

St Nicholas School Health and Safety Policy

Health and Safety at Work etc. Act (1974)



St. Nicholas School Canterbury

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Governing Body Committee	Full Governing Body
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HEALTH AND SAFETY POLICY

INTRODUCTION (INCLUDING DEFINITION)

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.

Contents

A. Aims	2
B. Legislation	3
C. Organisation - roles and responsibilities	4
D. St. Nicholas School Health and Safety Arrangements (inc. Fire Safety)	8
E. Monitoring	11
F. Equality, Safeguarding and Equal Opportunities	11
G. Useful Contacts	11
Appendix 1. Equipment	14
Appendix 2. Health & Safety Checklist for Special School Classrooms ('The Key')	164
Appendix 3. Lone Working arrangements	14
Appendix 4. Working at Height	164
Appendix 5. Manual Handling	14
Appendix 6. Offsite visits	16
Appendix 7. Smoking	165
Appendix 8. Training	15
Appendix 9. Health & Safety risks related to the pupils' SEND	166
Appendix 10. Infection Prevention and Control	16
Appendix 11. Allergy Protocol: Nut	16
Appendix 12. Beginning and end of day safety protocols	23
Appendix 13. Other School Health & Safety / Risk Assessment documentation	25
a) Soft Play Room	23
b) Sensory Room	24
c) Guidelines for transporting pupils in wheelchairs or empty wheelchairs	24
d) Educational Visits	26
1. Guidance Notes	26
2. Offsite Risk Assessment	29
3. Safeguarding Policy Statement for Residential Visits	29

A. Aims

Statement of intent:

The headteacher 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:

Headteacher

Chair of Governors

Date:

Date:

B. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation on:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height.

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

C. Organisation – roles and responsibilities

C1: Employer responsibilities

KCC 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 this policy.

C2: Headteacher responsibilities

- To ensure this policy is reviewed annually or earlier if there are any changes in circumstances.
- To ensure that employee responsibilities regarding health and safety are included in their job descriptions and that it is adequately received and understood.
- 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 include health and safety issues in the school improvement plan, if necessary.

N.B: Tasks can be delegated to other members of staff but ultimately the responsibility remains with the head teacher.

C3: Health and Safety Officer's (HSO) responsibilities

The headteacher has delegated many of his responsibilities to the HSO, such as:

- 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 sooner 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 ensure that emergency evacuation procedures are in place and tested to ensure validity.

- To ensure that adequate first aid provision is available and kept up to date at all times.
- 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.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.

C4: Governors' responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school.
- 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 'Class care' scheme or within the school's delegated budget.
- The governing body will support and monitor health and safety within the school.
- Review and monitor the effectiveness of this policy.
- The governing body can consider appointing a governor to co-ordinate health and safety from a strategic point of view.

C5: Staff responsibilities

- To read and fully co-operate with this policy.
- Must take reasonable care of their own health and safety and that of others who may be affected by their actions.
- 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.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Have a duty to report all health and safety concerns to the head teacher or their line manager.

C6: Site manager responsibilities

The Site manager holds responsibility for the day-to-day maintenance and other buildings / grounds issues.

They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior management team immediately.
- Ensure that all work under their control is undertaken in a safe manner.

- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.

C7: Kent County Council Infrastructure

- They 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 Infrastructure, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

C8: Safety Representatives

Safety representatives of a recognised Trade Union have the following functions:

- Represent employees generally and when you consult them about specific matters that will affect the health, safety and welfare of the employees.
- 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, request in writing that you set up a health and safety committee and attend Health and Safety Committee and meetings as a representative of your employees.

Health and Safety Officer	Stephen King (DSL / Deputy Headteacher) s.king@stns.org.uk
Names of Trade Union Representatives:	Caroline Bennett (NEU) Cedar Pathway Strategic Lead
Contact details:	c.bennett@stns.org.uk

Alternative Consultation Arrangements:

Name of Employee Representative:	Simon Woolliscroft (Site Manager)
Contact details:	s.woolliscroft@stns.org.uk

C8: 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. The Safety Committee is made up of the following 3 staff members – Stephen King (DSL and H&S Officer [HSO]), Simon Wooliscroft (Site Manager) and Caroline Bennett (NEU Representative) they will receive concerns and meet on a termly basis following a regular “walkaround” inspection. The Health and Safety committee will report directly to the Health and Safety Governor (Joe White).

NB: Health and Safety is a standing item on all staff meeting agendas.

C9: 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 is located in the main reception area. The Health and Safety leaflet is also available in the staff room, Training Centre and Site Manager's office.
- 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.

C10: Competency for health and safety tasks and training

- The Headteacher will ensure that all staff undertake induction training.
- Training will be identified arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for identifying their own personal training needs and feeding this back to the headteacher.
- Training records will be easily accessible for audit purposes and will be kept up to date.

C11: 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.
- Stephen King (HSO) is responsible for investigating accidents although the accountability remains with the head teacher.
- Stephen King (HSO) is responsible for investigating work-related sickness and absences, although the accountability remains with the head teacher.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent any reoccurrences.

Section D – St. Nicholas School Health & Safety Arrangements

D1: School activities

- The head teacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body and to all relevant staff, contractors, visitors and all of those 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 person responsible will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

D2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to reception, where appropriate arrangements for the signing in and out and identity badges will be provided,
- 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, including evacuation points.

D3: Fire and emergency procedures – see Fire strategy, SEMBCP and Evacuation Plan

In the event of a lockdown procedure being announced via the “Operation Chalkboard” protocol will be followed, as found in the Child Protection Policy and SEMBCP. The SEMBCP will be updated to comply with the requirements of the “Martyn’s Law” standard duties to adequately plan for i) Evacuation, ii) Invacuation, iii) Lockdown and iv) Communication in the event of a terrorist attack on our school.

D4: Bomb / Suspect package alerts (see SEMBCP)

Bomb alerts/ suspect packages will be dealt with in accordance with the school's emergency planning arrangements.

- The headteacher 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.

D5: First aid arrangements (also see First Aid Policy).

- The head teacher will ensure that there are an appropriate number of designated and trained first aiders in school.
- The head teacher will ensure that there are an appropriate number of first aid boxes, with basic instructions and locations clearly marked. A first aid risk assessment will be carried out by the head teacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records HS157, HS160, F2508 using the online KCC reporting system. The CPOMS system will be

used to record minor pupil accidents but significant accidents and incidents will be reported using the KCC system.

NB: Any accidents and incidents involving pupils in the Early Years will be reported to KCC or OFSTED, as appropriate.

- All reportable incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE by the school. Advice should be sought if any doubt whether an incident is reportable.
- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

D6: Information Communication Technology

- The headteacher will ensure that suitable arrangements are in place for the safe use of information communication technology.
- Information communication 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 and implemented.
- 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). See Appendix A DSE Checklist.
- The KCC guidance on interactive whiteboards will be followed, see attached



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e-whiteboards-poster



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e-whiteboards.docx

where appropriate.

D7: Legal requirements for premises (see premises management policy)

- 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.

D8: Safe handling and use of substances (COSHH)

- 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 presence of the COSHH assessments.
- The head teacher will be responsible for checking and ensuring they are satisfied that all new substances can be used safely before they are purchasing them.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

D9: Inspection of premises, plant and equipment

- The headteacher has delegated the Site Manager / Health and Safety Committee to arrange formal inspections of the premises, plant and equipment. These take place three times a year, through the full H&S walkaround inspections and effective maintenance and improvement programmes are drawn up from their findings.
 - 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 example checklists.
 - Access to storerooms; boiler rooms; tank and plant rooms should also be checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards.
 - Where damaged asbestos is encountered, or damage is suspected procedures as laid down in the KCC asbestos policy will be followed.

D10: Asbestos management

Property and Infrastructure Support will arrange for an asbestos management survey to be carried out every three years in line with KCC policy. The headteacher will ensure that the KCC asbestos management policy is followed. An asbestos docubox will be kept in the site manager's office. When any visiting contractor arrives in the school reception and member site management staff is contacted; they will take all contractor directly to the Site Management Office, where they 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 headteacher or the designated 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.

D11: 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. Such assessments will identify if there are areas where conditions exist which could support legionella bacteria growth and pose a risk to building occupants, the survey will also list any works required; 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 logbook and de-scaling spray outlets as necessary.

D12: List of risk assessments, policies and procedures to complement this policy

- asbestos management protocols
- control of chemicals hazardous to health (COSHH) protocols
- drugs and alcohol (see staff code of conduct policy)
- electricity at work including portable appliance testing protocols
- emergency planning (see SEMBCP)

- fire – including responsibilities of the fire wardens (see Fire strategy, Lone Working Fire Procedures Policy Statement and Fire Evacuation plan).
- first aid requirements (see first aid policy)
- infection control (see appendix 2 below)
- legionella protocols
- lone working (see appendix 3 below)
- managing contractors protocols
- manual handling (see MH policy)
- off-site visits risk assessment
- playground risk assessment
- school facilities risk assessments e.g. swimming pool, classroom, specialist rooms
- stress management (see well-being policy)
- violence and aggression (see staff code of conduct policy)
- working at height protocols.

D. MONITORING AND REVIEW

This policy will be reviewed by the Deputy Headteacher every year in Term 6

At every review, the policy will be approved by the full governing board.

E. 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.

As part of our commitment to meet the Public Sector Equality Duty (PSED), St Nicholas School aims to:

- Provide equal opportunity for all;
- Foster good relations, and create effective partnership with all sections of the community;
- Only take actions which does not discriminate unlawfully in service delivery, commissioning and employment;
- 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.

F: USEFUL CONTACTS

Kent County Council Health and Safety Unit
 Email: healthandsafety@kent.gov.uk
 Health and Safety Advice Line: Tel: 03000 418456

Location: Room 1.04 Sessions House, Maidstone, ME14 1XQ

Outdoor Education Unit

Tel: 03000 410901

Email: Outdoor.Education@theeducationpeople.org

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

Insurance and Risk Management

Lee Manser - Insurance Manager.

Tel: 03000416428, Email: lee.manser@kent.gov.uk

Location: Room 2.53 Sessions House. Maidstone. ME14 1XQ

Staff Care Services

Occupational Health, Mediation Services, and Support Line. Tel: 03000 411411 Email: occupational.health@kent.gov.uk

Location: Park House, 110-112 Mill Street, East Malling, ME19 6BU

Classcare

Email: classcare.enquiries@kent.gov.uk

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

Health and Safety Executive

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

Kent Fire & Rescue Service

The Godlands

Straw Mill Hill

Tovil

Maidstone

ME15 6XB

Tel: 01622 692 121

RIDDOR Incident Contact Centre

Website: www.riddor.gov.uk.

Tel: 0845 345 0055 (For reporting fatal/ specified, and major incidents only)

Online reporting: <https://www.hse.gov.uk/riddor/report.htm>

Employment Medical Advisory Service (EMAS)

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

Tel: 02089 958503

Location: PO Box 3087, London W4 4ZP

Association for Physical Education.

Tel: 01905 855584, Email: enquiries@afpe.org.uk Website: <http://www.afpe.org.uk/>

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

Sustainability & Climate Change Team
Deborah Kapaj – Sustainable Estates Programme Manager
Tel: 03000 410237
Location: 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX

Appendix 1 - Equipment

PE equipment (see Sports Hall risk assessment).

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- Any concerns about the condition of the gym floor or other apparatus will be reported to the PE Co-ordinator and to Site Management.

Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

Where an individual staff member has an individual need for specialist seating, keyboard / mouse / screens to access their duties or access DSE this is arranged, as and when required, using the HSE Display Screen Equipment checklist.

<https://www.hse.gov.uk/pubns/ck1.htm>



DSE Checklist.pdf

Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

Oxygen cylinders are stored in a designated space, and staff are trained in the removal storage and replacement of oxygen cylinders.

Appendix 2 - Health & Safety Checklist for School Classrooms (HSE)

<https://www.hse.gov.uk/risk/classroom-checklist.htm>



KeyDoc_-_health_and
_safety_checklist_for_

Special School classroom checklist – click here

Appendix 3 - Lone working (see Lone Worker policy)

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

Appendix 4 - Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- Site management staff have had working at height training.
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons.
- Any school ladders are retained and maintained by the site manager.
- Contractors are expected to provide their own ladders for working at height

Appendix 5 - Manual Handling (See Moving and Handling Policy)

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Appendix 6 - Off-site visits (for more information see Moving and Handling Policy)

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will maintain contact with the school by mobile phone, if additional pupil information is required. First aid provision will be sought from the community, but a first aid kit will be present on all school vehicles. Staff may take specific health care or behaviour support plans off-site if this is really necessary, in a class bag which is under the supervision of the classteacher.
- There will always be at least one first aider on school trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For longer / residential trips, there will always be at least one first aider, possibly more.

Appendix 7 - Smoking

Smoking is not permitted anywhere on the school premises.

Appendix 8 - Training (See Staff Induction Training Programme)

Our staff are provided with health and safety training as part of their induction process. The KCC induction form will be used to lay out what training needs are present on their first day, week and term. The school observes a 6 month probationary period of employment.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training. Staff have annual Moving & Handling and Positive Behaviour Support Refresher training and a termly Health & Safety update.

Appendix 9 - Potential risks / hazards to the pupils due to their SEND

Many of the pupils at St. Nicholas School do not have the level of comprehension to understand risks and hazards or the actions that may be potentially risky or hazardous to them therefore they have classes with a high degree adult support. As a school we are required to have a secured site for safeguarding purposes but also have magnetically controlled locks, high handles and / or thumb locks on some doors to prevent the children from potentially absconding – these potential limitations to liberty allow for those pupil who have the capability to understand and maintain personal safety to do so, but help the staff more easily supervise those pupils who need extra monitoring. Some plug sockets require safety covers, cupboards/drawers require accessible locking mechanisms and / or heat protection to help ensure safety in areas around the school.

Any PE lessons are led by appropriately trained staff.

When pupils are out in the community extra care and risk assessments are made / maintained to ensure the pupils' personal safety, particularly around road safety and stranger-danger. NB: those pupils who are able to show the understanding of road safety and awareness are given independent travel training and / or "bikeability" lessons to help ensure their safety out in the community in their own family leisure time.

Hazards caused by pupils potentially eating / consuming orally items which are inedible and potentially hazardous: The school is mindful that some pupils may not have reached the developmental target stage of only putting safe, edible items into their mouth e.g. being diagnosed with "Pica". Some of our secondary pupils are still at a sensory soothing 'stage' that is below their chronological 'age'. These pupils are given a high degree of adult supervision to try to prevent them from putting themselves at risk by placing items into their mouths. All curriculum resource items (e.g. for science or maths) that have been identified potentially hazardous are located away from direct access and contact to the pupils e.g. connected electrical devices are located at a higher level or away from the pupils and magnets / magnetic objects are kept locked away in staff cupboard areas to prevent easy access.

Appendix 10) – Infection prevention and control

We follow national guidance published by the UK Health Security Agency, when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

St. Nicholas School is maintaining a daily enhanced cleaning provision on the main site – with cleaning of high touch surfaces and toilet areas. The promotion of good room ventilation is in place to help move germs out from the teaching rooms to areas outside the school buildings. *Satellite provisions have cleaning regimes provided by the host site.*

i) Handwashing

- Wash hands with liquid soap and warm water (for at least 20 seconds), and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

ii) Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

iii) Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

iv) Cleaning of the environment

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

v) Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

vi) Laundry

- Wash laundry in a dedicated facility (Primary, Secondary or 6th Form Laundry rooms)
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

vii) Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- Remove clinical waste with a registered waste contractor
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

viii) Animals (see Journey's offsite risk assessment)

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

ix) Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox / monkeypox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carers will be informed promptly and further medical advice sought.

We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

x) Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

xi) New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified, within an individualised risk assessment. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

xii) Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check](#).

Current List of notifiable diseases –

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases>

Live guidance information on infectious diseases -

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.

Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed. For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.

Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.

Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 11 - 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.

APPENDIX 12 – Beginning and end school day safety protocols

St, Nicholas School is a district special school which has a main site which is located in the heart of 3 separate housing areas. There are also 6 other satellite bases for St. Nicholas School staff and students, located at:

1. Parkside Primary School
2. Chartham Primary School
3. Canterbury Primary Academy
4. The Canterbury Academy
5. Spires Academy
6. Canterbury College

These sites are all located within busy transport routes and / or residential areas.

Our pupils are largely transported into school by Local Authority-funded commercial transport, but some are brought into school by parents, This brings the school and families into regular contact with members of the general public who are living or moving about in those areas.

Protocols for ALL St. Nicholas School sites:

Start of the day

- All parents / carers or transport staff are to maintain supervision of the pupils in their care until they are collected by school staff. If pupils are brought in on KCC transport they must stay within their vehicle under supervision until the time of collection – they must not be allowed out of the vehicle until the prescribed time to start the school day.
- Staff and parents should try to plan their arrival for drop off time as close to the start of the school day as possible.

End of the day

- All parents / carers or transport staff are to arrive at the appropriate school premises as near to the correct pick-up time as possible.
- The pupils will be brought out to meet parents / carers or transport staff so that they can be handed over at the end of the school day.

Protocols for St. Nicholas School main site ONLY:

Context – Due to the school being bordered on all sides by housing areas – where residents may need to be parking, expecting deliveries or wanting to access their home during the busy drop off and pick up times the following **ADDITIONAL** protocols for Health and Safety are in place:

Start of the day

- 2 members of staff (wearing high-viz) will be stood in the road outside the school gates (George Roche Road) before and during the drop off period to marshal traffic into and out from the school, whilst maintaining the flow of traffic to and from the residences. St. Nicholas staff follow the agreed direction from the residents opposite the school on only allow vehicles loading and unloading pupils with severe motor disabilities e.g. wheelchair users to enter and use the designated residents parking area.
- Other members of staff will collect the pupils from their parents / carers or transport staff at the front entrance who have been walked on site. They will then be escorted to class if this is appropriate for their level of independence.
- Once the main entrance is cleared the staff members will go out to the vehicles which are onsite and collect the pupils from the vehicle and bring them into school, where they may be escorted to class, depending on their level of independence.

NB: The local residents and / or their deliveries are given the highest priority over traffic flow, followed by the maintenance of the road system, the resident's parking area and finally the entrance / exits to school. The Marshal on the 'in' gate may have to create a queue of idling vehicles outside the school until they are able to enter / leave the school. If an additional staff member is required to marshal the traffic higher up the road (including around the corner onto Nunnery Fields Road, if required).

End of the day

- 2 members of staff (wearing high-viz) will be stood in the road outside the school gates (George Roche Road) before and during the drop off period to marshal traffic into and out from the school, whilst maintaining the flow of traffic to and from the residences. St. Nicholas staff follow the agreed direction from the residents opposite the school on only allow vehicles loading and unloading pupils with severe motor disabilities e.g. wheelchair users to enter and use the designated residents parking area. Members of staff will liaise with the office to put up the numbers allocated to the different commercial vehicles and / or names of individual parents who are ready to be collected by parents / carers. This information is shared to the classes via spreadsheet. One staff member will be stationed outside the 'in' gate to report the arrival of commercial vehicles and one staff member will be sat at a table outside the main entrance looking out for the arrival of individual parents / carers.
- The class staff will have signed into the spreadsheet in their class bases and monitor who & when it is appropriate to bring the appropriate pupils down to the main entrance for collection by parents / carers or transport staff.

NB: The local residents and / or their deliveries are given the highest priority over traffic flow, followed by the maintenance of the road system, the resident's parking area and finally the entrance / exits to school. The Marshal on the 'in' gate may have to create a queue of idling vehicles outside the school until they are able to enter / leave the school. If an additional staff member is required to marshal the traffic higher up the road (including around the corner onto Nunnery Fields Road, if required).

APPENDIX 13 - Other School Health and Safety / Risk Assessment documentation

ST. NICHOLAS SCHOOL

a) 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.
11. Staff will need to be vigilant to the risks of pupils putting inedible objects into their mouths (particularly those diagnosed with PICA), due to the limited lighting potentially affecting the vision of staff.

ST. NICHOLAS SCHOOL

b) 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 the Site Manager / ICT Systems Manager (as appropriate).

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.
13. Staff will need to be vigilant to the risks of pupils putting inedible objects into their mouths (particularly those diagnosed with PICA), due to the limited lighting potentially affecting the vision of staff.

c) 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.
10. Staff will need to be vigilant to the risks of pupils putting inedible objects into their mouths (particularly those diagnosed with PICA), due to the changeable and distracting nature of transport activities potentially affecting the vision and attention of staff.

d) EDUCATIONAL VISITS

1 - 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 know the school/unit/youth centre or project
- Field Studies in environments presenting no significant hazards (This includes visits 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.

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 /
Low and High Ropes Courses		Snorkelling	
Open country activities & field studies		Swimming – not in a public pool	
Cycling – other than Cycle Proficiency		Challenge or Assault Courses	

Climbing – indoors & outdoors

Sea level traversing / coasteering

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.

2 – Journeys offsite risk assessment



recurring%20activity
%20Offsite%20RA.docx

When planning an off-site visit, the journeys offsite risk assessment will need to be completed by the visit lead and submitted to a competent member of the extended leadership team to quality assure.

Staff will need to be vigilant to the risks of pupils putting inedible objects into their mouths (particularly those diagnosed with PICA), due to the changeable and distracting nature of off-site visits potentially affecting the vision and attention of staff.

3 - Safeguarding Policy Statement for Residential visits (See Child Protection Policy and Guidelines 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.
- Staff will need to be vigilant to the risks of pupils putting inedible objects into their mouths (particularly those diagnosed with PICA), due to the changeable and distracting nature of residential activities potentially affecting the vision and attention of staff.

4 – Residential insurance documentation

<u>Request for School Journey/Youth Party Travel Insurance</u>				Trip No(s)		
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. 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. 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. Schools that have purchased annual travel insurance cover are still required to provide notification of all trips. 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.						
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 See Note 1		Duration		Number of People		No of Days Hazardous
		Start dd/mm/yy	End dd/mm/yy	Supervisors	Pupils / Students	

						Activities See Note 2

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	
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