



St Paul's Cray
CE Primary School

Act Justly, Love Mercy, Walk Humbly

St Paul's Cray CE Primary School

Health and Safety Policy



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See also other relevant policies:

Behaviour policy
Educational visits policy
Supporting pupils with medical needs
PE policy
Emergency and business continuity plan and emergency kit

Part 1

Statement of General Policy on Health, Safety and Welfare (H&S)

1. The Governing Body and the Head Teacher of St Paul's Cray CE Primary School:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors.
- Act in accordance with the General Health and Safety policies of Bromley Council.
- Require all staff to act in accordance with this policy.

2. The Governing Body and Head Teacher will provide the necessary policies, procedures and supervision arrangements to ensure compliance with all relevant H&S legislation and will, so far as is reasonably practicable, ensure:

- A school in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use in school.
- Sufficient instruction and training supervision

3. In support of the above, the Governing Body and Head Teacher will ensure that adequate risk assessments for the school are carried out and that any significant findings are properly incorporated into the school's H&S procedures.

Part 2

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure and roles and responsibilities are approved by the Governing Body & Head Teacher of St Paul's Cray CE Primary School:

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its implementation. It ensures that sufficient and appropriate resources are allocated to implement the H&S Policies and it will specifically:

- 1.1 Include Health and safety targets in the School Improvement Plan, these may include:
 - Reductions in accidents/incidents
 - Training for staff and governors
 - Revision of policies
- 1.2 Nominate a Governor responsible for H&S to liaise between the Governing Body and the wider school community and to stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of any relevant H&S policies from Bromley Council and receive advice and support from any relevant officers or advisers acting on the LA's behalf.
- 1.4 Ensure that H&S is a regular agenda item at Resources Committee meetings and is included in the Head Teacher's termly report to the full Governing Body. The report will include:
 - Progress of H&S targets in the SIP
 - Accident/incident analysis
 - Relevant H&S information received from the LA or its advisers
 - Suggestion on future H&S initiatives
- 1.5 Review the school's H&S policy as annually.

2. The Head Teacher

The Head Teacher is responsible for the day to day management of H&S at the school. She will advise Governors of any H&S issues where their support or intervention, either via system or finance, is necessary in order to effect the requirements of this policy. In particular, the Head Teacher will ensure that:

- 2.1 This policy is brought to the attention of all relevant persons.
- 2.2 Appropriate risk assessments are carried out within the school which cover all areas and activities, that these are monitored and reviewed as necessary and any resulting findings are acted upon.

- 2.3 There is a management system for monitoring the effectiveness of H&S arrangements which forms part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building
 - Play equipment
 - Fire appliance
 - Boiler/heating systems
 - Portable electrical appliances
 - Water systems
 - First Aid and equipment
 - Site Manager's equipment
 - Curriculum specific
- 2.6 An adequate needs analysis of H&S training is undertaken for school's staff and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Head Teacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community
 - First Aid
 - Risk Assessment
 - Lifting and Handling
 - Working at heights
- and any further specific H&S training identified as being necessary and appropriate.
- 2.7 H&S training records are available and up to date
- 2.8 The school maintains an arrangement for obtaining competent H&S advice, as required by H&S regulations.
- 2.9 A termly H&S report is provided to Governors at the Resources Committee Meeting
- 2.10 The school has in place H&S monitoring arrangements
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated every two years or whenever significant changes or building works might affect the means of escape.

- 2.16 An appropriate deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Head Teacher.

The Head Teacher may delegate functions to other members of staff who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Head Teacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Senior Assistant Head Teacher

The Senior Assistant Head Teacher will take on the above responsibilities in the absence of the Head Teacher.

4. Staff are responsible to the Head Teacher for ensuring the application of this policy within the individual areas that they control. In particular, and with the support of the Head Teacher, they will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.

- 4.2 All accidents and incidents are reported, recorded and investigated in accordance with the school's policy.

- 4.3 All staff they manage, or are responsible for, are aware of their specific roles in case of fire emergency.

- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.

- 4.5 The H&S training needs of staff are identified, the Head Teacher informed and these are carried out accordingly.

- 4.6 Staff are properly consulted on any matters that may affect their health or safety whilst at work.

- 4.7 New and temporary staff receive appropriate H&S induction training.

- 4.8 First aid provision is adequate.

- 4.9 Pupils are given relevant H&S information and instruction.

5. Teaching Staff (including Teaching Assistants and supply teachers)

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.

- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.6 That they report any defective equipment to the Head Teacher.
- 5.7 All accidents and incidents are reported and reviewed or investigated.

6. The Site Manager

The Site Manager is responsible to the Head Teacher and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That termly H&S inspections are carried out, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. These inspections will be carried out with the governor responsible for premises.
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That all staff work in accordance with safe working practices issued by the school, the LA or its advisers.

7. All Employees (including support staff, temporary staff) and Volunteers (for the purposes of this policy included as 'employees')

All employees are required to take care of their own health and safety whilst at school and that of others who may be affected by their actions. Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular, all employees must:

- 7.1 Participate in the school's risk assessment process and comply with findings.
- 7.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 7.3 Report all accidents or incidents in accordance with the school's policy.
- 7.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 7.5 Where relevant, make use of personal protective equipment provided for safety or health reasons.
- 7.6 Follow all relevant codes of safe working practice.
- 7.7 Report any unsafe working practices to the Head Teacher.

8. Pupils

Pupils will follow directions from adults and will abide by the school's behaviour policy and other school rules designed to keep them safe.

9. Resources Committee

The Governing Body has delegated monitoring of H&S to the Resources Committee. The Committee meets termly and considers the Premises Report, which includes any issues of H&S concerning the fabric of the building and the grounds. Other H&S issues are discussed and addressed as necessary. The Resources Committee is responsible for overseeing and reviewing the H&S Policy and other policies relevant to H&S in the school.

Part 3

Arrangements and Procedures for Health, Safety and Welfare

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

1. Accident reporting, Recording & investigation

All accidents that occur on school premises must be officially recorded in the Accident Book that is kept in the school office. This applies to all pupils, staff and others.

It is the responsibility of the adult in charge of the pupil at the time of the accident to complete the entry in the Accident Book.

In the case of more serious accidents the Head Teacher will also access the LA's on-line accident/ incident reporting system and report the incident. In extreme cases additional report forms are required to be sent to the Health & Safety Executive.

In order that the Head Teacher is provided with all relevant facts following any accident, staff are requested to complete an incident form. See Appendix 1 (page 16) – Accidents involving pupils.

2. Asbestos

The Asbestos Survey Record is kept in the school office. Any contractors need to have sight of the survey prior to starting work on the premises. Staff should not drill into walls without obtaining prior approval from the Head Teacher and checking the survey.

3. Contractors

All contractors should be made aware of the Health & Safety arrangements in school. All work should be done in a safe environment for both the contractors and the staff and pupils in the school. These arrangements should be agreed before work commences and should include risk assessments as necessary eg: working at height etc.

4. Curriculum Safety (including out of school learning and activity)

Staff should undertake suitable written risk assessments prior to commencing hazardous activities. Staff should be suitably qualified to teach certain activities eg the BAALPE document "Safe Practice in Physical Education and School Sport" for PE.

5. Drugs & Medications

See Policy for Supporting pupils with medical needs.

6. Electrical Equipment (fixed & portable)

All school portable electrical equipment will be visibly checked regularly to spot early signs of damage or deterioration. Equipment will be more thoroughly tested by a competent person; this will be every two years or often enough that there is little

chance the equipment will become dangerous between tests. Records of checks will be kept in the school office.

No personal electrical equipment should be brought in and used in school unless it has been tested and has a valid report from a competent person.

Fixed electrical wiring is tested by a competent person every five years. This report can be found in the school office. Any defective appliances or wiring should not be used and should be reported to the Head Teacher.

7. Fire Precautions & Procedures

The Head Teacher is responsible for ensuring that the fire risk assessment is undertaken and reviewed. Fire drills take place termly. See Appendix 2 (page 17) – Fire Drills.

8. First Aid

First aid kits are located just outside the school office and in the Rainbow Room. The first aid kits are regularly checked and restocked. See Appendix 3 (page 18) – First Aid

9. Forest School

See Appendix 5 (page 21).

10. Glass and glazing

All glass in doors and side-panels should be safety glass, all replacement glass should be of safety standard. Premises will be assessed to ensure compliance.

11. Hazardous Substances

Risk assessments should be in place for hazardous substances kept in school. The substances should be locked away with restricted access. Data sheets should be kept for each substance and CLEAPSS guidelines should be followed. Training will be made available in safe use, selection and use of protective equipment and storage arrangements.

12. Health and Safety Advice

The school receives H&S advice and support from the LA.

13. Cleaning & waste disposal

The Site Manager is responsible for ensuring that premises are kept clean and the accumulation of rubbish is minimised. Wet floor areas (spillages or cleaning) are to be clearly signed to minimise the risk of slipping. Glass and other sharp objects must be disposed of safely. External waste bins are held in a separate fenced area. Medical waste is stored in a special bin and emptied by a competent person on a regular basis. In bad weather areas will be prioritised and will be gritted or cleared of snow.

14. Handling and lifting

Handling and lifting activities should be avoided wherever possible, as these can be the cause of many injuries. Where manual handling cannot be avoided, risk

assessments should identify potential hazards and control measures implemented to minimise the risk of injury to staff. Where applicable, training will be provided.

15. Jewellery

Pupils are not permitted to wear jewellery in school, except for ear-studs.

16. Lettings / shared use of premises

Health and safety information will be given to all users of the premises. There will be restrictions on the use of equipment and the areas accessible. Staff (usually The Site Manager) will be on site to open and close the site. Details of first aid provision, telephones, fire and emergency arrangements and emergency lighting will be provided.

17. Lone Working

Staff working on their own should notify a second person of their plans. Lone workers should avoid hazardous activities.

18. Long Term Evacuation Plan

See Emergency and Business Continuity Plan.

19. Maintenance / Inspection of Equipment

All equipment should be appropriately inspected and maintained. Records should be kept for inspection as necessary. See Appendix 4 (page 19) for details of what equipment requires periodic inspection, examination or testing.

20. Monitoring the Policy

The Governor responsible for Premises, the Head Teacher and the Site Manager will carry out termly inspections of the school and monitor the implementation of this policy. They will report to the Resources Committee. The Head Teacher will monitor accident reports and trends and report to either the Resources Committee or the full governing body, as appropriate.

21. Personal Protective Equipment (PPE)

PPE will be provided free of charge where risk assessment determines it to be necessary. Such equipment should be fit for purpose and should be periodically checked and maintained. Equipment should be used for its proper purpose and under supervision if appropriate.

22. Playground Safety

Daily visual inspections of play equipment and the grounds are undertaken by the playground duty staff. More detailed inspections will take place as necessary. There are always sufficient staff on duty to provide an adequate pupil/staff ratio when playground equipment is legitimately used. All outdoor PE and play equipment is checked by the Site Manager and inspected annually by an external provider.

23. Reporting Defects

Defects should be reported to the Site Manager, or to the Head Teacher.

24. Risk Assessments

The Head Teacher will make arrangements for risk assessments relating to the school premises and for staff who are pregnant or have health problems. Risk assessments will be reviewed as appropriate.

25. School Minibus

See Minibus Policy.

26. School Trips/ Off-Site Activities

The Educational Visits Co-ordinator is responsible for ensuring all school trips conform to Local Authority regulations. Refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from the LA, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

27. Security

External doors and gates are kept shut at all times to maintain site security, except at the start and close of the school day. Visitors should only gain entry through the main entrance. All visitors are required to sign in at Reception and must display their visitor's badge at all times. They should leave their car registration number when they sign in. Visitors should be collected or taken to their appointment and should sign out on leaving.

28. Smoking

Smoking is not permitted anywhere on school premises or in the grounds.

29. Staff Consultation

H&S will be discussed at staff meetings and briefings. Any issues will be reported to the Resources Committee.

30. Staff Health & Safety Training and Development

New staff are briefed about H&S arrangements, establishing minimum H&S competencies for certain activities (eg use of hazardous substances, work at height, use of IT equipment) and certain roles (eg Site Manager). Relevant training courses will be made available as required.

31. Staff Well-being / Stress

The school is aware of the risk of work-related stress for its staff and the importance of a healthy work-life balance. The school is currently reviewing its approach to this.

32. Supervision (including out of school learning / activity)

Pupils are to be supervised at all times. There are rotas for break time supervision. School trips should have the agreed ratio of staff to pupils (See Educational Visits Policy). All staff, governors and other volunteers are required to have enhanced criminal records clearance.

33. Use of Display Screen Equipment (DSE)

Staff using DSE for a significant part of their working day should be given information on how to minimise injuries and discomfort from long-term use of DSEs.

See H&SE Working with DSE, A brief guide - <http://www.hse.gov.uk/pubns/indg36.pdf>

34. Vehicles on Site

Only authorised vehicles should be on the school site. All staff and visitors should park in the school car park and adhere to the speed limit. They should ensure that the main entrance gate is fully open before driving through.

All deliveries should be reported to the school office.

35. Violence towards Staff

Verbal, written/typed, or physical abuse or violence are not tolerated and any threatening behaviour or incidents should be reported to the Head Teacher. Any serious incidents will be reported by her to the Chair of Governors who will decide a course of action.

36. Working at Height

Staff should not use steps or ladders unless they have had the appropriate training and a risk assessment has taken place to check if it is safe to do so. The Site Manager may need to work at height in the course of his duties. Ladders should be visually checked before each use. Pupils should not use steps or ladders at any time. Contractors should not use school equipment.

37. Work Experience

Arrangements are in place for allowing certain work placements. All visitors over the age of 18 are required to have enhanced criminal records clearance. Visitors on work placement are given induction training and are fully supervised.

Part 4

Appendices

Appendix 1	Accidents involving pupils
Appendix 2	Fire Alarm Procedure
Appendix 3	First Aid
Appendix 4	Equipment Testing
Appendix 5	Forest School and Outdoor Learning
Appendix 6	School Health & Safety Management Checklist
Appendix 7	School Health & Safety Inspection Checklist

Appendix 1 Accidents involving pupils

The best and surest method to maintain a safe environment for children, which is free from careless accidents, is to establish and operate a very clear and well understood behaviour policy. When children are calm and controlled and have a proper understanding of the needs of others they will behave with respect for others which will aid the development of a safer environment.

There will, of course, be accidents and it is important that everyone involved with the care of the children understands what to do when they occur.

Who is responsible for the children?

All teachers have a duty of care for the children within the school and, in particular, for the pupils in their own class. Other adults within the school also have responsibilities for the children (senior leaders, teaching assistants, other support staff, administrative staff, Site Manager, mid-day supervisors and other adult helpers).

How do adults care for the children?

First, by ensuring a safe environment in which clear behavioural guidelines are maintained.

Second, by ensuring that the children's working environment is safe and free from unnecessary risks.

Third, by following carefully laid down First Aid procedures.

What do I do when a child has an accident?

When a child has an accident the adult in charge takes responsibility for ensuring that the First Aid procedures are followed.

1. Ascertain the extent and nature of the injury.
2. Carry out First Aid as necessary and get help from other adults on duty.
3. You may send a child to get help from another adult. There will always be more than one adult on duty at playtimes.
4. In the event of a minor injury it may be possible for a child to go to the school office, accompanied by another child. The child should never go alone.
5. When the injury is serious it will be necessary for an adult to accompany the child to the school office.
6. If the injury is very serious the child should not be moved. First aid is a priority whilst the helping adult is getting urgent help (ie an ambulance). Never leave the child alone.
7. Report accidents to the school office and enter them in the Accident Book.

Care should be taken to keep calm when an accident occurs. The injured pupil will quickly become alarmed if the adult panics and the other children must be helped to overcome any shock.

The same procedure should be followed for accidents occurring during PE or games lessons. See the PE Policy for further information.

For accidents on school trips and journeys, see the Educational Visits Policy.

Appendix 2

Fire Alarm Procedures

1. In the event that you discover a fire ring the nearest fire bell.
2. When the fire bell rings ask the children to leave the room quickly but calmly and lead them to the Assembly Point.
3. Sometimes children are working elsewhere in the school, it is therefore, very important that teachers explain to their class about the fire bell and that if they hear it they should vacate the building and meet the rest of the class at the Assembly Point. Teachers should also inform parent helpers of the procedure.
4. When the fire bell rings, the office staff will call the emergency services. The full school address is by the telephone. Registers and visitors' book will be brought to the Assembly Point and distributed to the teachers.
5. Each teacher will check their class by name (do not merely count heads) and will report to the Head Teacher that everyone is accounted for or give names of missing persons.
6. The Head Teacher will meet the fire service and inform them of the location of the fire, whether everyone is accounted for and any other relevant information.
7. Staff and children remain at the Assembly Point until the nature and extent of the emergency is fully understood and the fire service has given clearance for pupils to be moved.

KITCHEN STAFF

1. If a fire is discovered ring the fire bell.
2. Once the Fire Alarm is activated, the gas supply is automatically shut off. Shutters to the kitchen are also automatically activated.
3. All staff go to Assembly Point.
4. Head of Kitchen to check all staff are safely accounted for and report to Head Teacher.
5. Staff to remain on the playground until the Head Teacher says it is safe to re-enter the building.

SITE MANAGER/ OFFICE STAFF

1. If a fire is discovered ring the nearest fire bell.
2. Proceed to Assembly Point and report to the Head Teacher.
3. Remain at the Assembly Point and assist with care and protection of children as directed by the Head Teacher.

A drill of this procedure will be undertaken every term, led by the Head Teacher.

Appendix 3 First Aid

A list of staff qualified to First Aid at Work level is held in the office. Other staff have an appropriate level of First Aid training. All training is repeated every three years

All staff should make themselves aware of the health problems of children in their classes (eg asthma, diabetes, allergies etc) and the remedies the children carry with them.
See Supporting children with medical needs policy.

The school policy is for staff and children never to touch blood or bodily fluids. There are disposable gloves for dealing with accidents and emergencies.

Be aware when lifting heavy items and asking children to do similar. The key to this is assessing needs at the time. If in doubt err on the side of safety.

All accidents and injuries and any head injuries should be reported as soon as possible in the School Accident Book kept in the school office.

An unwell child should be sent to the school office accompanied by an adult or a reliable child. The accompanying child will be sent back to class straightaway.

Appendix 4 Equipment Testing

Equipment	Frequency
Air conditioning	Annually
Boiler	Twice a year
Emergency lighting	Annually
Energy rating	Annually
Fire alarm	Twice a year
Fire extinguishers	Annually
Fixed wire testing	Five yearly
Gym / PE equipment	Annually
Legionella	Monthly
Lightning protection	Annually
Portable appliance equipment	Every 2 years, or often enough that there is little chance the equipment will become dangerous between tests.
Security alarm	Twice a year

Appendix 5 Forest School and outdoor learning

Forest school sessions offer learning opportunities for children. Part of their purpose is to encourage participants to face new challenges and to learn to take reasonable risks. In order to do that safely, the adults involved must know their role and ensure that the necessary risk assessments are carried out regularly and thoroughly.

Leaders must:

- Inspect the area before commencing the activity
- Assess the risk of activities.
- Introduce measures to control those risks.
- Tell their employees about the measures they have introduced.
- Follow LA Guidance on educational visits and journeys for arranging school visits (but decisions about visits are usually delegated to the Head Teacher).

Responsibilities

Governors ensure they are:

- Aware of Forest School procedures and objectives.
- Informed of the health and safety procedures in place for Forest School.

The Head Teacher

- Ensures visits comply with the regulations and guidelines.
- Must be confident that the Forest School Leader/Group Leader is competent to monitor the risks throughout the visit.

The Head Teacher must also ensure that:

- Adequate child protection procedures are in place.
- The risk assessment has been completed and appropriate safety measures are in place.
- The Forest School Leader, or another member of teaching staff, is competent to lead the activity and is familiar with the site.
- The adult: child ratio is appropriate.
- Parents have signed consent forms.
- Arrangements have been made for the medical and special educational needs of children attending.
- Adequate first aid provision will be available.
- The mode of travel is appropriate.
- Travel times, pick up and drop off points are known.
- There is adequate and relevant insurance cover.
- They have the address of the site and the numbers of the Leader's mobile phones.
- A school contact has been nominated, with details given to the group leader.
- The Forest School leader, teacher and school contact have a copy of the emergency procedures, the names of everyone in the group and contact details for the next of kin.
- There is a contingency plan for any delays, including a late return home.

Teaching staff

- Must ensure that the Head Teacher is provided with the information and details as above.
- Must do their best to ensure the health and safety of everyone in the group, follow the instructions of the Forest School Leader and help promote positive behaviour.
- Ensure an appropriate ratio of adults: children.

- Ensure that adults have details of the school contact and that they and the contact have details of the emergency procedures.
- Ensure that adults have details of children's medical or special educational needs.
- Observe the guidance for teachers and other adults.
- Consider stopping the visit/activity (notifying the Forest School Leader) if they consider any risk unacceptable.

Forest School Leader

The Forest School Leader has overall responsibility for the supervision and conduct of the visit. The leader must:

- Obtain the Head Teacher's permission for visits to the Forest School site.
- Follow the health and safety guidelines and policies.
- Undertake a comprehensive risk assessment.
- Clearly define each group supervisor's role and ensure all tasks have been assigned.
- Be familiar with the site.
- Be aware of child protection issues.
- Ensure that adequate first aid provision is available.
- Undertake the planning and preparation for the visit, including briefing group members.
- Review activities and advise teachers where adjustments may be necessary.
- Ensure that teachers/adults are aware of what the visit involves.
- Observe the guidance for teachers and other adults.

Additional Adults/Volunteers

Other adults should be clear in their roles and responsibilities. They must:

- Do their best to ensure the health and safety of everyone in the group.
- Not be left in sole charge of children. Follow the instructions of the Forest School Leader and teachers and help with the control and discipline.
- Speak to the leader/teachers if concerned about the health and safety of children at any time during the visit.
- Observe the guidance for teachers and adults.

Appendix 6 School H&S Management Checklist

H&S Policy	Yes	No	N/A	Comments
Does the school have a written H&S policy?				
Has this been reviewed in the last 12 months?				
Is it signed by the current Chair of Governors?				
Is it brought to the attention of all staff?				
H&S Co-ordinator				
Does the school have an H&S Co-ordinator?				
H&S Training				
Has any of the following training been undertaken by all relevant staff?				
• HT H&S Management				
• H&S Co-ordinator Management				
• Risk assessment process				
• Lifting and handling				
• Fire / emergency procedures				
• Working at heights				
• Environmental safety				
• Outside learning				
Risk Assessment				
Has the school prepared written H&S risk assessments for the following?				
• Access Control				
• Administering medication				
• Contractors				
• Creative arts				
• DT				
• Electrical safety				
• Hazardous substances				
• Lone working				
• Manual handling				
• Off-site activities				
• PE				

• Playground safety				
• Pond safety				
• Premises safety				
• Science				
• Working at heights				
Are risk assessment findings brought to the attention of all staff that may be affected by the risk?				
Has a Fire Risk Assessment been provided either by an appointed consultant or by trained school staff?				
Access / Security				
Is there a system for identifying and managing visitors to the school, including contractors?				
Asbestos				
Does the school have an asbestos register?				
Is it consulted before any work that will damage or penetrate the fabric of the building?				
Are there emergency plans in place to respond to any asbestos exposure?				
Fire Precautions				
Are fire appliances serviced and recorded as such every 12 months?				
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?				
Is emergency lighting serviced in accordance with relevant British Standard?				
Are individual fire alarm call points tested on a weekly cycle and recorded as such?				
Is a fire practice carried out each term and recorded?				
Electricity				

Has the school's fixed wiring system been inspected and certificated by an electrical engineer within the last 5 years?				
Is there a register/inventory of all the school's portable electrical appliances?				
Are all the school's portable electrical appliances inspected and tested in accordance with HSE guidance?				
Are staff instructed not to bring personal electrical items in to school for use in school?				
Heating				
Is there an arrangement for the prescribed servicing of the school's heating system?				
Are temperatures adequate in all areas?				
Water treatment				
Is there any arrangement for the annual inspection and servicing of the school's water provision?				
Is there expertise and provision within the school for periodic testing of water temperatures?				
Ladders and steps				
Are similar ladders and steps uniquely identified?				

Actions

Action required	By whom	By when	Date completed

Appendix 7 School H&S Inspection Checklist

To identify visible hazards or non-conformities for action

Inspection undertaken by:	
Date of inspection:	

	Yes	No	N/A	Comments
Flooring				
Is the flooring free from damage?				
Is the flooring free from slip, trip or fall hazards?				
Are trailing wires eliminated or well managed?				
Glazing				
Are critical areas fitted with safety glass or otherwise made safe?				
Is the glazing free from damage?				
Windows				
Are all windows that are designed to be opened, safely openable?				
Are window poles available if needed?				
Doors				
Are vision panels free from obstruction?				
Are all doors closing properly?				
Do all self-closing doors function correctly?				
Are all final exit doors openable from the inside whilst the school is in use without the use of a key?				
Storage				
Is all shelving secure?				
Are storage areas kept tidy?				

Are items stored safely (eg heavy items should not be at a high level)				
Are step ladders / kick stools available for use where necessary?				
Furniture				
Is furniture damage-free and stable?				
Is the furniture sited safely?				
Housekeeping				
Are all areas kept clean and tidy?				
Is all rubbish put in suitable receptacles?				
Are receptacles emptied regularly?				
Hazardous substances				
Are all hazardous substances stored safely and securely?				
Are safety data sheets available for all hazardous substances?				
Personal Protective Equipment (PPE)				
Has PPE been issued to staff as necessary?				
Is PPE stored properly?				
Is PPE properly maintained?				
Lighting				
Is the lighting provision sufficient in all areas?				
Do any bulbs / fluorescent tubes / other fittings need replacing?				
Is emergency lighting provided in critical areas?				
Heating				
Are temperatures adequate in all areas?				
Fire precautions				

Are escape routes clearly signed?				
Are escape routes free from obstruction?				
Are the fire exits free from obstruction?				
Are fire exits clearly signed?				
Are fire extinguishers free from obstruction?				
Have they been serviced in the last year?				
Are fire call points free from obstruction?				
Is there a fire action notice in each room?				
Electricity				
Are all sockets and switches free from damage?				
Are all leads, wires and plugs free from damage?				
Stairs				
Are all stairs including coverings and treads in good condition?				
Are all handrails secure?				
Are all stairwells properly lit?				
External				
Are roof tiles in good order?				
Are chimneys secure?				
Are aerials secure?				
Are fences in good order?				
Are the main gates in good order?				
Are other gates and entrances in good order?				
Are paths and walkways well maintained?				

Is snow and ice effectively cleared?				
Are ponds fenced and secure?				
Are out-buildings and sheds secure?				
External play equipment				
Has all external play equipment been professionally inspected within the last year?				
Does a nominated person inspect the play equipment on a daily basis?				
Ladders and steps				
Are similar ladders and steps uniquely identified?				
Are all ladders and steps free from visible defect?				
Security				
Do visitors sign in and out?				
Are visitors provided with ID badges?				

Actions

Action required	By whom	By when	Date completed