services.
3. If we cannot return to the building then those evacuated will await instructions from the Fire Marshall.

Registers are brought out by the Headteacher/School Secretary and names are checked.

In the event of discovering a fire, the alarm should be sounded by pressing forcefully into the centre of the Fire Alarm points located around the school.

The Fire Alarm system will be checked regularly by the LA contractors and a testing logbook will be kept. The Site Manager and a senior member of staff will check the system once each term. The Fire Log Book will be kept by the Site-Manager.

Smoke Detectors

The school is fitted with smoke detectors throughout the building. They activate the fire alarms and the automatic fire doors.

Personal Emergency Evacuation Plans (PEEPS)

These are individualised plans for adults and/or pupils who would have difficulties following the fire evacuation procedures due to mobility issues or visual or auditory issues.

See Policy Statement for PEEPs (E3).

Fire Hazards

All staff will be aware of the fire hazards associated with the cookery rooms, and will follow clear safety procedures to minimise risk.

Non-smoking environment

St. Nicholas School is a non-smoking environment and there is to be no smoking on the premises at any time. All procedures to do with off-site units are detailed in the policies of the individual host premises, who will also provide any relevant training required.

C3ii Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire. See *annex 9*.

Name of Responsible Person for Fire Safety: Site Manager
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C3iii: Maintenance of Fire Precautions:

The head teacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C4: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements. *See annex 1*

- The head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

C5: Severe Weather Procedures and Snow Closure Policy

In the event of severe weather making the building and/or the journey to and from school hazardous, or likely to be excessively delayed, then the Headteacher will initiate the Emergency Closure Procedures.

Staff should listen to local radio where a notice will be given that the school is shut and also when it will re-open. The Headteacher will have liaised with members of the Management Team and kept the Chairman of Governors and the Area Education Office informed of developments.

If severe weather has developed during the school day, the Transport Contractors will be asked to collect pupils as early as is practicable, whilst the school informs parents or guardians about arrangements being made, if it is likely that the pupils will be arriving home at a time different from normal. The Headteacher will endeavour to allow staff to leave as early as is possible also, but will maintain safe staffing levels given the numbers of pupils still on the premises. In the event of severe weather conditions affecting off-site units, parents/carers will be contacted and advised of closures if necessary.

The snow closure policy is in the appendices.

C6i: Administration of Medicines / Medical Treatment (See Medicines Policy)

LEA policy makes it clear that there is no legal or contractual duty on teachers or staff to administer medicine and that any staff taking action do so in a voluntary capacity with the LEA taking full responsibility for that action. This training and support will be delivered in partnership with the Health Authority.

For pupils with long-term medical needs there will be a care plan drawn up by the School Nurse in partnership with the school and the family of the pupil. School staff need to ensure that they are working to the latest care plan with the most up-to-date information and guidance.

The Role of School Nurses

A) The School Nurse directly Employed by the school may provide advice on nursing matters to teachers and TA's at school. They could also act as liaison between the school and parents/carers where health matters need to be discussed. The School Nurse also may offer support to children suffering from certain conditions and their families.

B) The Canterbury School Nurse Team will also organise any inoculation programme that involves pupils at the school, and liaise with the School Secretary and management team with regard to arrangements and procedures.

C) The Community School Nurse Team will advise on appropriate actions to be taken when specific pupils under their care are unwell.

- a. Training and Support for staff in medical procedures
- b. Setting up Care Plans

Medical Emergencies

Advice and written consent to administer treatment must be obtained from a GP or parent before the pupil's admission to school.

C6ii: Control of Infection

As part of the work within the school necessarily involves coming into contact with body fluids, it is essential that the risk of infection be minimised by the following sensible precautions known as "Universal Precautions" as advised by NHS Communicable Diseases Unit and School Health Service

- good handwashing procedures
- before and after the working day
- after using the toilet or helping a pupil to use the toilet
- after sneezing or blowing your nose
- after contact with soiled equipment
- after removal of protective gloves
- before preparing or serving food/beverages
- when hands are visibly soiled
- wearing gloves and plastic aprons when cleaning up blood, urine, vomit or faeces spillages
- cleaning the spillage area with hot water and detergent solution for floors, and Milton if on a hard surface
- wear gloves and apron when changing nappies
- placed soiled nappy in bucket and take to appropriate bin
- wipe changing bed down with disinfectant

MRSA (Also see specific guidance held by the Deputy Headteacher)

Methicillin Resistant Staphylococcus Aureus is a common germ that has become resistant to treatment with some antibiotics. MRSA is not a significant risk to fit healthy people in the community. Good hygiene particularly hand washing and good environmental cleaning will help prevent the spread of MRSA. See appendix for MRSA cleaning guidelines.

AIDS

Guidance is provided in the KCC's Framework for Health and Safety.

Hepatitis B

The advice provided by the KCC is that staff at St. Nicholas School have a risk of coming into contact with the viral disease Hepatitis B, and therefore should seek protection through vaccination. The

Family Health Services association advises that GP's should not charge patients for Hepatitis B vaccinations where the applicant may be at risk of contracting the disease because of their occupation. If there is still a difficulty with meeting the cost, then the school is prepared to meet the usual prescription charge or arrange a specialist vaccination session via the Chaucer Hospital. See Deputy Headteacher for the appropriate forms or details.

Gastro-Enteric Diseases

Guidance is provided in the KCC's Framework for Health and Safety.

Cases of some infectious diseases are notifiable, and these requirements are listed in the KCC's Framework for Health and Safety.

Head Lice

If a pupil has head lice, then all of the class should be provided with a letter and leaflet about checking and treatment. If the pupil's head lice remain untreated, then the School Nurse will be asked to contact the family and explain the treatment process.

Sun Safety

In hot weather, pupils should wear a hat or cap to protect their heads, and sunscreen to protect their faces and arms. Parents and carers are asked to provide both of the above and consent to their applications.

Communicable Diseases Reporting

The information on communicable diseases and the reporting requirements is kept by the Headteacher in the Health and Safety File. In the appendix to this document is copy of the Health Protection Agency's 'Incubation Period, Communicability and Suggested Exclusion Criteria for Communicable Diseases in Schools and Nurseries'.

C6iii: Personal Care

St. Nicholas School follows the "Personal Care Guidelines (October 2003) and ensure that its good practice recommendations are adopted. Personal Care Management Plans will be used for pupils with complex needs. The School Nurse Assistant will co-ordinate this programme. The P.C.M.P. will include all the medical and risk assessment information relevant to the pupil. All moving and handling procedures need to be risk assessed by the Deputy Headteacher for each pupil who might require it. See Appendix - MALE STAFF AND THE PERSONAL CARE NEEDS OF THE PUPILS

C6iv: Food and Food Hygiene

The KCC Food Hygiene Policy and Procedures Document will be followed.
See Food Policy

C6v: Housekeeping

Procedures in place for monitoring and review:

- (a) Site –Manager Risk assessment for Site-manager's file
- (b) Cleanliness

The school buildings will be cleaned by the Cleaners under the direction of the Site-manager, supplemented as necessary, by pupils/staff as part of practical lessons (e.g. after cookery, art etc.) Cleaning associated with the provision of school meals will be undertaken by the Cook and her staff.

The surrounds to the building will be kept clean by the Site-manager

(c) Waste Disposal

Waste will be placed in the appropriate bins within the building, and removed each day by the Caretaker, to the designated storage areas prior to removal by a contractor.

Hazardous waste such as sanitary towels, disposable nappies, incontinence pads will be removed by a specialist contractor.

The school nurse has a sharps disposal container for such items and will safely remove them from the site.

(d) Stacking and Storage

Materials, equipment and any other items will be kept in appropriate storage areas.

Where this is not possible, for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard, and in such a way that they do not impede the movement of staff, pupils or visitors. Corridors (except in exceptional circumstances) and exits will be kept clear of obstructions.

(e) Classrooms

Teachers will be alert on a daily basis, to the following and will report any hazards to the Headteacher or Deputy Headteacher. They will make a more thorough check each half-term:-

- Classroom and work areas are safe
- Safe procedures are being followed
- electrical equipment should not have any signs of obvious damage
- the layout of furniture and equipment – secured if necessary
- whether materials and equipment are stored properly
- safe methods of dealing with harmful materials
- any obvious malfunctioning of heaters or lights

C6vi: Lifting and Handling inc. Manual Handling Training

Staff will follow the guidance for non-people manual handling contained in the KCC Manual Handling Policy and Procedures (2009). The Deputy Headteacher will arrange an on-going programme of staff training in liaison with the School Nurse, to meet the needs of the school staff. Advice from the Physiotherapist and Occupational Therapist with regard to individual pupil needs relating to seating / standing / walking equipment, safe use of hoists, lifting, transitions and positioning will also form a part of the “Risk Assessment” process. The Risk Assessment forms for handling and lifting will be completed for each pupil who requires regular handling and lifting.

The school currently have 5 qualified Manual Handling and Risk Assessment Trainers, trained by Edge Training in People Handling and Risk Assessment, including Children Handling and inanimate objects. Manual Handling training takes place as follows:

- For new staff through induction training.
- For class staff when a new piece of equipment is delivered for a student.
- For class staff when there is a change to an existing risk assessment e.g. due to change in pupil size, gaining of skills, loss of skills etc.
- Annual refresher training

See KCC Manual Handling Policy and Procedures (2009).

C7: First Aid Arrangements

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

A list of emergency first aiders for each classroom (for pupils to access) can be found in the school office. Registered First Aiders for staff to access are: S King & J Manning for the main site and S Long & K Davies for the St. Nicholas @ Canterbury College Unit. The MSU Unit and Satellite classes access the registered First Aiders of their host site.

- The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

There is a first aid box in every Class Base and in every high risk classroom e.g. Food Tech Room, Technology room etc. There are an additional first aid boxes in the office of the Business Manager and in each school vehicle. 6 further First Aid Boxes are located in a box in the foyer, for taking off-site.

- A first aid risk assessment will be carried out by the head teacher to determine the above factors. *See annex 2*
- The school will follow the procedure for completion of incident / accident records. HS157, HS160, F2508. *See annex 3*
- The school will follow the KCC procedures for reporting of injuries as stated in the KCC accident book.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by school.

HSE Contact Details: Kent Office - International House, Dover Place, Ashford, Kent TN23 1HU
Fax: 01233 634827

Incident Contact Centre: <http://www.hse.gov.uk/riddor/report.htm#online> or 0845 300 9923

school policy and DFE guidance.

C8: Information Technology

- The headteacher will ensure that suitable arrangements are in place for the use of information Technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work including charging and use of trolleys will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).
- The KCC guidance on interactive whiteboards will be followed. *See annex 4*

C9: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as washrooms for pupils and staff, medical accommodation and indoor temperatures.

C10: Safe Handling and Use of Substances

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher or delegated responsible person will be responsible for undertaking COSHH assessments.

- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments. *See annex 5*
- The head teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The head teacher will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme. *See annex 6*
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the head teacher/deputy head using the checklists. *See annex 6.*
- Access to store rooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment.
- Where damaged asbestos is encountered or suspected, procedures, as laid down in the KCC Asbestos policy, will be followed.
- Outside play equipment will be annually checked by the manufacturers.

Trip Hazards

The school monitors closely any risks from slips or trips. Spillages are dealt with immediately and areas of floor cleaning are well marked. Equipment that might present a trip hazard is moved or marked clearly. The school is well lit and areas where there is a change in the floor surface or gradient are well marked. It is the responsibility of all employees to report any slip or trip hazards.

C12: Asbestos Management

Property and Infrastructure Support will arrange for a management asbestos survey to be carried out every three years in line with KCC policy. The head teacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept on reception and staff will ask all contractors to check the survey and sign to say that they are aware of where the asbestos is within the building. The head teacher or the delegated responsible person will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

C13: Legionella Management

Property and Infrastructure Support will arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for. Therefore all identified remedial works will be incorporated into the school's maintenance programme.

Monitoring of the water system is also a statutory requirement and the school will ensure this is undertaken. This will include taking temperature readings, recording these in the log book and de-scaling spray outlets.

Property and Infrastructure Contract Manager: Co-ordinated by the Site Manager

The school's nominated representative(s) attend a training session (held 3 times per year) as they provide a good understanding of the key issues surrounding legionella and detailed monitoring requirements.

C14: Other related Health & Safety Policy Statements and / or guidance:

- i) Electrical Safety - The Headteacher will arrange for all portable electrical equipment to be checked annually and a record kept. The Area Property Resources Manager will arrange, through the Property Department, for the major wiring circuits and fixed plant to be checked periodically. Off-site units will be checked by the relevant authority.
- ii) Working at Height - The school follows the HSE's 'Work at Height Regulations 2005'. See the risk assessment for working at height in the Appendix.
- iii) Bank Runs - Arrangements will be reviewed with the Headteacher from time-to-time, so that the day, time, route, etc. are varied as much as possible, and money banked frequently. The member of staff involved will report to the Headteacher when s/he has returned from the bank.
- iv) PE and Games - These activities will be conducted within the recommendations of "Safe Practice in Physical Education". Teachers undertaking these activities will be responsible for making "Risk Assessments" with relation to each pupil's involvement in the whole or parts of particular activities.
- v) The Hydrotherapy Pool - All staff will follow the school Use of the Hydrotherapy Pool Policy
- vi) Minibuses - St. Nicholas School adheres to the KCC "Minibus Safety Code of Practice". We operate five buses and a people carrier. Each vehicle carries a fire extinguisher and a First Aid kit.

All drivers should be over 21 years and have at least two years experience of driving. They must make their Driving Licences available for checking by the Headteacher when requested. Drivers must also have completed the Minibus Drivers Training Course and should adhere to the principles outlined there in regard to:-

- vehicle safety
- maintenance checks
- driver reports and the log book
- seatbelts and passenger safety

All faults or problems must be reported immediately to the senior member of staff available.

The Site-manager organises regular services and the MoT check each year.

When hiring vehicles the permit holder must make sure the vehicle meets the appropriate conditions of fitness. The permit holder and driver are responsible for the vehicle's safety when it is in use on the road.

Transportation of Pupils - If a member of staff needs to transport a pupil in their car then they must have the appropriate insurance (for work purposes) and they must have the consent of the pupil's parents or carers.

Car Park - The car park at the front of the school is for the buses and taxis at the beginning and end of the day. It can also be used by visitors and deliveries. Staff must to use the staff car park or park off site in the neighbourhood.

- vii) Science, (Food) Technology and Art - These activities will be followed with due regard for the Health and Safety of the pupils and the adults involved. Risk Assessments will form a part of the planning of any session that involved equipment or procedures that involve safety issues e.g. use of the cookery room and its equipment etc.
- viii) The Sensory Room - Health and Safety guidelines for the use of the Sensory Room are located by the room and available to all members of staff.
- ix) The Soft Play Room - Health and Safety guidelines for the use of the Sensory Room are located by the room and available to all members of staff.
- x) The Utility Rooms - Only staff are to use these rooms. Staff using them must be familiar with the operation of the washing machine and the tumble dryer including the cleaning of filters. Any problem with the equipment must be reported immediately to the site-manager.
- xi) ICT inc. ICT Rooms, WiFi and IAW – See ICT Appendix
- xii) Crisis counselling and Emergency Support - The Educational Psychology Service will be consulted for support and advice.
- xiii) Stress - Counselling arrangements can be made through the Headteacher. The KCC Stress Management Policy and Risk Assessment have been adopted.
- xiv) Alcohol and Drugs - The abuse of alcohol and/or drugs is a hazard and if there is any suspicion that a member of staff, pupil or visitor is incapacitated, then this must be reported to the Headteacher. Further advice is contained in the KCC 'Drugs and Alcohol Policy'.
- xv) Dealing with Violence - The guidelines set out in the "Prevention and Management of Violence 1995" will be followed.
- xvi) Working Alone (including Home Visits) - All plans for home visits should be discussed with the appropriate member of the management team. For further guidance, staff are referred to the "Guidelines for the Health, Welfare and Safety of staff Working Alone (February 2000)".

All home visits must have a written risk assessment that is signed by a senior member of the Management Team. When a member of staff makes a home visit they must arrange to notify a senior member of staff that the meeting has concluded satisfactorily. This can be when they return to school that day or if they are not returning to school via a phone or text message. The risk assessment will detail the timeframe and the action to be taken if the message is delayed or not received. (See Risk Assessment)

- xvii) Display Screen Equipment - Significant users of Display Screen Equipment (the office staff) shall have a DSE assessment carried out by their line manager. Costs for eye-tests and any reasonable expenses for corrective spectacles for use with DSE at work will be funded from the school budget. KCC advice suggests that a contribution toward employee's expenses for a test and glasses is £105 (2005).
- xviii) Control of Substances Hazardous to Health (COSHH) - Every attempt will be made to avoid the use of substances which come within the CoSHH regulations. Care will be taken in ordering supplies, and contractors will be asked to refrain from their use. Where such materials must be used, only the smallest practicable quantities will be brought on to the site, where they will be

stored securely under the personal responsibility of a member of staff or contractor. If the substances have been brought on to the site for a special “one-off” purpose, all remaining quantities will be removed from site as quickly as possible, and disposed of safely.

Termly checks will be made by the Headteacher to ensure that no substances have been brought on to the site without his prior knowledge. Particular attention will be paid to cleaner’s stores, technology areas and kitchens.

The Site-manager will keep a ring-binder folder with a list of all CoSHH materials in the school, their location, the member of staff responsible for their safekeeping, and a data sheet indicating the action to be taken in the event of a spillage.

The following is a list of school specific risk substances (it is not exhaustive). Teachers should make clear provision for the supervision of these activities and the use and supervision of these materials:-

- cleaning materials
- soft soldering
- small scale use of white spirit
- photographic chemicals
- wood dust
- some science activities
- aerosol fixative
- washing up liquids/cleaning materials used in kitchen
- aerosol foam cleaners
- substances used in pottery
- small scale use of adhesives
- substances used in screen printing

- xix) Contractors - All contractors are required to comply with the general appropriate parts of Housekeeping (C6v). In addition, they must report to the School Office, as soon as they arrive on site, and carry appropriate identification. The Headteacher and/or the site-manager will agree arrangements for liaison and for the contractor’s operations (taking advice from Kent Property Services as necessary). S/He will pay particular regard to the safety of pupils if contractors will be working during the school day. It may be necessary to exclude pupils from certain parts of the building, to require the contractor to erect barriers and to prohibit the movement of contractors’ vehicles during breaks, etc.

Advice is available from the Kent Property Services regarding building work and grounds maintenance and from the Area Education Office regarding catering and cleaning.

- xx) Occupiers of the Premises outside School Hours - Permission must be granted by the Headteacher for the premises to be used. Arrangements must be made for the security of the building before, during and after the event. The normal Health and Safety requirements would be expected to remain in place. Any damage or discovery of Health and Safety risks must be reported to the Headteacher as soon as is possible.

The risk assessment for PTFA events must be completed before the event takes place.

For guidance on lettings by the public, see Lettings Policy.

- xxi) Training - The responsibility for Health and Safety training and / or refresher training rest with the Headteacher and Governing Body. The Headteacher is responsible for seeing that he is adequately trained and that appropriate staff receive the necessary training.

Each member of staff is responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff need some understanding of health and safety issues even if they do not go on specific courses but information can be cascaded from others who do know. Staff will be expected to have knowledge on what to do when an accident or violent incident occurs, a medical emergency occurs, know the fire and first aid procedures and understand about infection control and manual handling.

The INSET manager will keep detailed training records for all staff. The INSET manager will identify training needs and with the Headteacher plan to provide appropriate courses.

- xxii) CCTV - The school follows the Information Commissioner's 'CCTV Code of Practice' and complies with the Data Protection Act.
- xxiii) Pinpoint Alarm System - Pin-Point is the alert alarm system. It will initially operate in all areas and 10m around the outside of the building. Class teachers will sign for and collect 3 alarm units for the staff in their class. The alarm unit can be kept in a pocket or clipped to a belt loop. It is connected to pagers carried by the Headteacher, the Deputy Headteacher, the Assistant Headteacher and when appropriate members of the senior management team. If the alarm is pressed at its base it will signal assistance required. If the alarm is pulled from its clip it will signal emergency. There are button presses in the toilet areas on the same system. NB: All pinpoint calls are logged and then monitored and reviewed by the senior management team.

• **C15: This policy links to the following Risk Assessments, Policies and Procedures:**

- *Behaviour policy*
- *Anti-Bullying*
- *Safeguarding*
- *Medicines*
- *E Safety*
- *PEEPS*
- *Moving and Handling*
- *Curriculum policies including Art, PE, DT, PSHEEC and Science*
- *Appendices see below*
- *Risk Assessments (additional) – see DHT*

CPD for this policy

This policy is given to all staff as part of their induction pack. An annual Health and Safety update is given as part of the Headteacher's staff development meeting, early in Term 1. This policy is available on the website. Parents are made aware of this policy and any changes to it by publication in the termly newsletters and they are welcome to receive a copy, on request.

Monitoring and Review

This policy is monitored and reviewed on an annual basis. The Health and Safety Governor makes an annual monitoring visit, which is reported to the full Governing Body. The teaching staff are consulted on any changes to the Health and Safety as part of the annual review of the policy.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service deliver, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

This policy links to all other school policies

DANIEL LEWIS

REVIEWED TERM 3 2017

SECTION D – ON-LINE ANNEXES AND REFERENCES

Annex 1: Emergency Planning Guidelines for Kent Schools

(Assistance with this document can be found on Kent Trust Web)

http://www.kenttrustweb.org.uk/Policy/school_emergency.cfm

Annex 2: Guidance on First Aid for Schools – A Good Practice Guide

Managing Medicines in Schools and Early Years Settings

http://www.kenttrustweb.org.uk/Policy/hsi_first_aid.cfm

Annex 3: Incident/Accident Reporting

http://www.kenttrustweb.org.uk/Policy/hsi_accident_book.cfm

Annex 4: The KCC guidance on interactive whiteboards

http://www.kenttrustweb.org.uk/Policy/hsi_technology.cfm

Annex 5: COSHH Risk Assessments on Kent Trust Web

http://www.kenttrustweb.org.uk/Policy/hsi_chemicals.cfm

Annex 6: Inspection Proforma on Kent Trust Web

http://www.kenttrustweb.org.uk/Policy/hsi_inspections.cfm

Annex 7: Fire Policy and other linked Documents
http://www.kenttrustweb.org.uk/Policy/hsi_fire.cfm

Annex 8: Asbestos Policy and Docubox Contents
http://www.kenttrustweb.org.uk/Policy/hsi_asbestos.cfm

Annex 9: List of Hazardous Substances on the Premises
[http://www.kenttrustweb.org.uk/Policy/Health_Safety/Fire/List of Hazardous Substances on the Premises Amended July1 09 final.doc](http://www.kenttrustweb.org.uk/Policy/Health_Safety/Fire/List_of_Hazardous_Substances_on_the_Premises_Amended_July1_09_final.doc)

Annex 10: Health and Safety of Pupils on Educational Visits
http://www.kenttrustweb.org.uk/Policy/hsi_eventsafety.cfm

E1: USEFUL CONTACTS

KCC Health and Safety Unit (Schools Team)

Health and Safety Advice Line: **Tel:** 01622 694476 **Fax:** 01622 221582

Email: Healthandsafety-schools@kent.gov.uk

Location: Room M3.26 Sessions House, Maidstone, ME14 1XQ

Liz Nixon, Admin/Monitoring Assistant (**Mon & Wed for general enquiries**)

Tel: 01622 696125, liz.nixon@kent.gov.uk

Paula Gwynne, Admin/Monitoring Assistant (**Tue, Thur & Fri for general enquiries**)

Tel: 01622 696125, Email: paula.gwynne@kent.gov.uk

Karen Stark, Health and Safety Assistant (**Mon-Fri for general enquiries**)

Tel: 01622 694284, karen.stark2@kent.gov.uk

Gill Wiseman, Health and Safety Adviser

Tel: 01622 221726, gill.wiseman@kent.gov.uk

Elizabeth Alamu, Health and Safety Adviser

Tel: 01622 694794, Email: elizabeth.alamu@kent.gov.uk

David Nicholson, Health and Safety Adviser

Tel: 01622 696268, Email: david.nicholson@kent.gov.uk

SallyAnne Clark, Health and Safety Manager,

Tel: 01622 694138, Email: sallyanne.clark@kent.gov.uk

Outdoor Education Unit

Tel: 01580 715854 Email: outdoor.education@kent.gov.uk

Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS

Client Services – Caretaking, Cleaners and Waste Management

Janet Stein – Client Service Manager.

Tel: 01622 696050, Email: janet.stein@kent.gov.uk

Location: Room m2.33, Sessions House, Maidstone, ME14 1XQ

Insurance and Risk Management

Darryl Mattingly, Insurance and Risk Manager.

Tel: 01622 694632, Email: darryl.mattingly@kent.gov.uk

Location: Room 3.32 Sessions House. Maidstone. ME14 1X

Staff Care

Occupational Health, Mediation Services, and Support Line.

Tel: 01732 526910 Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME

Classcare

KCC Property Service Desk.

Tel: 24 hours, 7 days per week: 0845 3000 346

Location: Contact Centre, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

Property and Infrastructure Support – **Delete if not applicable*

Terry Whitlock Operations Manager **Tel:** 01622 694348

Email: classcare.enquiries@kent.gov.uk Website: www.kent.gov.uk/property

Location: Room 1.44, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ

Health and Safety Executive

Enforcement of Health and Safety Legislation.

Tel: 0845 345 0055

Location: International House, Dover Place, Ashford, TN24 1HU

County Fire & Rescue Service

Barry Healey, Station Manager – School Premises.

Tel: 01622 774191

Location: Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells. TN1 1SD.

RIDDOR Incident Contact Centre

The reporting service for work-related health and safety, RIDDOR incidents to the HSE.

Website: www.riddor.gov.uk. E-mail: riddor@connaught.plc.uk.

Employment Medical Advisory Service (EMAS)

The Executive's Employment Medical Advisory Service (EMAS).

Tel: 01342 334200

Location: Pheonix House, 23-25, Cantelupe Road, East Grinstead, West Sussex. RH19 3BE.

CLEAPSS (The Consortium of Local Authorities for the Provision of Science Services)

Schools and colleges may obtain advice on science safety matters from the school science service as Kent is a member of this organisation until April 2012.

Safe Practice in Physical Education and School Sport

Association for Physical Education.

Tel: 0118 378 6240, email: enquiries@afpe.org.uk Website: www.afpa.org.uk

Location: Room 117, Bredon, University of Worcester, Henwick Grove, Worcester. WR2 6AJ

Trade Union Representatives

Julie Huckstep, ATL

19 Wellis Gardens, Margate, CT9 5RG

Tel: 01843 223478. Email: jhuckstep@kent.atl.org.uk

John Reeves, NUT

Christ Church C of E High School, Millbank Road, Ashford, TN23 3HG

Tel: 01233 623465. Email: jreeves@christ-church-ashford.kent.sch.uk

Robert Straker, NAHT

Anthony Roper Junior School, High Street, Eynsford, TN4 9SH

Tel: 01322 863680, Email: headteacher@anthony-roper.kent.sch.uk

Fax: 01322 861743.

Graham Russell NAS/UWT

Mobile: 07854 209191, Email: nasuwtruss@hotmail.co.uk

Suzanne Sinclair, GMB Kent Branch

Kent Innovation Centre, Millennium Way, Broadstairs, CT10 2QQ.

Tel: 07843 088629, Email: ssinclairgmb@aol.co.uk

Sheena Sanchez, GMB Kent Branch

Kent Innovation Centre, Thanet Reach Business Park, Northwood Road, Broadstairs, CT1 0QQ.

Tel: 01843 609317 / 07858 193318. Email sheenasanch@aol.com

Brian Vogt, UNISON

Callis Grange Nursery & Infant school, Beacon Road, St Peters, Broadstairs, CT10 3DG

Tel: 07890 458706. Email@ brian@callis-grange.kent.sch.uk

Tony Alderton, UNISON

Email: tony.alderton@kent.gov.uk

George Hold, Kent County UNISON

Email: holdg@hotmail.com

E2: APPENDICES

RISK ASSESSMENTS

- Risk Assessment proforma
 - Risk Assessment for PTFA events
 - Contractors Risk Assessment
 - Risk Assessment for Working at Height
-
- SOFT PLAY ROOM
 - SENSORY ROOM
 - SENSORY GARDENS
 - GYMNASIUM
 - PLAYGROUND
 - TRAMPOLINE

POLICIES

- MALE STAFF AND THE PERSONAL CARE NEEDS OF THE PUPILS
- GUIDELINES FOR TRANSPORTING PUPILS IN WHEELCHAIRS ON SCHOOL MINI-BUSES
- PUPILS USE OF MOBILE PHONES inc. Letter for parents
- EDUCATIONAL VISITS inc. Safeguarding Statement, Guidelines for Residential Visits, Model Journeys Offsite Risk Assessment Form, KCC Insurance Application Form and Policy statement for Residential Off-site Visits.
- LIFTING AND HANDLING
- (KCC) MANUAL HANDLING POLICY AND PROCEDURES inc. policy statement for manual handling training.
- (KCC) STRESS MANAGEMENT POLICY AND RISK ASSESSMENT

- INCUBATION PERIOD, COMMUNICABILITY AND SUGGESTED EXCLUSION CRITERIA FOR COMMUNICABLE DISEASES IN SCHOOLS AND NURSERIES
- HYDRO-THERAPY POOL
- SNOW CLOSURE POLICY
- INCUBATION PERIOD, COMMUNICABILITY AND SUGGESTED EXCLUSION CRITERIA FOR COMMUNICABLE DISEASES IN SCHOOLS AND NURSERIES
- EMERGENCY PLANNING FOR KENT SCHOOLS

RISK ASSESMENT

A reasonable approach to the limiting of hazards to ensure they do not form an unreasonable risk.

Process:

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks arising from the hazards and decide whether existing precautions are adequate, or more should be done
- Record the findings
- Review the assessment from time to time and revise if necessary

A HAZARD = a situation with the potential to cause harm

A RISK = the likelihood that the potential from the HAZARD will be realised

Risk Ranking:

Level of risk	Description	Action
Not significant	A risk that is unlikely to result in minor injury or illness leading to lost time, disablement or death	No urgent action, but measures should be prioritised for attention
Low	A risk that will improbably result in minor injury or illness leading to lost time, disablement or death	No urgent action, but measures should be prioritised for attention
Moderate	A risk that is likely to result in injury or illness, leading to lost time, disablement or death	Urgent action required. Progress towards elimination must be taken
High	A risk that is highly probable and will result in serious injury or illness, leading to lost time,	Urgent action required. Progress towards elimination must be taken

	disablement or death	
Very High	A risk that will certainly result in serious injury or illness, leading to lost time, disablement or death	Urgent action required. Progress towards elimination must be taken

RECORD OF RISK ASSESMENT

Hazard Assessed:

Location:

Date of Assessment:

Description of Risk:

--

Risk Significance:

Not significant	
Low	
Moderate	
High	
Very High	

Action Required:

Immediate	
Short Term	
Long Term	

Action to be taken by _____

Review Date _____

Assessment undertaken by _____

ST. NICHOLAS SCHOOL

RISK ASSESSMENT
(Handling/Lifting)

Name of pupil:

Age:

Class:

DESCRIPTION:

(occasions, situations, equipment, personnel)

Signed (Teacher):

Date:

Signed (all staff involved):

Date:

Signed (HT/DHT):

Date:

ST. NICHOLAS SCHOOL

RISK ASSESSMENT
(Moving and Handling)

Name of pupil:

Age:

Class:

DESCRIPTION:

(These guidelines should be used by staff at all times to minimise risk within the school environment)

Task	Assistance	Staff	Equipment
Wheelchair to standing frame			
Standing frame to wheelchair			
Wheelchair to floor			
Sitting on chair (Leckey)			
Wheelchair to changing bed			
Floor to chair (small)			
Wheelchair to Gait trainer			
Bus – On/Off			
Jacuzzi – School			
Signed Teacher:			Date

Signed all staff involved:

Signed (HT/DHT)

Date:

RECORD OF RISK ASSESSMENT

Hazard Assessed:

Location:

Date of Assessment:

Description of Risk:

--

Risk significance:

Action required:

Immediate	
Short term	
Long term	

Action taken by:

Assessment undertake by:

Review date:

HOME VISIT RISK ASSESSMENT

(a)

Name:

Mobile No:

(b)

Visiting:

Address:

Phone No:

(c)

Date of Visit:

Time of Visit:

Expected time of completion of visit:

Message on completion of visit will be given to:

(d)

Action to be taken if message not received:

HEALTH AND SAFETY – SOFT PLAY ROOM

1. The area is too small for group work with very active mobile pupils.
2. The area is too small for more than one active mobile Secondary aged pupil a time.
3. Active mobile pupils will have to use the room one at a time with an adult supervising inside the room.
4. Less active and non-ambulant pupils may use the room in small groups, although careful risk assessment needs to be made with regard to safety and staffing.
5. Wheelchairs cannot be taken onto the cushioned flooring.
6. Shoes must be removed before entering the room.
7. Any spillages/accidents must be cleaned up immediately.
8. Report any problems to a member of the SMT.
9. Please keep to the Soft Play Room timetable.
10. Soft-play provision at off-site units will follow procedures as detailed by the relevant authority.

HEALTH AND SAFETY – SENSORY ROOM

1. Door to be kept unlocked.
2. Control panel on wall the operated by staff only.
3. Students can use switches to control stimuli (see instructions on wall).
4. Bubble tube – water purified termly (P.D)
 - children should not remove lid or touch water.
5. Fibre optics – safe for handling but not for pulling/chewing as plastic becomes brittle and can split, allowing glass fibre to leak out.
6. Ultra violet light
 - safe to use for normal duration of Sensory Room session (information in Sensory Room cupboard).
7. Projector – discs should be changed before every session, and not when children are in the room.
8. Any spillages to be cleared immediately with disposable paper – paint, oil, saliva etc.
9. Control panel to be turned off at end of session.
10. Please report any faulty equipment immediately to Hayley Woods.
11. Evaluation of risk to be undertaken before each session, e.g. staffing ratios etc.
12. Sensory Room provision at off-site units will follow procedures as detailed by the relevant authority.

MALE STAFF AND THE PERSONAL CARE NEEDS OF PUPILS

There is a concern to ensure that male staff are not placed in vulnerable situations, given the heightened sensitivity that all institutions have towards issues relating to the protection of children at school.

As a school, we monitor closely the relations between staff and pupils and we have a clear Child Protection Policy that all members of staff are aware of.

All employees of the Education Authority and the Health Authority have to be police checked, and non-employees will not be in situations where they are alone with pupils.

The policy at present stands as:

Primary Department

All staff are expected to assist in the personal care programmes of children. (see revision below)

Secondary Department

Male staff only assist in the personal care programmes of male pupils. Female staff assist in the personal care programmes of both male and female pupils, but when helping male pupils they work in a pair.

The amendment is that for the Primary Department, male staff only assist in the personal care programmes of male children.

GUIDELINES FOR TRANSPORTING PUPILS IN WHEELCHAIRS OR EMPTY WHEELCHAIRS ON THE SCHOOL MINI-BUSES

The regulations for transporting wheelchair users have been updated and need to be addressed by us all. Adhering to the regulations will require teachers to re-assess their Risk Assessments and may affect the way we use the mini-buses in general.

1. Each chair must have four fixings on the floor. These have to be two (of the same type) at the front and two (of the same type) at the back. There are sets of 4-fixings available in the overhead lockers. The coloured button (usually red or yellow) should be facing away from the wheelchair. Using the wrong arrangement of fixings (i.e. two different types at front and back) negates UNWINS (the manufacturing company) liability if there is an accident and the fixings fail.
2. Each person sitting in a wheelchair must have an inertia reel seat belt affixed to the floor, and attached to a clip stalk on the floor the other side of the chair.
3. An empty wheelchair/buggy must be secured with clip harnesses at the top and bottom if standing. The new white bus is the only one with a suitable track fixed to the left side that

enables appropriate fixings at the top to be made. If an empty wheelchair/buggy is laid down on the floor, it must be fixed securely with appropriate fixings, using the floor tracking.

4. No person is ever to ride facing sideways in a wheelchair on a mini-bus.
5. There should be a space next to a wheelchair user. No other passenger should be “hemmed in” by the wheelchair, in case of accident and the need for fast evacuation.
6. The regulation space for each wheelchair in a mini-bus is now 4’6” in length.
7. The floor tracking has to be 13” apart.
8. The driver is responsible, at all times, and must check the fixings personally.
9. Use of seat belts, or inertia belts to tie up wheelchairs without using buckles and clips, as the manufacturer recommends, is dangerous to all and must not happen.

RE: Use of Student's Mobile Phones in Key Stages 3, 4 and 5.

Dear Parents / Carers,

As you will know, students had been allowed to bring in a mobile phone for emergency situations. This was on the understanding that pupils will behave sensibly with this privilege.

There have, however, been a number incidents across our Secondary Dept. where this has not been the case. Over the last year, the use of mobile phones has caused both a disruption to lessons and learning - by calling, using Facebook, texting, taking photographs in and around the school, and the playing of music (e.g. in the classroom). Pupils have also caused disruption by the use of games machines (PSPs, Game Boys) I Pads and MP3 Players (inc. I-Pods) to play loud music, make (loud) sounds and / or take photographs around the school. If mobile phones or other mobile devices are seen or cause disruption in school, they will be confiscated and handed into the Senior Leadership Team for the rest of the day (or week). These items would not be allowed to return into school again.

Pupils are not allowed to bring their phones into school. There is no need for students to need to use their own phones as the school switchboard 01227 464316 can connect you to all classrooms and staff mobile phones, if the group is off-site. If your son / daughter needs to contact you during the day they need only ask the class staff and they will be allowed to speak to you via the classroom telephone. Rest assured you / your child will be notified by the St. Nicholas staff if an emergency arises. **Mobile devices are not allowed into school, without written permission by the class teacher e.g. via the home-contact book. If disruption is caused, permission will be withdrawn.**

If we need to use mobile phones or mobile devices, as part of a curriculum session (ICT or life skills-based) we will contact you in advance, requesting that a particular exception be made for learning or reward purposes.

We need your support with this matter as we wish to avoid the potential conflict of a confiscation which will occur when a mobile phone is seen in school. Please return the form below to confirm receipt of this policy on students' use of mobile phones / mobile devices.

NB: if you have a particular need for your child to have a phone with them and wish to discuss this with us please contact **me** via the phone, letter or home-contact book.

Yours sincerely,

Stephen King
Deputy Headteacher

Please return to **Stephen King**.

I have received the school's policy statement regarding pupils' use of mobile phones and mobile devices. I understand that my child is not allowed to bring their phone into school and that it will be confiscated from them, if it is seen. I understand that if my child causes disruption with any other personal mobile device it will be confiscated and not allowed in school again.

Child's Name: _____

Class: _____

Signed: _____ parent / carer

Date: _____

I understand that I am not to bring my mobile phone into school and I will leave it at home.

Signed: _____ Student

Date: _____

Guidance Notes

In order to help staff involved in planning and managing educational visits and adventurous activities the range of adventurous activities and outdoor environments has been divided into three categories A, B & C. The categories relate to the different levels of potential risk presented by the activity.

The following is an outline of each category and an explanation of who should approve the activities that fall within the category. If an Educational Visit Co-ordinator (EVC) or Area Youth and Community is in doubt as to which category a planned visit should fall into they should contact the Outdoor Education Unit.

Category A – Internal Approval required

These are activities that are part of the regular curriculum and life of the school/unit/youth centre/project. They take place locally; involve walking or a short vehicle journey and where the activities present no significant risks.

They should be supervised by a member of staff who has been assessed by the teacher or EVC or Area Youth and Community Officer as being suitably and appropriately experienced and competent to lead this category of visit.

The member of staff does not normally need to hold National Governing Body (NGB) Awards or other accreditation. Some activities, such as cycling in school grounds are part of the Cycle Proficiency Scheme will require staff with specialist qualifications.

- The visit or activity should be conducted following KCC *Safe Practice of Office Activities* (CD) and the establishments own Educational Visits / Offsite Activities Policy
- Pre-visits are strongly recommended whenever possible
- Risk assessments must be carried out and recorded for all aspects of the visit/venture

Examples include:

- Walking in the park or on non-remote country paths under close supervision
- Visits to public swimming pools, museums, art galleries
- School PE/sports fixtures
- Cycling in the grounds of own establishment
- Orienteering in an enclosed area known to the school/unit/youth centre or project
- Field Studies in environments presenting no significant hazards (This includes visits to KCC managed Environmental Centres, Farm Visits, Geological, Geographic or Scientific fieldwork in environments presenting no significant hazards)

Category B – LEA Approval required

These are activities not regularly or routinely undertaken by the school/unit/youth centre or project and includes some higher risk or higher profile activities.

Safe supervision requires the leader to have:

- Recent relevant experience

- Undergone additional activity and or/site specific training
- To hold either a relevant qualification, or be judged as appropriately competent by the Outdoor Education Advisor and Head of Establishment

The Outdoor Education Adviser and Head of Establishment may delegate these powers to an appropriately qualified and experienced Educational Visit Co-ordinator/Area Youth and Community Officer/Duke of Edinburgh's Award County Co-ordinator.

The activities include:

- Walking in non-remote country where a remote supervision style is used
- Camping in lowland non-remote areas
- Orienteering in a public or non-enclosed area
- Cycling on roads or non-remote off-road terrain
- Geological fieldwork in a coastal location or in, or by water
- Low level initiative challenges
- Beach barbeques/Beach activities (not swimming)
- Theme parks
- Water Parks
- Adventure Playgrounds
- Student Exchange Visits
- Field Studies * in a coastal location or in, or by water
- Visits to the following KCC managed Outdoor Education Centres e.g. Kent Mountain Centre, Swattenden Centre, Bewl Water Outdoor Centre, **Centre d'Hardelot** and **Kearsney Campsite**

* Excluding the KCC managed Environmental Education Centres

** Activities that are booked/attended whilst visiting Centre d'Hardelot and Kearsney Campsite are not vetted or led by Centre staff; therefore a programme that includes any adventurous activities when visiting these venues will fall within Category C.

Category C – LEA Approval required

This category includes all the activities that are within scope of the Adventurous Activity Licensing Regulations 1996. It also includes a range of activities that fall outside the scope of the above licensing regulations, but are commonly pursued by school/unit/youth centres and projects.

An example of such an activity is motor sports where safe supervision requires the leader to have completed some prior test of his or her specific competence. Such competence might include a recognised training course, the recorded accumulation of relevant experience, or an assessment of competence by an appropriate body.

Category C requires that the leader should have undergone a recognised course of training, have gained relevant experience, and have been assessed as competent, usually by being in possession of a current National Governing Body qualification. Leaders of activities must provide evidence of their qualification and recent and relevant experience to the EVC/Area Youth and Community Officer who will then check the suitability of the qualification with the Outdoor Education Adviser.

Activities in Category C include:

Water sports	Rock Climbing	Hill & Moorland walking
Mountaineering	Skiing	Horse Riding
Caving and Potholing	Swimming in the sea or inland waters	
Adventure activities including river, stream and gorge walks		

The full list of activities are outlined in Appendix C below. Any changes or updates will be posted on the KCC website (www.kent.gov.uk – Learning / What's new / Documents and Consultations / Safe Practice of Offsite Activities / Updates) and sent directly to the named EVC or Area Youth and Community Officer and Duke of Edinburgh's Award County Co-ordinator.

APPENDIX C

Abseiling	Mountain Biking	Angling	Rafting
Archery	Ballooning	Paintball	Camping
Bungee Jumping	Caving	Parachuting	Rowing
Paragliding	Canal Boating	Pony Trekking	Gliding
Mountaineering	Power Boating	Expeditions	Skiing
Shooting	Surfing	Hill Walking	Motor Sports
Snowboarding	Horse Riding	Windsurfing	Water Skiing
Initiative Courses	Kite Surfing	Land Yachting	Sub Aqua / Snorkelling
Low and High Ropes Courses		Swimming – not in a public pool	
Open country activities & field studies		Challenge or Assault Courses	
Cycling – other than Cycle Proficiency		Sea level traversing / coasteering	
Climbing – indoors & outdoors			
Flying – other than with Commercial Company			

ACCIDENTS CAN HAPPEN IN ANY ACTIVITY regardless of whether it is classified as high or low risk. Be aware – LOW RISK does not mean NO RISK.

Safeguarding Policy Statement for Residential visits

To ensure our students have the best possible quality of opportunities and institute best practice procedures for behaviour and safety the following take place:

- KCC Outdoor & Adventure EGO forms are completed by the EVC
- The KCC pupil travel insurance form is completed by the group leader
- Additional Safeguarding training sessions will take place for staff who are part of Residential visits to alert them of the increased possibility of a disclosure – being out of school, away from parents and carers and in a more intimate / alternative relationship with supervising staff.
- Staff or volunteer adults are **not permitted** to drink alcoholic drinks whilst on residential visits; their sole focus is the supervision of the pupils and this responsibility must not be impaired.
- Pupils (including those aged 18 or 19) will not be allowed to consume alcohol as part of social independence experiences at St. Nicholas School or on any school-based activity - including on residential trips and / or community visits (despite their legal right to do so. It is the role of St. Nicholas School to discuss the risks of drugs and alcohol in PSHE lessons only.). It is considered the duty of parents and carers to manage the students' life skills education around safe and sensible drinking.
- The leader of the residential visit is to be contactable by mobile phone (24 hours per day) and there is also a SLT home contact (also contactable by telephone); these numbers are shared with the parents and carers.

St. Nicholas School, Canterbury – Guidelines for Residential Visits

1. Value of residential experiences for learners:
 - a. Clear benefits in learning and communication
 - b. In social and emotional development
 - c. In increasing independence and self-confidence
 - d. In widening and broadening experiences
 - e. In providing challenges
2. Making the experience available and accessible to all learners:
 - Pupils are able to join one trip per year
 - There will be a progression in the trips across the key stages
 - In duration
 - Distance
 - Challenge
 - Trips to be evaluated according to -
 - Accessibility
 - Challenge
 - Value
 - Places will be allocated primarily on a first come / first served basis, but reflecting a risk assessment of the needs of individuals involved and the group as a whole.
 - In order for a pupil to be allocated a place on a visit, the parent / carer must sign that they have received and agree to abide by these guidelines.
3. Destinations are as follows:
 - KS2 (Y5 and Y6) Swattenden (1 night) (April)
 - KS3 Kingswood (Term 3)
 - Ardres (June)
 - KS4 CenterParcs (Term 4 or 5)
 - Duke of Edinburgh's Award Scheme (1 long experience and 2 short camping trips per year)
 - Spearhead 1 night camp (if required)
 - KS5 Snowdonia or other independence / life skills residential - term 3 or 4 Bi-annual
 - KS3-5 Trip for pupils who require hoisting (Sea Star Cottage) – 2 nights Bi-annual
4. Residential Planning:
 - a. Each visit will have a visit leader
 - b. They will draw up an outline plan, including -
 - i. Purpose
 - ii. Venue
 - iii. Dates
 - iv. Duration
 - v. Travel – Where possible MIDAS vehicles will be used to transport pupils and resources.
 - vi. Types of activity and the appropriate level of challenge
 - vii. Accessibility

- viii. Relevance to curriculum
 - ix. Number of pupils
 - x. Staffing
 - xi. Special equipment / resources required
 - xii. Shopping, meal preparation and menus, as appropriate
- c. There will have been a pre-visit to the site to inform the risk assessment
- d. The visit leader will make a presentation to the SMT in the term prior to the trip, so as to share the plans, activities and potential risks that may be present.
- e. The visit leader will hold a briefing meeting for the pupils and their parents/carers regarding
 -
 - i. Code of conduct
 - ii. Appropriate clothing and equipment
 - iii. Meeting up times
 - iv. Valuables risks
 - v. Contacts and emergency procedures

5. Costings and funding arrangements:

- a. The trip leader will cost out the journey for pupils and staff including all factors
 - i. Travel
 - ii. Accommodation
 - iii. Food and drink
 - iv. Activities
- b. The cost per pupil will be calculated based upon the total cost of the journey divided by the number of pupil places
- c. Additional funding/resources/PTFA will be sought if the cost per pupil is felt to be unreasonably high
- d. Parents /carers will be offered staggered payment timetables and they may approach the school in cases of hardship so as not to exclude pupils
- e. Staff will receive their normal salary income for the period of the journey
- f. Staff will receive a gift token as acknowledgement of their commitment to the residential's programme and the additional time it requires

6. The visit must secure the approval of the Headteacher who will inform the governors if it involves an overnight stay, is abroad or involves hazardous activities.

7. Medication management:

- a. Medical forms must be completed for all of the pupils
- b. Medication must be named and in the original packaging and handed to staff – parents / carers are to bring medications in personally, explaining the type, dosage and purpose of the medicines involved.
- c. All medication given will be recorded and kept by the trip leader
- d. All medication will be kept secured and locked away (as appropriate) on each residential visit.
- e. Residential Lead to compile an individual pupil schedule for medication plans. This must be signed off by SLT before the trip date.

- f. Parents / Carers need to agree a time and date to hand over medication to the Residential Lead, **prior to the trip date.**

8. Risk assessment procedures:

- a. When students apply to go on a school visit their behaviour both in and out of school is considered before they are accepted. If a student subsequently gives us a reason for concern about their behaviour, we reserve the right to withdraw the student from the visit.
- b. Full risk assessments must be completed for the site, journey and activities.
- c. EGO application done and approved.

9. Staffing will be decided using the following factors:

- a. Ratios
- b. Impact on the school
- c. Payments and reward
- d. Acknowledgement of commitment

10. Insurance for the visit:

- a. The visit will be covered by the school's KCC insurance policy – staff leading visits will need to complete this form and any / all risk assessments.
- b. Cancellation insurances may be taken out, where appropriate.

11. Emergency Procedures

- a. Telephone message available to parents/carers on a dedicated line updated by visit leader – using the texting facility. A text will be made to parents on day 1 to announce safe arrival, the final day to announce estimated time of arrival and, if more than 3 days in length, in the middle of the visit to share how the trip is progressing. A member of SLT will be named as a home contact point for each trip – they will, if required, deliver messages to parents / carers also.
- b. Communication with families during the visit – 3+ dedicated mobile telephones will be taken away on residential visits (on different mobile networks) and these numbers will be shared with parents for the receiving of calls and messages from parents.
- c. Communication between supervisory staff during the visit – staff will be provided with a set of walkie talkies (large range) for maintaining communications.
- d. Reserve staff – 1 reserve leader and 1-2 other reserve staff will be put on standby in the planning stages
- e. Cancellation risk assessments and insurances will be considered, as appropriate.
- f. At least one school leader / manager will be part of each trip.
- g. If an emergency situation takes place, the group leaders (in consultation with the SLT) may ask for a pupil to be collected by carers and taken away from the visit. Such emergency circumstances may include complications due to: i) pre-existing medical conditions, ii) deterioration in general health, iii) serious accident or injury, or iv) significant episode(s) of aggressive / challenging behaviour.
- h. Standardised medical forms and procedures – these will be held centrally by the office and provided to the group leader at the earliest stage on planning, for use during the visit.

- i. If a pupil or staff member suffers from ill health within 48 hrs prior to the visit beginning, they should not take part. Leading staff (in conjunction with the SLT) reserve the right to prevent staff or pupils taking part on the day of the departure, if they considered too ill to take part.
- j. All staff should disclose and discuss with the group leader if members of their own family or close friends will be visiting the location at the same time as a school residential they are part of – this may affect the risk assessment for the visit and the particular staff member's ability to maintain their focus on the pupils. The group leaders (in conjunction with the SLT) will decide if the staff member concerned can still take part in the visit (in a working capacity).

12. It is the responsibility of all visit leaders to complete their own EGO form and off-site risk analysis.

EGO form procedures and responsibilities

- D of E + KS4 = SL
- KS3 and KS5 = LH
- KS2 + others = DL

JOURNEYS OFF-SITE RISK ANALYSIS (Example)

Teacher	
Group	
Destination	
Driver	
First Aider	
Access to telephone	
Date(s) of visit(s)	
Purpose of visit	
RISK ANALYSIS	Detail types of risk associated with the activity and action taken ensure safety of group - (accessibility, religious holidays, facilities for boys/girls etc.) USE RISK ANALYSIS FORM TO SCORE THE RISK
Risk in activity	
Parking	
Access to Venue	
Staff ratio	
Roads	
Toilets	
Behaviour management	
Other health issues	
Other issues	
Equality issues	
To be submitted to the Senior Leadership Team 2 weeks prior to the visit.	
Staff Signature	
Headteacher / SLT Sig	
Date	
To be submitted to the Key Stage Manager on the day of the visit.	
Staff Signature	

KS Manager Signature	
Date	
<p>Normal signing in/out procedures still apply. Medication forms for pupils are available from the office. Self-certification sickness forms are available from the office. Accident forms for pupils, staff and others are available from the office.</p>	

KENT COUNTY COUNCIL

(Example)

Request for School Journey/Youth Party Travel Insurance				Trip No(s)		
<p>KCC Regulations and Guidance for the Safe Practice of Offsite Activities require mandatory School Journey Insurance in most cases and optional cover in others, at the discretion of the headteacher and governing body.</p> <p>To obtain School Journey/Youth Party Travel Insurance cover for your trip(s) through the KCC Business Personal Accident and Travel Policy, please complete the unshaded sections of this form and email it to insurance@kent.gov.uk as soon as possible but in any case prior to commencement of travel.</p> <p>Cancellation and Curtailment cover commences immediately cover is requested. It is advisable, therefore, to arrange cover at the time initial deposits are paid to tour operators, hotels, etc.</p> <p>Schools that have purchased annual travel insurance cover are still required to provide notification of all trips.</p> <p>Please note that in view of the large volume of travel insurance requests received, no acknowledgement of this form will be given. It is strongly recommended that a hard copy is retained on file as evidence that cover has been arranged.</p>						
Name of School / Establishment		St Nicholas School				
Address		Holme Oak Close Nunnery Fields CANTERBURY Kent				
Postcode	CT1 3JJ	Telephone No	01227 464316	Fax No	01227 766883	
Form Completed by		Date Completed				
Trip Details – details of more than one trip can be entered on this form						
Destination <i>See Note 1</i>	Duration		Number of People			No of Days Hazardous Activities <i>See Note 2</i>
	Start dd/mm/y y	End dd/mm/y y	Supervisors	Pupils / Students	Total	

Notes

1. If the visit is in the UK, please give the county/town being visited or, for residential trips the county/town where the party is based. This will be sufficient in lieu of the full address of the venue concerned. For trips abroad, the country is sufficient.
2. For the purpose of the policy, **hazardous activities** are those shown under the School Travel Options sub-menu of the Risk Management and Insurance Section of the Children, Families and Education ClusterWeb website. Please indicate the number of days on which the group will be participating in any of the hazardous activities listed.
3. **Medical expenses cover for trips abroad.** In common with policies of this nature, the policy specifically excludes claims resulting from a pre-existing medical condition or for traveling against the advice of a medical practitioner. Any person with a medical problem should check with their doctor before booking a place on the trip and again immediately prior to departure to confirm that they will be fit to travel.

Days		Rate	£	Premium	£	Schedule	
------	--	------	---	---------	---	----------	--

Adverse event report and investigation form

Ref no:

Adverse event report and investigation form

The purpose of this form is to record all adverse events. The term **accident** is used where injury or ill health occurs. The term **incident** includes **near misses** and **undesired circumstances**, where there is the potential for injury.

Overview

Reported by:			Date/time of adverse event	
Incident	Ill health	Minor injury	Serious injury	Major injury
Brief details (What, where, when, who and emergency measures taken)				

RIDDOR reportable?	Y/N	Date/time reported
Entry in accident book?	Y/N	Date entered/reference:
Safeguarding actions?	Y/N	Date entered/reference:

Part 2 Investigation information gathering

1 Where and when did the adverse event happen?

2 Who was injured/suffered ill health or was otherwise involved with the adverse event?

3 How did the adverse event happen? (Note any equipment involved)

4 What activities were being carried out at the time?

5 Was there anything unusual or different about the working conditions?

6 Were there adequate safe working procedures and were they followed?

7 What injuries or ill health effects, if any, were caused?

8 If there was an injury, how did it occur and what caused it?

9 Was the risk known? If so, why wasn't it controlled? If not why not?

.

10 Did the organisation and arrangement of the work influence the adverse event?

11 Was maintenance and cleaning sufficient? If not, explain why not.

12 Were the people involved competent and suitable?

13 Did the workplace layout influence the adverse event?

14 Did the nature or shape of the materials influence the adverse event?

15 Did difficulties using the plant and equipment influence the adverse event?

16 Was the safety equipment sufficient?

17 Did other conditions influence the adverse event?

Analysis and further action

18 What were the immediate, underlying and root causes?

19 What risk control measures are needed / recommended ?

20 Do similar risk exist elsewhere? If so, what and where ?

21 Have similar adverse events happened before? Give details.

Part 3 The risk control action plan

22 Which risk control measures should be implemented in the long and short term?

Control measures	Completion date	Person responsible

23 Which risk assessments and safe working practices need to be reviewed and updated?

Name of risk assessment Safe working procedure	Completion date	Person responsible

24 Have the details of the adverse event and investigation findings been recorded and analysed? Are there any trends or common causes which suggest the need for further investigation? What did the adverse event cost

25 Signed on behalf of the investigation team

Name	Signature

26 Members of the investigation team

Name	Position

27 The findings of this investigation need to be communicated to the following managers, union and employee safety representatives

Position	Signature	Date

EMERGENCY PROCEDURES GUIDELINES

KCC guidance^{1 & 2} will be followed in full or part of this policy.

¹ - "Emergency Planning for Schools in Kent, 2015 Edition" (KCC, 2015) & ² - "Operation Chalkboard – Kent Police Protocol in Kent and Medway Schools" (Kent Police, 2014)

GENERIC EMERGENCY PROCEDURES

DIRECTED RESPONSE

This is used to move pupils and staff to a specific location inside the building when it is safer to remain in the building than to leave. It is used when the location of an actual or potential threat is known and can be confined to a specific area, and the area to move to is far enough from the threat that safety is ensured. Then ensure all pupils, staff and visitors are accounted for. The decision will be made by the Headteacher or one of the Deputies. The instruction will be given by the Headteacher, Deputy or any staff member authorised by them – School Secretary, Site Manager, staff member.

ROOM CLEAR

This is used when there is a high risk present in the room and the pupils and staff can be sent to a safe area. Then ensure all pupils, staff and visitors are accounted for. The decision will be made by the staff member responsible for the pupils in the room.

SECURED ROOM

This is used when there is a threat inside the building such as an intruder when it may be more dangerous to leave the building by directed evacuation than stay in a secured room. In this case lock the doors and windows and keep staff away from doors and windows. Then ensure all pupils, staff and visitors are accounted for. Decisions will be made and communicated as for a directed response.

DIRECTED EVALUATION

This is used when the location of the potential threat is known and allows an evacuation route away from the threat to an assembly point outside the building. Then ensure all pupils, staff and visitors are accounted for. The assembly point is on the large playground to the rear of the building. If this is too dangerous, the Headteacher will direct to a safer assembly area. If the threat means a long period of evacuation, then for the safety and well-being of the pupils and staff, the assembly point will be moved to The Orchard School as soon as registers have been completed which can be accessed through a gate to the rear of the playground area. Once in The Orchard School it will be important to check the registers.

IMMEDIATE ACTIONS (IF REQUIRED)¹

- Apply First aid if necessary
- Call 999 if necessary for Police, Fire or Ambulance, but if non-emergency, notify Police on 101
- Clear area if necessary, ensuring child and adult safety and welfare
- Pick up grab bag
- Establish lines of responsibility and leadership
- Inform all staff to maintain timelines and records of all actions and events
- Contact Area Education Officer (East Kent): Marissa White 03000 418793 / 07834 841560
- Contact Chair of Governors

- Provide reassurance and a visible supporting presence
- Decide whether school or Police have the responsibility to inform parents if applicable
- Access LA support network via AEO
- Ensure safe condition of premises for school community (evacuate if necessary - refer to Section One)
- Manage media interest through press office. The Media Relations Officers for Education are:
- Murray Evans, 03000 416071 or 07834 051150, murray.evans@kent.gov.uk
- Ella Hughes, 03000 416282 or 07738 755491 ella.hughes@kent.gov.uk.
- Out Of Hours, is through the call centre, 03000 414141 or silent hours, 03000 419191
- Protect school community from media intrusion as much as possible
- Review break/lunchtime/going home arrangements
- Consider impact on pupils/students/staff in other schools (family/friend connections)
- Contact Property emergency on 24 hour number 03000 419191, if necessary
- Maintain as normal a routine as possible

IMMEDIATE THREAT OF INJURY OR DEATH

SUSPICIOUS PERSON ON SCHOOL GROUNDS

- Direct all strangers or visitors to the reception for signing in
- Notify the office immediately of suspicious persons or behaviour
- A potentially dangerous person is one whose behaviour suggests a possible threat to safety
- Notify the office and Headteacher of concerns immediately
- Follow generic emergency procedure as appropriate
- Call the police

DANGEROUS PERSON (INCLUDING SERIOUS ASSAULT BY PUPIL OR VISITOR ON SCHOOL GROUNDS – ‘OPERATION CHALKBOARD’ LOCK DOWN PROCEDURE

- A potentially dangerous person is one whose behaviour suggests a possible threat to safety – e.g. posing a real threat / perceived to be posing a threat to staff / pupils / visitors or following an incident whereby there is a risk to the safety of someone legitimately on the school grounds. They may be trespassing on school grounds or attempting to gain entry to school via the front doors, with or without weapons. Weapons could include – guns (pistols, machine guns, knives or [suicide] bomb vests).
- Notify the Headteacher / on call SLT member of concerns immediately, who will notify the office – if deemed appropriate to do so (due to specific type of risk and weapons observed) they will go around the school to share the lockdown procedure is in place.
- The office will then shut the office hatched window and hide themselves moving a telephone under the table to enact the Operation Chalkboard Protocol:
 - The message ‘Operation Chalkboard, this is Operation Chalkboard’ will be given out over the telephone tannoy system – this will announce that all classes are to lock themselves into their rooms, turn the lights off and hide under the tables.
 - The office will ring 999 and quote Operation Chalkboard to the operator – they will give details of the descriptions and names (if known) of the people posing the risk, describing any weapons and location / direction of travel.
 - All classes and rooms will then remain in lockdown until either a) the police tell each class / area that they are safe to leave or b) the message – ‘Operation chalkboard all clear, this is operation chalkboard all clear’ is given.

- If the serious incident takes place in an off-site campus the host procedure will be followed by the leading staff member and St. Nicholas will go into lockdown.
- If St. Nicholas goes into lockdown so too will all other St. Nicholas campuses / classes.
- If the host site goes into lockdown, the St. Nicholas class(es) will go into lockdown.

ABDUCTION

- Do not release any pupil to anyone other than the designated parent or guardian
- Do not accept substitute without proof or prior agreement from the parent/guardian
- If a parent attempts to pick up a child in contravention of a Court Order then report to the office and Headteacher immediately. Call the police – quoting operation chalkboard.
- The lockdown procedure will be followed on all campuses until the all clear is given.

-

SUICIDE THREAT OR ATTEMPT

- Notify the office and Headteacher immediately
- Follow generic emergency procedures as appropriate
- Call emergency services

DEATH, SERIOUS INJURY OR MEDICAL CONDITION ON SCHOOL CAMPUS

- Notify office, Headteacher and emergency services and family immediately
- Follow generic emergency procedures as appropriate
- Follow first aid procedures
- Inform LEA, HSE

POSSIBLE THREAT OF INJURY OR DEATH

FIRE OR EXPLOSION

- Follow fire drill (Health and Safety Policy) or generic emergency procedures as appropriate
- Notify emergency services
- Account for pupils and staff

HAZARDOUS SPILLAGE

- Notify office and Headteacher immediately
- Follow generic emergency procedures as appropriate

BOMB OR SUSPICIOUS DEVICE

- Do not approach or touch suspicious device
- Notify office and Headteacher immediately
- Follow generic emergency procedures
- Ensure all pupils, staff and visitors are accounted for
- Inform emergency services

BOMB THREAT (OR SIMILAR)

- Follow bomb threat phone checklist – kept by office telephone (page 19 ¹).
- Evacuate building to safe distance
- Inform emergency services

STRUCTURAL DAMAGE

- Follow generic emergency procedures
- Inform office and Headteacher immediately
- Ensure all pupils, staff and visitors are accounted for
- Call police
- Inform LEA

COMMUNITY DISTURBANCE

- Follow secured room procedure unless Headteacher advises otherwise
- Ensure all pupils, staff and visitors are accounted for
- Call police
- Inform LEA

SCHOOL CLOSURE

BAD WEATHER

- If there are Health and Safety grounds relating to the safe passage of the pupils to and from home, and/or the ability of staff to get to school so that there are safe staffing levels, then the school will need to be closed
- If the school needs to be closed before the school day begins the Kent School Closures website will be used to notify the LA of the closure this will inform the local radio station. The school will give notice to parents via text message and on the school website
- The LEA will be informed immediately
- The Chair of Governors will be informed
- The school may close early for similar reasons
- Transport operators will be contacted to return pupils home
- Families will be contacted to ensure they can accept the children home (or collect them)
- A record will be kept of how and when the pupils left the school
- If the main school is closed all satellite classes and off-site units will close too.
- If a satellite or off-site unit host establishment is closed but the main St. Nicholas school is open, the St. Nicholas pupils and staff will relocate to the main school site.
- If the host site closure takes place during the day, the St. Nicholas staff and pupils will (attempt to) relocate to the main St. Nicholas School site, unless the staff (in liaison with SLT) do not deem it safe to do so.

HEATING FAILURE

- The Headteacher will assess the Health and Safety of the pupils and staff and determine if the school needs to close
- If the school needs to close the procedure is the same as the bad weather closure

POWER FAILURE

- The Headteacher will assess the Health and Safety of the pupils and staff and determine in the school needs to close
- If the school needs to close the procedure is the same as the bad weather closure

NO WATER

- The Headteacher will determine the Health and Safety of the pupils and staff and determine if the school needs to close
- If the school needs to close the procedure is the same as bad weather closure

SCHOOL JOURNEY

- Follow the policy for off-site activities in the Health and Safety Policy
- In the event of an accident or incident
- Ensure pupils and staff are safe
- Contact emergency services as appropriate
- Notify school management who will notify LEA
- Do not discuss the accident/incident with onlookers
- Complete written account of accident/incident

EMERGENCY BOOK

The school will keep an emergency book in the office and on SIMS, which will contain contact telephone numbers and addresses for all pupils and staff.

A telephone tree will be set up in order for important information to be shared quickly with all staff.

CHILD ABUSE

Follow the school's Child Abuse Policy

MEDICAL ASSESSMENT PROCEDURES

Follow the school's Health and Safety Policy

COMMUNICATING WITH THE MEDIA

- Seek advice from the Area Education Officer – 03000418793 or 07834 841560 and the Press Office 03000416071 / 03000416282 or 07834051150 / 07738755491. Out of hours – 030004141141 / silent hours 03000419191
- Generally let DSO/Press Office deal with media
- Contact Chair of Governors
- Decide on spokesperson
- Provide appropriate facilities for media
- Speak conversationally, recognise the wider audience, provide quick and clear answers
- If you don't know an answer say so, if you cannot supply the information say so and why, and if appropriate when you would be able to

EDUCATIONAL PSYCHOLOGY SERVICE

The EPS can support in a crisis, which is seen as a situation, which is outside of the range of normal human experience, which would be markedly distressing to anyone. Once contacted via the Education Office, the service will then assess the level of support required.

FOLLOWING INCIDENTS

There will be a thorough review of the incident and actions taken. There will be briefings for the staff, parents and/or pupils as appropriate to ensure that the information has been passed on in an accurate and sensitive way and there is a clear understanding of what has occurred and the risk management process.

MONITORING AND REVIEW

This policy will be monitored on a yearly basis by the Headteacher and any other changes will be discussed and shared by staff and the Governing Body when necessary.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

Safeguarding
PEEPS
Manual Handling
Medicines
Bereavement
Guidelines for Residential and Intimate Care

STEPHEN KING
REVIEWED TERM 5 2017

Appendix 1 – Suggested Contents of a Grab Bag¹

A 'Grab Bag' is any type of bag/holdall that is kept in a convenient place and can be quickly acquired by the Head teacher or other responsible person in the event of an emergency. The bag contains useful things you may need if you cannot go back into a building during an emergency situation. It is not a legal requirement, but is highly recommended. It might prevent an emergency becoming a catastrophe.

Suggested Contents might include:

- School Emergency Plan
- Charged mobile phone
- Contact details for all staff and pupils, including next of kin
- Details of staff and pupils on medication
- Copy of the asbestos register
- Check lists of things to do (eg, security, shutting off water, electricity, gas etc)
- Notes on location of stop cocks, gas valves, fuse boxes etc.
- Useful telephone numbers
- Copies of the architects plans of the school if available
- The days school attendance register (probably impractical to update daily)
- Pens

- Clipboard
- Notepad/paper
- A few sheets of thick card
- Large marker pen
- Sellotape
- First aid kit
- Torch
- Large scissors
- Gloves disposable rubber
- A few foil blankets
- High visibility vests for leader and deputies
- Whistle or loudhailer
- Camera
- Spare set of master keys

Appendix 2 – Checklist of Preparedness for a Critical Incident²

Equipment

- Whistles
- Torches
- Charged mobile phones
- Fluorescent jackets
- Stock of bottled water

Up-to-date information about:

- Pupil/student/staff emergency contact details.
- Individual pupil/student medical needs e.g. medication.
- LEA emergency contact details.
- Bus/coach lists.
- An emergency supply or support list to enlist extra help when needed (familiar supply teachers, retired staff, local colleagues, cluster collaboration).
- Pupil/student movement data (who is where, and when).

Is this information easily accessible?

- Is it in an appropriate format e.g. in a “grab bag” to take with you if evacuation is necessary?
- Should a copy be kept in another safe location e.g. at home or at a “partner” school?

A plan for communication:

- Evacuation procedures, visible and practised.
- Telephone lines – private, mobile, emergency access to neighbours. Your usual phone lines may be jammed by incoming calls
- Small room/quiet area for Police statements/counselling or interviews – somewhere to hold press briefings away from area of incident. Press briefings can then be timed to draw press presence away from school at critical times e.g. arrival and departure of pupils/students, briefing for parents/carers etc.
- Contact details for KCC Press Office who must be involved at an early stage.

Management support

- Access to qualified first aiders – preferably beyond the minimum requirement.
- Screening of entrances/exits (siting of school office can be critical).
- Closure of blinds/curtains on ground floor to protect from media interest.
- “Instant assemblies” (e.g. videos/DVDs) to release teaching staff for interview/support.
- Knowledge of resources available for helping to cope in the following days/weeks.

Appendix 3 - Allergy protocol - Nut.

This protocol is activated if a staff member or visitor discloses, or a pupil is diagnosed with, a nut allergy (or similar extreme allergy response) resulting in anaphylaxis.

Note well: If any staff member/pupil/visitor is suffering from anaphylaxis or severe allergic reaction ALWAYS CONTACT THE EMERGENCY SERVICES.

What needs to be done if a staff member discloses an allergy - namely nut

- On disclosure to school of an allergy – nut, an SLT member to do an immediate risk assessment for person/s affected
- The individual staff member is responsible for the safe care, storage and carriage of their own epipen medications. They are to be kept with them at all times, stored at room temperature (in a discrete closed bag) in case they are needed.
- To minimise risk to any staff member, visitor or pupil with a nut allergy St Nicholas School has made all shared areas of the school Nut Free Areas. This includes corridors, toilet areas, school halls, food tech room, music room, art room, soft play room, sensory rooms, gym, safe spaces, offices, training spaces, IT room, P&S room.
- NO nut product must be used in any food preparation/catering areas or food technology lessons
- In the classroom with any person/s with a nut allergy the staff must agree to NOT bring in nut products and the parents/carers should be requested to avoid sending their children in with nut containing products
- Staff in the same classes as affected staff member will be given a protocol to help manage in the event of an anaphylactic incident. This will include signs and symptoms to look out for, when to call of help and additional training for named members of staff by a health professional.

Policy for other areas of St Nicholas School

- For pupils in other classes other than the affected class nut containing products may be consumed in classroom areas and the class staff should take responsibility for informing any persons in the school with a nut allergy to avoid that area
- On the sending in or finding of any nut containing products in shared areas it is important that the staff act promptly:
Do NOT open/break seal on product
Remove product from area immediately to site management office for safe disposal
Alert affected person of risk to that area
Wash hands thoroughly

- School to take responsibility for clearly marking areas of the school that are NUT FREE AREAS
- School to make sure all staff are aware of this policy
- On agreement the staffroom, PPA facility and toilet areas on the staff floor are an area for staff to eat nut containing products. Staff must however wash hands on leaving this area if nuts have been consumed. This is the only area permissible for staff to consume nut containing products
- St Nicholas School to make it clear visually within the environment and on school literature to visitors, training delegates, families/carers/friends and other stakeholders that all shared areas of the school are Nut Free Areas.
- St Nicholas School to monitor this policy regularly

NB:

- I) This policy will be adapted to any other type of extreme allergic response in a pupil, staff member or visitor, as required.
- II) The protocols will be also followed if and when the source of any other allergic response should (accidentally) come onto the school site.
- III) For any pupil who may have or develops an extreme allergy resulting in anaphylaxis this will be listed within their individual Health Care Plan and a risk assessment drawn up – this will include the allocation of a daily ‘key worker’ from class team to supervise them on a rota basis – all staff members / ‘key workers’ on supervision rota will have been given additional epipen administration training. A copy of their risk assessment (including their photograph) will be placed on display in the staffroom so that all stay may recognise them, their signs and symptoms and the emergency plan to follow should they develop an allergic reaction.
- IV) The epipen medication of any pupil within the class will be stored within a ‘carry bag’ and kept locked in the class medical cupboard. When the pupil moves around the building or off-site their ‘key worker’ for the day will take the carry bag with them so that it is always at hand.
- V) The number of epipen medications held within school will be documented and if administration should be required logged using the school medical form.

