



# GREAT BALLARD

## Health and Safety Policy

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| <i>Policy Manager</i>      |   | <i>Business Manager</i> |
| <i>Review Cycle</i>        |   | <i>Annually</i>         |
| <i>Signed</i>              | <i>Mrs. H Ward<br/>Business<br/>Manager</i> | <i>Hannah Ward</i>      |
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**GREAT  
BALLARD**

## 1.0 Statement of Intent

*The aim of the Proprietor is to provide a safe and healthy working and learning environment for staff, pupils and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils.*

*The arrangements outlined in this policy statement and the various other safety provisions made by the Proprietor cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Proprietor will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. It is the Proprietor's policy to encourage employees, pupils, parents, volunteers and contractors to adopt a positive safety culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.*

*The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Although the Business Manager is responsible for health and safety in the workplace and on work activities, the overall and final responsibility is that of the Proprietor and the HSE will normally take action against the Proprietor. However, in some circumstances, for example where an employee failed to take notice of the Proprietor's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead. Written records of all tests and checks such as PAT, COSHH, water and fire tests are kept. This Policy will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties.*

*In accordance with the Health and Safety at Work etc. Act 1974 the employer is responsible for Health and Safety, although tasks may be delegated to others. The employer has a general duty to ensure, as far as is reasonable and possible, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Proprietor accepts that we have a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others. By extension this includes pupils, parents, volunteers and visitors including contractors and hirers. The employer is required to set out the Health and Safety arrangements in a written Health and Safety policy.*

*This requires the Proprietor, who has overall and final responsibility for health and safety to:*

- *have a general statement of policy;*
- *state who is responsible for what (delegation of tasks);*
- *make arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.*

*The employer, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would. The Health and Safety at Work Act of 1974 also places responsibilities on all our staff. Matters arising regarding Health and Safety should be reported, in writing, to the Business Manager.*

## **2.0 Organisation**

### **2.1 Responsibilities of the Proprietor**

*The Proprietor is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. This includes the maintenance and development of safe working practices and conditions for all staff, pupils and visitors engaged in school sponsored activities along with taking all reasonable steps to achieve this. The Business Manager, Head and Head of Pre-Prep also have a fixed agenda item on health and safety for all staff meetings. The Proprietor is responsible for monitoring compliance with statutory requirements and attends the termly health & safety meeting.*

*The Proprietor has a duty to:*

- *Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for children to enjoy learning and to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.*
- *Be familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations.*
- *Ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care.*
- *Be consistent with Regulation 3 (7) of the Education (Independent School Standards) (England) Regulations, including complying with the requirements of Working Together to Safeguard Children (HM Government), Safeguarding Children and Safer Recruitment in Education (SCSRE) guidance excluding Chapter 5, DfE Guidance: Dealing with allegations of abuse against teachers and other staff (2011), along with any further amendments as they are published.*
- *Where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks.*

- Provide employees with information, supervision, and training to ensure they are competent to carry out their tasks and minimise cases of injury and work related to ill health.
- Provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities.
- Provide safe equipment, safe play areas, safe access and egress and maintain them in good order.
- Have a clear understanding on actions to take in the event of any emergencies.
- Train all our staff in the particular health and safety issues that affect children.
- Ensure that activities undertaken by the school both on and away from the school site are risk assessed and safely managed.
- Monitor and review this Policy and the various systems procedures.
- Adopt and maintain an effective policy, organisation, and arrangements for the provision of health and safety throughout the school.
- Comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Proprietor is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health. Employees, visitors and contractors to the site are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the school in all matters of Health and Safety.

## 2.2 Responsibilities of the Headteacher

The Head will work with the H&S Manager (Business Manager) to:

- Ensure that the school is following the health and safety policy and oversees effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with the Proprietor, Directors, and the school workforce, and ensure clear information is given to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.
- Ensure that risk assessments are in place and regularly reviewed for onsite and offsite activities.
- Ensure there are adequate systems in place for reporting Health & Safety issues and these systems are monitored to ensure action is taken in the most efficient and effective manner.
- Ensure that the school has an open culture for reporting Health & Safety issues.



### 2.3 Responsibilities of the Health & Safety Manager (HSM)

*The HSM is the Business Manager. The HSM acts as the focal point for day-to-day references on safety and gives advice; indicates sources of advice, obtaining, where necessary, external advice. The HSM also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The HSM will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. This includes the following which is not an exhaustive list:*

- Monitoring the Health and Safety policy, ensuring that the Proprietor, Directors, employees, and other persons involved with the school have knowledge of it, and are carrying out their duties in accordance with it.*
- Ensure that new starters receive the Health & Safety policy before starting and have a health and safety induction when they first start.*
- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.*
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.*
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, serviced, guarded and appropriately used.*
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.*
- Collate accident information and, when necessary, carry out accident and incident investigations. Review incidents and accidents at termly Health and Safety Meetings.*
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.*
- Keep up to date with current legislation and informing other staff and volunteers as appropriate.*
- Making annual health and safety inspections.*
- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.*
- Ensuring that the fire drill instructions are in all rooms.*
- Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections.*
- Ensuring that regular visitors observe the school's safety rules.*

- *Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.*
- *Monitor the effectiveness of the implementation of this policy and submit a termly report to the Proprietor and Directors on health and safety matters.*
- *Ensure that a copy of this policy is available to all staff, contractors and visitors and is published on the school website.*

*As well as having the general responsibilities/duties of all members of staff, the HSM also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The HSM will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.*

#### **2.4 Responsibilities of Staff Holding Posts or Positions of Special Responsibility**

*These staff:*

- *Have a general responsibility for the application of the Proprietor's health & safety policy to their own area of work and are directly responsible to the Business Manager and Head for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Business Manager including complying with the relevant parts of this statement.*
- *Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).*
- *Shall resolve any health and safety problem any member of staff may refer to them and refer to the Business Manager any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.*
- *Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Business Manager.*
- *Shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.*
- *Shall, where appropriate, seek the advice and guidance of the Business Manager or any relevant adviser appointed by the Proprietor and shall propose to the Business Manager requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.*
- *Shall attend the termly Health & Safety meetings to represent their area of work and responsibility (attendees include Head of Sport, Head of Science, Catering Manager, Domestic Supervisor, maintenance team, Business Manager, Proprietor).*

## 2.5 Responsibilities of all Employees

Employees also have the duty to look after their own and others (pupils, parents, volunteers and visitors including contractors) safety. Employees should also co-operate with the employer in matters of health and safety.

The Health and Safety at Work etc. Act 1974 states:

*'It shall be the duty of every employee while at work:*

- (a) to take reasonable care for the health and safety of himself and of any persons who may be affected by his acts or omissions at work, and,*
- (b) as regards any duty or requirement imposed on his Head, Business Manager or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

The Act also states:

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.'* All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- *Be familiar with this health and safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Proprietor.*
- *Ensure that health and safety regulations, rules, routines and procedures are being applied effectively and carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.*
- *Take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).*
- *Only undertake any task for which they have been trained.*
- *Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.).*
- *Observe standards of dress consistent with safety and/or hygiene.*
- *Exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid.*
- *Co-operate fully with their employer on health and safety matters, including following safe systems of work.*
- *Ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order.*
- *Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.*
- *Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job.*

- *Report all accidents and near misses immediately, whether injury is sustained or not by logging on iSAMS and informing the Lead First Aider or recording on an Accident Report form which is delivered to the Lead First Aider. Promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures.*
- *Act as a prudent parent when in charge of pupils, as they have a duty to under common law.*

*Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with the Business Manager and request that it is reviewed. The Business Manager will work with the employee to ensure that the procedures at the school are proportionate, effective and appropriate.*

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### 3.1 Risk Assessments

Health and safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them. The Business Manager will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments should be reviewed termly. The science department use CLEAPPs to inform their general laboratory risk assessment as well as for risk assessments for individual experiments and activities. In other activity areas, establishments should review risk assessments on an annual basis. Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures. The results of all risk assessments will be reported to the Proprietor who will prioritise issues and assign resources to undertake remedial/control measures where required. All risk assessments will be signed by the person undertaking the risk assessment and counter signed by the Headmaster or Business Manager.

#### **Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or pupil, are held on that person's file and will be undertaken and approved by the Headteacher and/or Business Manager. Such risk assessments will be reviewed on a regular basis by the Headteacher and/or Business Manager.

It is the responsibility of employees to inform the Headteacher and/or the Business Manager of any medical condition (including pregnancy) which may impact upon their work.

It is the responsibility of pupils, parents/carers to inform the Headteacher and/or office team of any medical condition which may require support during school hours.

#### **Curriculum Activity Risk Assessments**

Risk assessments for curriculum activities will be carried out by the responsible staff member, referring to the model risk assessments, and the Business Manager for advice if required.

Whenever a new course is adopted or developed, all activities are checked against the model risk assessments and significant findings incorporated into the course plan documentation.

### 3.2 Monitoring and Inspection

*A general inspection of the school's premises, equipment and facilities shall be conducted termly by the Business Manager.*

*Departments shall be conducted regularly by department heads or nominated staff.*

*Monitoring inspections shall be recorded on the provided form and records of monitoring inspections shall be kept in the Finance Office.*

*The Business Manager is responsible for following up items detailed in monitoring inspections.*

*Inspections of technical and key safety related equipment (e.g. fire alarms, fire extinguishers, emergency lighting, gas appliances, electrical equipment etc) shall be conducted by competent contractors, as detailed in the appropriate sections of this policy.*

*Reports on health and safety inspections will be presented to the Health & Safety Committee each term. These inspections along with a report on the performance of health & safety management systems will be presented annually to the Board.*

### 3.3 Training & Communication

*We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures.*

*All new employees, including work experience students, shall receive training in health & safety aspects related to their role as part of their induction.*

*Staff training includes, but is not limited to, manual handling, emergency procedures, health & hygiene, first aid, COSHH and working at height.*

*Any changes to health & safety arrangements shall be briefed to all applicable staff during regular staff meetings, or via an ad-hoc meeting if deemed necessary.*

*Health & safety is a standing item on all staff meeting agendas.*

*Training and briefing records shall be held in the Finance Office.*

*The Business Manager will ensure refresher training is completed within the prescribed time limits.*

*The statutory health & safety poster has been completed and is on display in the staff room and kitchen.*

Employees are encouraged to provide feedback on health & safety issues. Feedback received shall be considered by the Business Manager and Head and acted upon if deemed appropriate.

We provide staff with on training on how to carry out risk assessments as part of their on-going continuous professional development. We also use external trainers to support us in the training of our staff with regards to health and safety. This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH.

### 3.4 First Aid

Please refer to the school's separate First Aid Policy. Great Ballard school has in place:

- Practical arrangements at the point of need.
- A training record of those qualified in first aid (including paediatric first aid) and a requirement for training to be updated every three years.
- At least one qualified 'First Aider' person on site (as well as a Paediatric First Aider) when pupils are present and during the school holidays but the school endeavours to ensure the majority of staff are first aid or paediatric first aid trained.
- A School Nurse on site when pupils are present.
- A process for accidents to be recorded and parents informed.
- Access to well-stocked first aid kits.
- Arrangements for keeping first aid kits checked and stocked.
- Arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes) and ensuring that this is well communicated with all staff.
- Individual health care plans for those children who require it.
- Hygiene procedures for dealing with spillage of body fluids.

At Great Ballard School:

- A first aid box is held in the School Office and other key areas as detailed in the first aid policy. Portable kits are available from the School Office for off site visits where needed.
- Staff will sign out a first aid kit and any specific pupil medication for off site visits.
- The names of all qualified First Aiders are circulated to all staff and copies are located in the staff rooms.
- The process for reporting incidents and accidents are clearly as outlined in the First Aid policy.
- A record on iSAMS will be kept of all first aid administered either on the school premises or as a part of a school related activity.
- The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Group Leader/Head of Sport and supervising staff.
- A defibrillator is located on the external wall of the boys' changing room in the courtyard.

*The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law, and this is determined by risk assessment. Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. The Business Manager is responsible for ensuring that a sufficient back-up stock is held on site. A record on iSAMS will be kept of all first-aid administered either on the school premises or as a part of a school related activity.*

*If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in, completing the relevant form when requested. The safekeeping and administration of medication is in accordance with the school First Aid policy.*

### **3.5 Accidents**

#### **Accident Reporting - Internal**

*All accidents, incidents, dangerous occurrences and near-misses, no matter how seemingly minor, must be reported without delay.*

*A record on iSAMS must be completed following any accident. Details recorded include a brief description of the accident, who was involved, location, date, time and action taken.*

*The Business Manager shall investigate all accidents, report their findings to the Headteacher and act accordingly to minimise the risk of further occurrences. Where equipment or systems of work are found to be a causal affect, remedial actions shall be taken immediately. Accident records on iSAMS are reviewed half-termly by the Business Manager and any trends identified reported to the Headteacher for action.*

#### **Accident Reporting – HSE**

*The Business Manager ensures that Great Ballard school complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) under which Great Ballard School is required to report to the Health and Safety Executive (telephone: 0345 300 99 23):*

- *Deaths;*
- *Major injuries;*
- *Over-seven-day injuries;*
- *An accident causing significant or multiple injury to pupils, members of the public or other people not at work;*
- *A specified 'dangerous occurrence', where something happened which did not result in an injury but could have done - a 'near miss'.*

### 3.6 Fire Safety

*The procedures for Fire and Emergency evacuation are displayed in every classroom, fire exit and in prominent positions around Great Ballard School. These procedures are reviewed and updated on a regular basis. The logbook for recording and evaluation of practice and evacuation drills is held securely in the Finance Office. The Business Manager has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Business Manager which are specified in the daily routines. Our School has in place a Health and Safety Emergency Plan. This plan details the procedures and contacts for dealing with a health and safety emergency.*

*The Business Manager is the Fire Safety Officer who ensures that the Fire Risk Assessment is reviewed annually. Fire extinguishers are checked and serviced annually. The fire alarm is tested weekly and fire drills are conducted once a term.*

### 3.7 Educational Visits

*The staff of Great Ballard School aim to provide a broad and balanced curriculum and believe that school trips are an essential resource for learning and a key component of the curriculum.*

*All School trips are planned in advance and risk assessed, in accordance with the Health & Safety at Work Act (1974) and the DfE's Health & Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies.*

- We always ensure adequate staffing ratios at all times.*
- Adults accompanying residential trips have an enhanced DBS certificate.*
- We ensure parents are always informed of all forthcoming plans for events on our premises.*
- Apart from generic permission slips for regular school events or fixtures, we always insist that parents sign consent forms whenever we plan to take the pupils away from the premises for an outing somewhere, no matter where.*
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.*
- All staff undertaking school trips make the appropriate risk assessment prior to the visit. If residential this may include visiting the centre or resort.*
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.*
- Whenever we require vehicles to transport pupils anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.*
- We ensure that any drivers of coaches etc. that are required to transport the pupils on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts.*



- We ensure that there are always an adequate number of first aiders and first aid kits available for each trip or activity.

### **Planning & Preparation**

When planning a school trip, the responsible teacher shall:

- Submit an event form for approval by the senior leadership team.
- Remember that they (the teacher) are responsible for all aspects of the trip, including preparation and post-trip activities, and that during the trip they are responsible for the care and welfare of the pupils.
- Ensure that before a trip takes place, a member of staff visits the venue to assess the risks that may occur there, or on the journey, and check the availability of essential facilities, e.g. toilets, eating areas etc.
- Lead staff member to complete an offsite risk assessment form before trips which require a higher level of risk management e.g. residential trips. Risk Assessment forms must be handed to the Business Manager for approval.
- Ensure that the location of the venue and the length of the journey are taken into account when considering the trip's suitability for the pupils, in terms of their cultural requirements, physical disabilities, age, size and maturity.
- Ensure that a full costing for the trip is conducted and approved by the Business Manager so as to determine the level of any parental contribution that may be required.
- Ensure that at least two weeks before the trip is due to take place, a communication is sent to the parents/carers of all pupils attending, containing all relevant details, including venue, subject, justification, times, parental contribution, clothing, equipment and spending money for the pupils. The letter shall include a permission form for the parents to complete, giving their permission for the pupil to attend.
- Ensure that enough adults are attending to help supervise the pupils:
  - Early Years and Key Stage 1 – maximum number of children to 1 adult = 6
  - Key Stage 2 – maximum number of children to 1 adult = 15
  - Key stages 3-5 – maximum number of children to 1 adult = 20
- NB: Some activities may require a greater level of supervision. This shall be identified in the pre-trip risk assessment.

### **Transport - External Provider**

Where transport to the venue is required from an external transport provider, the responsible teacher shall arrange for suitable transport to be booked through the Finance Office, sufficiently in advance of the trip taking place.

- All transport shall be organised by the Finance Office, using a known and approved transport provider.
- Insurance liability certificate and DBS cover letter to be obtained from coach company and officially logged with the Business Manager.



- *The Finance Office shall ensure that there is a seat available for every person going on the trip, and that suitable seatbelts are fitted.*
- *The Finance Office shall ensure that the transport provider is notified of the purpose and details of the trip, and that speed limits, driving hours regulations and other safeguarding/safety regulations are to be observed at all times.*

### **During the Trip**

*Whilst undertaking the trip, the responsible teacher shall:*

- *Ensure that the safety of the pupils is the first priority.*
- *Ensure that all adults attending the trip, including parent/carers volunteers, are fully briefed on their role and responsibilities including safeguarding of pupils, the aims of the trip, any emergency arrangements, and are assigned to a group of pupils which does not contain a relative of theirs.*
- *Ensure that all pupils are prepared for the trip by explaining the aims of the trip, the expected standards of behaviour, the importance of following all rules and of not taking any undue risks.*
- *Ensure that a first-aid kit, sick bags (where transport is to be used) and mobile phone for emergency usage are taken on the trip.*
- *Ensure that pupils are wearing school uniform or appropriate clothing and correct footwear, as required for the trip.*
- *Ensure that a list of all pupils attending, including emergency contact numbers and medical requirements, is taken on the trip.*

### **Regular Trips**

*School trips that form a regular part of the curriculum, or after school activities, such as regular trips to sports grounds, fire stations, museums etc need only be risk assessed before the first such trip. Risk assessments should be reviewed annually by the Business Manager or following significant changes to the details of the trip, an accident/incident or feedback from an interested party.*

### **Trips Involving Animal Contact**

*Trips that may involve pupils coming into contact with animals, e.g. farm or petting zoo trips, may present a risk of ill health to pupils. Risk assessments for such trips must consider the HSE Advice “Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions” and suitable hygiene control measures established and briefed to pupils and staff.*

### **Higher Risk Activities**

*Trips involving activities such as trekking, caving, climbing, water sports etc. are considered higher risk. Venues providing such activities must hold a license, as required by the Adventure Activities Licensing Regulations (2004). This license shall be checked, and a copy kept on file, in the Finance Office, before the trip takes place.*

### 3.8 Insurance

Great Ballard School have purchased, and shall maintain, suitable levels of public liability insurance to cover our activities and facilities.

Insurance certificates are displayed in the Finance Office and are available for inspection by all interested parties.

### 3.9 Smoking/Vaping

Our school, in compliance with the law, is a non-smoking establishment (including the use of e-cigarettes and other tobacco products). Our no-smoking policy applies to all staff, pupils, parents, visitors, work experience students and contractors when they are on the school site. We do not allow smoking or vaping on the school premises, as we do not want to present smoking or vaping as acceptable. Nor do we wish to present adult smokers or vapers as role models. Any member of staff wishing to smoke or vape must leave the school site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking or vaping at school, we would consider this a serious breach of the terms of employment. We aim to help children know and understand the dangers of smoking/vaping and the harmful effects that smoking/vaping can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking and vaping. We equip children with the social skills that help them to resist the pressure to smoke or vape, either from their peer group, or from society in general. Organisations and clubs who use the school premises within or outside normal school hours are expected to adhere to the school's no smoking policy. All staff and parent helpers are expected to refrain from smoking on all school trips, activities and events.

### 3.10 Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. As per the Visitor Policy, we require all adult visitors to the school who arrive in normal school hours to sign in at Reception and to wear an identification badge with a green or red lanyard as provided by the School at all times whilst on the school premises. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head or Business Manager immediately. The Head or Business Manager will direct any intruder that they must leave the school site straight away. If this does not occur the Head or Business Manager will contact the police immediately.

Security arrangements currently in place include:

- CCTV
- Ensure pupils cannot leave the premises unaccompanied or with an unknown adult.
- Controlled access on doors into the main building which are restricted by either key code or fob access.

- Keeping the internal and external areas secure by closing all gates and front door on arrival and departure from the premises.
- Ensuring all visitors sign in at Reception, show ID and are given a green or red lanyard dependent on their DBS status.
- Ensuring pupils never open the front door and staff only admit known/expected persons to the school.
- Keeping all gates and boundaries in good repair and checked regularly.
- Keeping the main gates closed during the school day.
- Requiring parents/carers to inform staff in advance, either by telephone, email or in writing if another adult will be collecting their child.

### 3.11 Levels of Supervision

Adequate supervision of pupils is built into the day to day working practices at Great Ballard and we have a separate policy that clearly states the school's approach. We make professional judgements, taking into the consideration the age of the pupils and activities in which they are engaged.

The following applies to all areas of the school:

- Registers will be taken at the beginning of the morning and afternoon sessions to ensure pupils are on the premises. Daily absence procedures operated by school office.
- Pupils will be escorted and supervised in outside areas.
- Pupils will be supervised when eating and drinking.
- Adults will be aware of pupils using the toilet/bathroom.

In the EYFS, the following levels of supervision shall be maintained:

- For children aged three and over in independent schools, where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with the children: for classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children; for all other classes there must be at least one member of staff for every 13 children; and at least one other member of staff must hold a full and relevant level 3 qualification.
- For children aged three and over in independent schools, where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with the children: there must be at least one member of staff for every eight children; at least one member of staff must hold a full and relevant level 3 qualification; and at least half of all other staff must hold a full and relevant level 2 qualification.

- *Where the provision is solely before/after school care or holiday provision for children who normally attend Reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have. Providers do not need to meet the learning and development requirements of the EYFS curriculum. However, practitioners should discuss with parents and/or carers (and other practitioners/providers as appropriate, including School staff/teachers) the support they intend to offer.*
- *An Intimate Care Policy is in place for EYFS pupils who may need support with toileting.*

### 3.12 Electrical Safety

*The following arrangements relating to electrical safety are in place:*

- *All employees shall visually check electrical equipment, including plugs and cables, before use to ensure that it is in safe working order.*
- *Electrical equipment is sited carefully to avoid trailing leads. Lead covers are available where required.*
- *Pupils are only allowed to use electrical equipment once trained and with adult supervision.*
- *Portable electrical equipment is regularly PAT tested by a competent person and records kept in the Finance Office.*
- *Fixed wiring inspections are carried out every five years, records are kept by in the Finance Office.*

### 3.13 Workplace Temperature

*Great Ballard recognises the importance of maintaining a reasonable temperature in all workplaces, in accordance with applicable legislation.*

*In accordance with the Education (School Premises) Regulations (1999), the following minimum temperatures will be observed:*

- *Areas where there is a lower-than-normal level of physical activity (e.g. sick rooms): 21°C.*
- *Areas where there is a normal level of physical activity (e.g. classrooms & canteens): 18°C.*
- *Areas where there is a higher-than-normal level of physical activity (e.g. gyms & drama workshops): 15°C.*



*NB: All classrooms shall be at least 18°C as children are less able to withstand low temperatures than adults.*

*The school office shall ensure that there are thermometers in every room and that regular checks are made of the room temperature.*

### **3.14 Over-exposure to the sun**

*Great Ballard recognises the risk to pupils of over-exposure to the sun and has made the following arrangements to minimise the risk:*

- *Parents/carers are encouraged to apply sun cream to their child at the beginning of the day during periods of hot weather.*
- *Pupils may bring to school a named bottle of sun cream to reapply at midday should they wish.*
- *Supervising staff are to ensure that during hot weather:*
  - *Pupils wear sun hats when outside.*
  - *Pupils are encouraged to drink plenty of water.*
  - *Pupils are encouraged to sit in shaded areas when outside.*

### **3.15 Cleaning**

*Great Ballard recognises the importance of maintaining clean and hygienic premises.*

*The following health & safety arrangements are in place:*

- *A cleaning rota has been established for all areas of the school.*
- *Suitably competent staff have been employed to clean the premises.*
- *Cleaning staff are provided with suitable protective clothing (e.g. plastic gloves and aprons).*
- *Cleaning staff are provided with suitable hand washing facilities.*
- *All cleaning products are kept in locked cupboards out of reach of pupils.*
- *All premises are to be cleaned and tidied before pupils arrive.*
- *Hygienic and safe cleaning materials are available for use in emergencies.*
- *Toilets are regularly checked for cleanliness.*
- *Surfaces and tables are wiped clean between activities.*
- *Hand sanitising stations are available across the site.*
- *Outside sand pits are covered and cleaned/changed regularly.*
- *Dressing up clothes, display drapes, table ware and blankets are regularly washed.*
- *Regular pest control visits are conducted by a competent specialist pest control contractor for preventative control.*
- *The Finance Office holds COSHH records of all products used by cleaning staff and the pest control contractor in case of emergencies.*
- *Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.*

### 3.16 Personal Hygiene

Great Ballard recognises the importance of promoting good personal hygiene practices.

The following health & safety arrangements are in place:

- Staff and pupils are encouraged to observe good practice in matters of personal hygiene at all times.
- Pupils are encouraged to use the toilets correctly.
- Pupils are encouraged to wash their hands regularly, especially before and after handling food, after using the toilet, after handling plants and animals, and after messy or dirty activities, particularly out of doors.
- Pupils are encouraged to cough or sneeze into their elbow.
- Pupils are taught hygiene awareness through planned and spontaneous discussion, routines, activities and topics.
- Staff are encouraged to set a good example to pupils in matters of personal hygiene.
- Good health and hygiene practices are actively promoted through notices, signs, posters, leaflets and staff meetings.

### 3.17 Kitchen Safety

The following health & safety arrangements specific to the kitchen areas are in place:

- The kitchen is out-of-bounds to all persons except kitchen staff and permitted users.
- Environmental health regulations are to be enforced.
- The floors are to be kept dry and free from obstruction - non-slip flooring has been installed.
- Care shall be taken when handling heavy and/or hot items.
- Training in food preparation and handling is provided to appropriate staff.
- Food preparation and handling procedures are monitored and assessed regularly.
- Food preparation areas shall be kept clean and hygienic.
- Pupils are encouraged to eat a healthy and well-balanced diet.

### 3.18 Vehicle Safety

The school operates a one-way system. Designated drop/off and collection zones are in place for parents with parking bays which are clearly marked. Drop off and pick up periods are supervised by staff. Parents/carers are regularly reminded to keep their children within their control for safety reasons when arriving at, and leaving, the school.

*Staff arriving and leaving the school are to be particularly vigilant for the movement of unexpected children in the car park area.*

### **3.19 Slips, Trips & Falls**

*All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will report on iSAMS for every serious or significant accident that occurs on or off the School site if in connection with the School.*

*Great Ballard recognises that slips, trips and falls are the most common cause of workplace accidents. The following arrangements are in place to reduce their occurrence:*

- Non-slip flooring/matting has been installed in the kitchen and washroom/toilet areas.*
- Steps are safeguarded with non-slip treads.*
- Manhole covers are covered with anti-slip products or marked individually for ease of location.*
- Playground surfaces are regularly checked for suitability and state of repair.*
- Electrical equipment is sited carefully to avoid trailing leads.*
- Corridors and walkways are kept clear of obstructions.*
- Floors are thoroughly dried following cleaning and spillages.*
- Yellow "wet floor" safety signs to be positioned when necessary.*
- Leaves, ice and snow are removed from outside walkways.*
- Employees are trained in the proper use of stepladders and kick stools.*

### **3.20 Working at Height**

*Great Ballard recognises that working at height can present a significant risk to health & safety. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.*

*The following arrangements are in place relating to working at height:*

- When working at height, including accessing storage or putting up displays, staff are briefed to use appropriate stepladders or kick stools, not chairs, tables etc.*
- Stepladders and kick stools shall be checked annually by the maintenance team to ensure they are safe to use.*
- The Business Manager shall ensure all work at height is properly planned and conducted in an approved manner. Scaffolding to be hired when necessary.*
- Pupils are not to use stepladders or kick stools.*
- Contractors are to provide their own access equipment and their activities must be risk assessed before commencing work.*

### 3.21 Display Screen Equipment

*In accordance with the Health & Safety (Display Screen Equipment) Regulations (1992), as amended 2002, the following arrangements are in place to manage the risk to significant users of display screen equipment:*

- A display screen equipment assessment shall be conducted by the Business Manager and reviewed annually, or following significant changes to their work activities, or following a report of deterioration of the user's eyesight or general health.*
- Where assessments indicate a risk to the user, changes to their work activities, equipment or system of work shall be considered.*
- Significant users shall be provided with training and information relevant to their display screen equipment and workstation usage in order to minimise risks.*

*NB: significant users are those who use computers for continuous / near continuous spells of an hour at a time or more.*

*NB: the regulations do not apply to display screen equipment used by pupils. However, it is good practice for staff to make sure pupils are aware how to correctly set up and use their display screen equipment in order to minimise risks.*

### 3.22 Contractors on Site

*The Business Manager is responsible for ensuring that all contractors engaged to work on school premises are suitably competent to conduct their activities and possess the correct levels of insurance.*

*All contractors are required to report to Reception, sign in and be briefed on any health & safety arrangements relating to their work on the premises (including fire procedures and vehicular access).*

*Contractors will be asked to provide the Business Manager with risk assessments and method statements for the work to be undertaken, which shall be agreed with the school before work commences on site.*

*All work shall be arranged for suitable times of the day to minimise the risk to employees and pupils.*

*All contractors, as visitors, on site during school hours must not be left alone with any pupils for safeguarding reasons. Regular contractors, known to the school, who have to attend during school hours will have DBS clearance.*

### 3.23 Lone Working

*Staff are encouraged not to work alone in school. Work carried out unaccompanied, or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (e.g. working at height) should not be undertaken whilst working alone.*

*Where lone working cannot be avoided staff should:*

- Obtain permission from the Business Manager and notify them on each occasion when lone working will occur.*
- Ensure they do not put themselves or others at risk.*
- Ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone.*
- When working off site, notify a colleague of their whereabouts and the estimated time of return.*
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Where necessary, contact appropriate emergency service and/or the Headteacher and Business Manager.*
- Report any incidents or situations where they may have felt unsafe or uncomfortable.*

### 3.24 Manual Handling

*Generic risk assessments for regular manual handling operations have been undertaken and are kept in the Finance Office. Staff are provided with information on safe moving and handling techniques as part of their induction.*

*Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment to do so safely.*

*All manual handling activities which present a significant risk to the health and safety of staff shall be reported to the Business Manager, and where such activities cannot be avoided a risk assessment shall be conducted to ensure such risks are adequately controlled. A copy of this risk assessment will be provided to employees who must follow the instructions given when carrying out the task.*

*All staff who move and handle pupils have received appropriate training (both in general moving and positive handling people techniques and specific training on any lifting equipment they are required to use).*



### 3.25 Staff Wellbeing

*Great Ballard recognises that the mental and physical wellbeing of our employees is key to the running of a successful school and the service delivered to our pupils. All employees must declare to the Business Manager any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.*

*A staff room has been provided for employees to take their breaks, rest periods and refreshments in.*

*The school has a dedicated Mental Health Lead for staff and pupils.*

*Employees may discuss in confidence with the Headteacher, Business Manager or Mental Health Lead any personal health or domestic issue which they feel may impact on their role at the school.*

*Employees must report to the Headteacher any incidents relating to staff wellbeing such as violence, intimidation, stress or bullying.*

### 3.26 Asbestos

*The asbestos in the school is listed and declared safe. A full asbestos survey was carried out in May 2005. The asbestos survey and accompanying documents are located in the Finance Office. Further asbestos refurbishment surveys are carried out prior to any works being completed in areas where there is known or suspected asbestos. These reports are stored with the original asbestos survey in the Finance Office.*

*The asbestos survey shall be made available to all staff and contractors prior to any work commencing on the fabric of the building.*

### 3.27 Legionella

*In order to minimise the risks from legionella, and similar waterborne bacteria, Great Ballard have made the following arrangements:*

- *A full water risk assessment is completed every two years and shall be reviewed annually, or following any significant change to the water supply, and related, systems.*
- *The Business Manager is responsible for ensuring the following control measures are introduced and regularly conducted.*
  - *Identifying and regularly flushing rarely used water outlets on a weekly basis and after school holidays.*
  - *Conducting monthly water temperature checks.*
  - *Disinfecting and descaling showers, and other areas where water droplets may form, on a quarterly basis.*
  - *Ensuring the school's water supply systems are regularly inspected and maintained by a competent contractor.*
- *Any contractors working on the school's water supply, or related systems, must ensure that they have taken into consideration measures to minimise the risk from legionella.*
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### 3.28 Lettings

*All lettings are arranged with the prior approval of the Business Manager. The Business Manager will establish what the needs of the hirer are and any specific licensing / regulatory requirements. The Business Manager will request details of insurance arrangements from the hirer and whether the school policy is appropriate. The hirer will be briefed on the following:*

- *Knowledge of the evacuation route and assembly point.*
- *Familiarity with fire alarm call points and emergency contact numbers.*
- *Location of escape routes.*
- *Access to first aid provision.*