



Notting Hill Prep

TO THINK. TO THRIVE.

Reviewer responsible:	Head of Finance	Date of last review:	09/24
Reviewed by:	AB	Date of next review:	09/25
Authorised by Chair:	AH		

Contents

General Statement of Health and Safety Policy	4
Organisation – Roles and Responsibilities.....	5
Aim	6
Objectives	6
Training of Staff	7
Risk Assessments	7
Consultation with Employees.....	8
Recording and Reporting of Accidents.....	8
Educational Visits	8
Dealing with Health and Safety Emergencies	9
Emergency Evacuation.....	9
Critical Incident (Lock Down)	9
First Aid.....	10
Work Related Stress.....	10
Workplace Safety for Staff, Pupils and Visitors	11
Classroom Organisation	11
Security of the premises	12
Safe Movement in the school and between the three sites	13
Violence to Staff	13
Manual Handling	13
Slips and Trips.....	14
Asbestos	15
Equipment and use of Hazardous Substances in school	15
Working at heights.....	18
Selecting and Managing Contractors.....	18
Maintenance of Plant and Equipment	19
Fire Safety.....	19
Fire Risk Assessment.....	19
The Administration of Medication During School Hours	19
Health and Safety Issues relating in particular to EYFS.....	21
Hot Works	21
Water Quality.....	22
Smoking Policy.....	22
Drugs and Alcohol - See Separate Policy	22
New and Expectant Mothers.....	22
Working from home	23
Sun Protection.....	23
Traffic Policy.....	23
Animals in school	24

Children Moving Equipment.....	24
Electrical Safety.....	25
Tutoring & Babysitting Policy	26
Physical Education Safety Policy	26
APPENDIX 1	29

General Statement of Health and Safety Policy

As the proprietor of Notting Hill Prep (“the School”), Dukes Education fully recognises its collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities.

In our role as proprietor we attach high priority to ensuring that all the operations within the School environment, both educational and support, are delivered in an appropriate manner. The School is committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as proprietors of the School by appointing **Isaac Dossa**, Governor, with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Head, the Head of Finance & Operations and other members of the Senior Leadership Team (“SLT”) in order to enable the proprietors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Head of Finance & Operations.

Day-to-day responsibility for the operation of health and safety at the School is vested with the Head of Finance & Operations. However, as proprietors, we have specified that the School should adopt the following framework for managing health and safety:

- The governor overseeing health and safety is a member of the health and safety committee that meets termly and receives copies of all relevant paperwork.
- A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled once a term at the Health and Safety Committee meeting.
- Any issues on health and safety that the committee chairman wishes to bring to the Board's attention are tabled at each meeting of the full Governing Board.
- The external fabric of the School, its plant, equipment and systems of work are maintained by competent professionals. These reports are considered by the Health and Safety Committee and its recommendations (together with other defects) form the basis of the School's routine maintenance programmes.
- The School's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the catering manager arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas, together with regular external deep cleaning and pest control services.
- The School has fire risk assessments, which were carried out by a competent person and which are reviewed and updated every year for progress on completion of items in the action plan.
- The School has a competent person undertake a risk assessment for legionella, every three years and an annual water sampling and testing regime in place.
- The School has a comprehensive Policy on Health and Safety (“Policy”) in place for the training and induction of new staff in health and safety related issues. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the 'standard' induction training. First aid training is provided to any member of the teaching staff who is involved with trips and visits.

- The Health and Safety policy is a general approach to safeguarding the welfare of all staff, pupils and parents at NHP.

All employees are briefed on where copies of this statement can be obtained on the School's website. They will be advised as and when it is reviewed, added to or modified. Details of the organisation are to be found in the Health and Safety Policy.

Organisation – Roles and Responsibilities

This part of the Policy deals with the organisation of Health & Safety.

1. Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a competent person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

2. Head

The Head will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

3. Head of Finance & Operations

The Head of Finance & Operations will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction

The Head of Finance & Operations will also act as the School Safety Coordinator, whose duties will include:

- ensuring maintenance requirements are dealt with
- coordinating advice from specialist safety advisors and producing associated action plans
- monitoring health and safety within the School and raising concerns with the Head
- compliance with the Construction (Design and Management) Regulations
- chairing the School Health and Safety Committee

4. School Health and Safety Committee

The Committee will meet once a term, and will be chaired by the Head of Finance & Operations. The Governor who is responsible for overseeing health and safety will attend these meetings where possible. The other members of the Committee will be:

- Head
- Premises Manager
- Admin Manager
- School Nurse
- Head of Science
- Director of Sports
- Head of D&T

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the School;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the work place;
- encourage suggestions and reporting of defects by all members of staff.

5. Staff

The co-operation of all staff is essential to the success of the Policy and the School requests that staff should notify the Head of Finance & Operations or any member of the Health and Safety Committee of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected
- follow requirements imposed on the School or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- carry out all reasonable instructions given by managers / senior staff
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

Aim

The aim of the Policy is to create an awareness of precautions and measures regarding safety that must be observed in and out of the School by all users of the School: children, School staff, parents, visitors and the local community.

- We have had regard to [‘Health & Safety: Advice on legal duties and powers’](#) (Dept for Education February 2014) and Health and Safety at Work Act 1974 and subsequent guidance when putting together this policy

Objectives

- To promote the safety and welfare of all members of the School community.
- To promote good safety procedures, alertness and control and instil concern and consideration for the safety of others. Each individual must know how to protect him or herself and must know what to do in emergencies, including basic first aid and other

procedures.

The School believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- in the classroom
- when using equipment, e.g. scissors, tools, PE apparatus
- when moving around school
- when carrying out investigations, e.g. a pond/pollution/soil studies
- when on educational visits

Training of Staff

Staff receive Fire Safety training and Fire Marshals receive additional training. New staff joining the school in between Fire training sessions will get interim training from the School Safety Coordinator.

Some staff require specific training in their areas of responsibility. It is the responsibility of the Head of Finance & Operations to arrange this as necessary.

In particular:

- (i) Manual Handling and lifting for the School Caretakers and others identified as needing training
- (ii) Lifting for EYFS staff who frequently need to pick up small children
- (iii) Safety in Science for Science teachers
- (iv) Safety in PE and games for games staff
- (v) Safe practice for Art and DT staff
- (vi) Work at height for those who use step ladders or need to work at height for their role.

Risk Assessments

It is the duty of the Head of Finance & Operations to assess hazards throughout the school premises (a 'hazard' is taken to mean any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of staff, pupils or visitors);

This is done with the help and co-operation of all staff:

- (i) All staff will carry out a risk assessment of their classrooms / offices at the start of every academic year. PE staff will also risk assess playgrounds and off site facilities. Members of the Senior Leadership team will carry out a risk assessment of common areas, including the Hall and the School Safety Coordinator will carry out risk assessment on any area not covered above. All risk assessment submissions are collated by the Head of Finance & Operations and passed to the Premises Manager, who will inform the Head of any concerns.
- (ii) Where work needs to be done to reduce or remove a risk then the job is emailed to the Facilities team.
- (iii) The Head of Finance & Operations, as School Safety Coordinator, is responsible for prioritising these jobs over regular maintenance in conjunction with the Premises Manager.
- (iv) PE staff, Science teachers, Art and DT teachers will also carry out a risk assessment of all practical activities. These will form part of their Departmental Handbook and will be discussed periodically with the Head. The Head of Finance & Operations, as School Safety

Coordinator, will also advise on minimising risk by, for example, careful explanations and demonstrations to the pupils.

- (v) It is the responsibility of PE staff, Science teachers, Art and DT teachers to inform the Head of Finance & Operations, as School Safety Coordinator, of any pupil activity which is potentially hazardous, for example chemistry experiments, and to discuss the risk assessment with him.
- (vi) At the start of the Spring and Summer Terms all staff will complete a review of their risk assessments, return them to the appropriate office and inform the Head of Finance & Operations if they have identified any additional hazards. Signed nil returns are required.

Consultation with Employees

Health and Safety and safe practice will be discussed with the Head of Finance & Operations during a member of staff's first year as part of their induction. Thereafter, Health and Safety will be discussed during the Teacher Performance Review. However, should any member of staff have any concerns over any matter of Health and Safety they should inform the Head, or in his absence the Head of Finance & Operations, immediately.

Health and Safety is also a regular item at staff and SLT meetings.

Recording and Reporting of Accidents

All accidents to staff, pupils and visitors are recorded on a School Accident form on ISAMS. In the event of a serious accident or injury to a child the teacher on the scene will contact the parents and will follow up with parents and keep the Head informed.

The Accident Book identifies which incidents are reportable to the Health and Safety executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995), (telephone 0845 300 99 23).

Schools are required to report the following for staff:

- (i) fractures apart from fingers, thumbs and toes
- (ii) amputation
- (iii) any injury likely to lead to permanent loss of or reduction in sight
- (iv) any crush injury causing injury to internal organs
- (v) serious burns which cover more than 10% of body or cause significant damage to respiratory system or other vital organs
- (vi) any scalping requiring hospital treatment
- (vii) loss of consciousness caused by head injury or asphyxia.

And the following for pupils:

- (i) the death of the person in connection with an activity
- (ii) an injury which is a result of or in connection with a school activity

Educational Visits

Procedures for risk assessments and safety of Educational Visits are covered in the School's Policy on Educational Visits, however, please note the following:-

- (i) Coaches must not move off unless instructed to do so by the member of staff in charge.

- (ii) All children and staff should be seated before the coach moves off.
- (iii) Staff should only get out of their seats in an emergency.
- (iv) As stated in our policy 'Teachers must sit amongst the children so that they can be properly supervised', this will reduce the need for staff having to move very far from their seats in this instance.
- (v) On the coach seat belts must be worn by all.

Dealing with Health and Safety Emergencies

The School has a comprehensive Fire procedures policy and a Critical Incident Plan for Major Incidents (See also First Aid policy for medical emergencies).

In general, one teacher should deal with the emergency and another stay with the children.

Any teacher first at the scene of an accident, incident or emergency should take charge. He or she is responsible for:

- (i) taking immediate action in order to safeguard the pupils and adults
- (ii) sounding the fire alarm, if appropriate
- (iii) summoning help from elsewhere
- (iv) using the available resources to control the incident and to control pupils who have been involved in, or witnessed, an accident
- (v) notifying the School Office, who will inform the Head

If an incident of any sort occurs:

- a) It is important that it is logged. Clearly a member of staff's first responsibility is to the children, and specifically any child who is hurt, physically or emotionally, in any way. However, once the situation has been dealt with it is important that it is written up and that the procedure that you followed is therefore recorded. It is much easier to do this as soon as possible. A completed Accident form must be sent to the Head of Finance & Operations and he can then deal with any issues that may remain.
- b) The Head should also be informed as soon as practically possible.
- c) If a child is seriously hurt, either emotionally or physically, then the Head will contact the parents as soon as possible. Staff should not contact the parents themselves.
- d) If a member of staff is seriously hurt, either emotionally or physically, then the Head will contact their next of kin as soon as possible.

Emergency Evacuation

All Emergency Alarms should be treated as a real emergency and the full procedure should be followed even if the Alarm ceases in the middle of evacuation or ingress.

All staff must display a copy of the 'Fire/Emergency Drill' in a prominent position in their room/classroom. Staff must be familiar with the correct procedures when the fire alarm sounds. There is at least one unannounced practice each term.

The Fire Alarm is a loud sounder (siren), like a burglar alarm, and is the signal for an emergency evacuation.

Please see the **Fire Policy & Procedures** for details.

Critical Incident (Lock Down)

Upon the announcement that 'there is a UCAS meeting in Building XX' which is the signal for an ingress, the critical incident procedure goes into action and the building impacted will go into lockdown.

Please see the Critical Incident Policy.

First Aid

- Arrangements for First Aid are set out in the First Aid Policy.
- The arrangements for first aid provision will be adequate to cope with foreseeable incidents. There should always be at least one qualified first aider present for every 50 children.
- Supplies of first aid materials are held at various locations throughout the school determined by the Head. They are prominently marked and members of staff are advised of their position. The materials are checked regularly and replenished as necessary by the school nurse.
- Adequate and appropriate first aid provision forms part of the arrangements for out-of-school activities. A qualified first aider must be on site during all after school activities and a qualified paediatric first aider must be on site if there is an Early Years pupil on site.
- A record is made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of an out-of-school activity. Records are held in the school medical office and on The School MIS. Parents will always be informed of any accident.

Work Related Stress

HSE management standards must be considered and work must be appropriately designed, organised and managed. There must be appropriate support mechanisms in place to assist individuals where stress related issues have been identified. Please also refer to Staff Well-Being Policy.

The Head, Head of Finance & Operations, Heads of Section and Heads of Department will consider the HSE management standards when looking at workplace management, these are:

- Demands, including workload, work patterns and the work environment
- Control, regarding how much say the individual has in the way they do their work
- Support, including encouragement and resources provided by the organisation
- Relationships, and the promotion of positive working together with dealing with unacceptable behaviour
- Role, so that people understand their place and purpose within the School
- Change, and the way in which communication is undertaken

In practical terms, your Line Manager and/or Head will:

- Give constructive feedback to people
- Consult with staff during periods of change
- Ensure staff have been trained to enable them to do their job
- Monitor workloads and working hours

Where issues of stress are identified, the School will:

- Raise awareness of support mechanisms available
- Undertake a risk assessment to identify the sources of stress (see Appendix 1 of Staff Well-Being Policy)
- Put an action plan in place to address any issues identified
- For return to work instances, monitor any phased return and allow the individual to provide feedback
- Records relating to any identified stress issues will be retained by the HR Manager and treated as confidential.

Employees should report any issues of concern to their Line manager or HR Manager in the first instance and should co-operate with any remedial issues that are put into place.

Workplace Safety for Staff, Pupils and Visitors

All staff have a duty to be vigilant over their own safety and the safety of the pupils and visitors.

- (i) Staff should ensure that all outside doors are locked behind them.
- (ii) Staff should ensure that all fire doors are kept shut, unless fitted with a Door guard.
- (iii) Staff should not admit to any School building any person without first ascertaining his/her identity and right to enter the School. Anyone not wearing the appropriate visitor's badge should be directed to the School Reception of that building. Please check with the appropriate office that the person did indeed present themselves and if not report to a member of SLT.
- (iv) Staff should observe and ensure that pupils observe the appropriate standards of behaviour in the classroom, in the grounds, on coaches, at sports, on days out and other events and on trips.
- (v) Staff should not allow the pupils to tamper with any fire or safety equipment. If they observe any fire or other safety equipment that has been tampered with they should immediately report this to the Head of Finance & Operations.
- (vi) Staff should ensure that children do not leave the premises without permission.
- (vii) Staff should be vigilant that pupils follow the school rules on moving around the premises:
 - a) Classes moving between buildings will walk in single file or twos 'crocodile fashion' stopping where appropriate at regular intervals to collect and take head counts. In the Early Years, children must be counted as they leave and enter a new area.
 - b) Classes stay on the left when moving up and down stairs.
 - c) When two classes come together on the stairs, the descending class has priority.

Classroom Organisation

- (i) Teachers must ensure safe access to their classrooms and all the resources within them.
- (ii) In relation to safe and easy access and unimpaired movement within the classroom the
- (iii) position of the following should be carefully considered:
 - a) door(s)
 - b) cupboards/storage units
 - c) coat pegs
 - d) sink(s)
 - e) teacher's desk
 - f) rubbish bin
 - g) children's desks/tables
 - h) computer(s)

In areas where there are specific safety rules:

- (i) The Safety Rules in the Science syllabus must be adhered to. A specific schedule for the Science Laboratory is in the Science Departmental Handbook.
- (ii) The Safety Rules in the PE syllabus must be adhered to. The School has a Safety in P.E. Policy.
- (iii) The Safety Rules in Art room must be adhered to.

- (iv) The Safety Rules in DT room must be adhered to. The DT dept. has its own detailed H&S policy.

Security of the premises

The Head, the Head of Finance & Operations, the Heads of Section and the Premises Manager are responsible for the security of the buildings. The School's designated keyholders are: Banham.

Class Teacher

It is the responsibility of the class teacher to make sure his/her classroom is secure, the windows closed and equipment and lights switched off before they leave the premises.

School Secretaries

It is the responsibility of the Premises Manager to ensure that the CCTV system is recording correctly. The CCTV cameras in all buildings are on permanent record. It is also the Premises Manager's responsibility to test the fire alarm each week to ensure it has no faults and ensure the contractor carries out monthly checks on the emergency lighting.

Head of Finance & Operations/Premises Manager

It is the responsibility of the Premises Manager to check weekly that all locks and catches are in working order and the responsibility of the Head of Finance & Operations to check that the fire alarm has no faults, and that the CCTV and security system are working properly. The Acorn maintenance man checks monthly that the emergency lighting is working.

The Premises Manager checks at the end of each day, that all windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked. If anyone remains in the building after 7.30pm he will ensure they are aware that they must set the alarm on leaving, all other checks having been carried out by the Premises Manager.

Head/Head of Finance & Operations

The Head/Head of Finance & Operations or other member of staff on duty performs the above functions in the absence of the Head of Finance & Operations/Premises Manager/Administrator/Secretary.

The Premises Manager is responsible for the security of the premises during the day. The main entrance gates to all buildings must be closed at all times.

Any parent or visitor is welcome in School but is asked to report to the School office first where they will be asked to sign the Visitors' Book and wear a Visitor's badge. All visitors will be given a pink lanyard to allow staff to identify them easily.

Children enter and leave School by the main doors.

Although these precautions must be observed, they should in no way detract from the welcoming ambience of the School.

Access

All staff are given fobs which allow access to all buildings. Access privileges will be set to allow access to buildings during business hours.

Visitors on Site

Under normal circumstances all visitors to the School must report to the School Secretaries at Reception in the OB, JCB or PGB. They will be asked to sign in using the visitor management system, InVentry, and be given a visitor's badge to wear during their visit if they go beyond the Reception area. At the end of their visit they must again report to the School Secretaries at Reception, return the badge and sign out of InVentry.

Any member of staff who observes an individual in the School who appears suspicious or out-of-place should approach the individual (if safe to do so), politely ask for their name and purpose in the School and make them aware of the School visitors' policy. They should be escorted to the School Reception desk and be checked in as a visitor. The incident should be referred to the Head of Finance & Operations to review security to determine how the intruder gained entry.

In the event of an individual gaining access to the site who may pose a safety hazard, procedures are in place and are set out in the **Critical Incident Policy**.

Safe Movement in the school and between the three sites

Procedures are in place to ensure safety in School and when moving between the three sites (OB, JCB & PGB) and the Newton Centre Playground. In all three buildings and when moving from one site to another the children are instructed to walk, not run.

In OB children and staff walk on the left side of the stairs.

In JCB it is blue stairs up and pink stairs down.

In PGB children and staff walk on the left side of the stairs.

Procedures for crossing the road and boarding the coach for outings are laid out in the **Safety Procedures for Road Crossing and Travel by Coach policy**.

Procedures for playground supervision are laid out in the **Guidance for Playground Supervision** document.

Violence to Staff

Behaviour of the pupils is covered in the Behaviour Policy, but given the age range of the pupils (3 - 13 years) violence to staff is not anticipated to be an issue.

Manual Handling

The need for manual handling must be minimised so far as is reasonably practicable. Where manual handling is undertaken, it must be conducted so that the risk of injury is reduced as far as is reasonably practicable.

Heads of Department (including support departments) will be responsible for the management of manual handling activities within their areas of control.

Manual handling is defined as "any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force". In a school environment this may include:

- Moving furniture around classrooms
- Moving equipment stored at height
- Moving items when taking delivery of goods
- Pushing and pulling trolleys and PE equipment
- Setting up temporary stages
- Moving gas cylinders, chemicals etc.
- General movement of workplace equipment

Heads of Department will:

- Consider whether the object needs to be moved at all
- Where it does need to be moved can this be by use of trolley or other mechanism
- Where manual handling is necessary ensure that a risk assessment is undertaken and any required control measures are implemented.
- Ensure that those undertaking such tasks have received appropriate training

When assessing the risk, the following should be taken into consideration:

- The task
- The load
- The individual
- The environment

All those who undertake manual handling activities must have received appropriate training, covering good lifting techniques, which include:

- Planning the lift
- Keeping the load close to the waist
- Adopting a stable position
- Getting a good hold
- Not flexing the back any further when lifting
- Avoiding twisting the back or leaning sideways
- Keeping their head up
- Moving smoothly
- Putting the load down then adjusting as necessary

Slips and Trips

In addition to termly Risk assessments, regular Health and Safety audits are undertaken which inform the on-going maintenance programme and minimise the risks of slips and trips. All areas of the School are covered by individual members of staff who complete termly inspections which are passed onto the Facilities team.

The site facilities team regularly check for the following:

- Loose carpets/flooring
- Worn steps
- Uneven ground
- Lighting issues
- Trailing electrical leads
- Spillages
- Drainage issues

The above list is a sample and all hazards can be reported to the site team by any member of staff using the ticketing system. Staff are reminded in termly meetings of the contact details for the site team.

The site team regularly maintain all walkways, corridors and external areas.

Room specific risk assessments are in place to cover Science, Design Technology/Art and P.E.

Asbestos

The School will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012.

It is the School policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

Where asbestos exists or is suspected within the School's premises

- An asbestos risk assessment has been conducted by specialist surveyors to identify asbestos containing materials in OB. This is kept in the Head of Finance & Operations' office.
- An asbestos register will be maintained for each property where the School is the Duty holder showing the location, type and condition of the asbestos. The Head of Finance & Operations will be responsible for the up keep of the register.
- Details of the asbestos register will be made available to all visiting contractors (as required).
- Where any work is likely to involve contact with asbestos containing materials, the Head of Finance & Operations will appoint an HSE licensed contractor to undertake the works.
- Where an employee / contractor / pupil believe they have discovered asbestos they should contact the Head of Finance & Operations immediately so that appropriate remedial action can be taken.

Equipment and use of Hazardous Substances in school

All potentially hazardous substances are kept in a locked store; those used for cleaning, in the basement of OB, JCB or PGB cleaning cupboards, in the science room, in the art rooms or in kitchen cupboards. Quantities of substances stored must be kept to a minimum. Staff must order only chemicals covered by the COSHH (Control of Substances Hazardous to Health) Register, which is kept in the Head of Finance & Operations Office for cleaning materials; science laboratory for science chemicals and with the catering manager for catering materials.

Any member of staff using chemicals must check the substance against the appropriate COSHH Register and follow procedures laid down for its use, control and exposure to it. Staff must review the standard risk assessment in the light of the particular class and/or the specific equipment/accommodation in use (see separate policy on Risk Assessments). Any difficulties must be brought to the attention of the Head, Head of Finance & Operations, Head of Admin or Head of Science.

Science

All equipment is kept in the closed cupboards between lessons. Dangerous equipment and all chemicals are kept in locked cupboards. Objects placed in unaccustomed places during experiments

could cause breakage and/or falls. Teachers must make children aware of this and insist that care is always taken. Children must not carry heavy loads, nor run about when carrying equipment that might shatter.

Glass must always be handled carefully and, whenever possible, plastic must be used in its place. Some objects, e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects spilt or dropped on the floor must be cleaned up immediately to avoid accidents. Hot water must not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care must be taken when holding objects close to the eye.

No tasting or food consumption is allowed. Drinks in sealed bottles only may be consumed.

There are many ways in which germs can be transferred and these must be minimised by keeping hands and equipment clean. Hands must be washed before touching anything to be put into the mouth. Some things might need to be disinfected. Children must not use liquids that give off harmful vapours.

Some glues can be hazardous both from the inflammability and inhalation point of view. Objects must not be pushed into the ears or nose.

Children must use protective equipment, and be supervised, at all times when using hazardous substances. A list of chemicals used and their potential hazards and treatments can be found in the Science Room. A table of the chemicals used and how dangerous contact with them can be treated is kept by the Senior First Aid Officers in both buildings.

Children must understand that some plants are poisonous and they must be aware of what these are. Moulds that have been grown must be destroyed carefully. The children must never handle moulds.

Use of cutting devices – knives, scissors, chisels, etc. – can be dangerous. Children must be shown the correct techniques for their use before handling them. Eye protection must be worn when chisels are in use.

Throwing projectiles or dropping objects in investigations must be done at carefully chosen and monitored places.

It must be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Risk assessments must be carried out (see separate policy on Risk Assessments).

With naked flames (e.g. Bunsen burners), children must be warned to keep long hair and parts of clothing away from the flame. Candles must be fixed firmly in suitable holders. Safety goggles must be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore, special care must be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children must never look at a very bright light (e.g. a projector beam). Pupils must never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers must be used. There must be no mercury-filled thermometers in the School. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care must be taken when carrying out electrical work. Mains electricity must not be used – only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it must be connected and switched on under adult supervision. Leads must not 'trail' across the room or tables. Any electrical equipment 'loaned' to the School must be suitable for its purpose and safe for primary-age pupils to use. All electrical equipment is subject to an annual inspection.

Any practical work must be carried out standing up with stools pushed under work benches. Sleeves must be rolled up. Any bags must be moved to a safe place, preferably under work benches.

Smart boards

Children must be warned not to look directly into the projector beam. The School follows the Becta recommendations for installation and safe use of all equipment.

Technology

All equipment must be stored safely and returned to its correct storage place after use. Craft knife blades must be retracted before they are put away.

Hardboard must be used to protect surfaces when using tools. An adult must always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

When buying wood to use in School, ensure it is bought from an educational supplier. Some woods are treated and can be harmful to children. 'Donated' wood must not be accepted unless the source has been investigated.

Glue Guns

- When using glue guns, the children must be well supervised. Younger children must not use the guns on their own.
- Designate an area for using the glue gun. Only one child must be in the area using the gun at any one time. Keep all the other children well away.
- The item being glued must be left for a few minutes to cool.
- If a child should burn him/herself, the wound must be run under the cold tap. If there is doubt about the severity of the burn, the School Nurse/SFAO and the School Administrator must be consulted.

Musical Equipment

The location of the lesson, and the volume of sound produced, must be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, stereo systems, recording or electrical equipment must be returned to the correct storage place after use.

Protective Clothing

- Aprons must be worn for all painting activities and any potentially messy craft activities. Children in the Upper School must wear laboratory coats for science and for technology.

- Teachers must have goggles to hand, in readiness for science activities requiring their use. These need to be cleaned after each use to reduce the transmission of eye infections.
- In the case of accidents involving blood, all staff must wear plastic gloves and aprons.

Working at heights

Work at height should be avoided where possible.

Where work at height cannot be avoided, the Head of Finance & Operations will ensure that work equipment or other measures are used to prevent falls. Where the risk of a fall cannot be eliminated, the Head of Finance & Operations, together with the Premises Manager, will ensure work equipment or other measures are used to minimise the distance and consequences of a fall should one occur.

The School requires that work at height, including organisation, planning, supervision and supply and maintenance of equipment is only to be undertaken by competent people.

When equipment is selected for work at height it must be the most suitable equipment for the task. In selecting the most suitable equipment, members of staff must take account of working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

If a ladder is the most suitable equipment for the task, then the member of staff must be accompanied by a competent adult and use the ladder in accordance with HSE document INDG 402 Safe Use of ladders and stepladders.

Pupils must never stand on chairs or desks. If a pupil needs to reach something at height, for curriculum purposes, then they must use the kick step safety stool that is kept at the JCB workroom and be supervised at all times by a member of staff.

Any contractors used by the School will be expected to follow the principles of this guidance.

Selecting and Managing Contractors

The School has a list of regular contractors. When these are required to work in the School when pupils are present then they have DBS clearance.

When appointing new Contractors, the Head of Finance & Operations or his representative will:

- (i) Ask for references from previous clients.
- (ii) Meet with the contractor and show him round the relevant parts of the School
- (iii) Will draw his attention to Health and Safety measures including emergency evacuation
- (iv) Ensure he has a copy of this policy

Whenever possible all contracted work will take place outside of term time when there are no pupils on site. Should emergency repairs be necessary, these will preferably be undertaken at a weekend. If working on the premises when the children are present is unavoidable, then all care must be taken for the pupil's safety and adjustments will be made to the daily routine to keep them away from the place of work.

Whilst the contractor is working in the School, the Premises Manager will ensure that he/she is

carrying out all operations with sufficient regard to Health and Safety. In particular:

- (v) Storage and disposal of paints and chemicals
- (vi) Use of ladders
- (vii) Limitation of noise
- (viii) Care of electrical and other installations
- (ix) Disposal of builder's waste
- (x) Maintaining the security of the building

Maintenance of Plant and Equipment

It is the duty of the Head on behalf of the School Governance to ensure all maintenance of plant and equipment is up-to-date on a rolling programme. This is managed in conjunction with the Premises Manager.

- (i) All electrical equipment is PAT tested annually.
- (ii) All maintenance certification and records are kept filed in the Head of Finance & Operations Office.

At the end of every term, the Premises Manager completes the Premises Checklist which records the date of all testing and certification of electrical, gas, water and other installations as well as Fire procedures.

Fire Safety

Due concern is taken so that the Regulatory Reform (Fire Safety) Order 2005 is complied with.

Fire Risk Assessment

A fire risk assessment (formally recorded and regularly reviewed) is undertaken annually. This ensures that the School has a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.

This assessment should highlight any shortcomings in the fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances.

Regular inspection of fire-fighting equipment is also arranged and there are termly evacuation practices.

Fire alarms are tested by the School Secretaries on a weekly basis and a record kept.

Fire safety policy and detail of procedures are all covered in the **Fire Policy and Procedures**.

The Administration of Medication During School Hours

In accordance with Government guidelines the following procedure is followed for the administration of medication at the School.

- Prescribed medication can only be administered by the School Nurse and Senior First Aid Officers (The School Secretaries in OB, JCB & PGB and the Admin Manager); and the Deputy Senior First Aid Officers – if the parent has filled out and signed a Medication form (see Appendix 1).

- Non-prescribed medication must not be administered by staff. For casual ailments (coughs, colds etc.) it is usually possible for doses of medication to be given outside school hours. Should a child require a dose of medicine at lunchtime, the parent must come into the School to administer the medicine. However, a request can be made for the School Nurse/SFAO (OB, PGB & JCB) to administer a lunchtime dose. The request must be put in writing and precise instructions and dosage given. The medicine must be in the original packaging and clearly labelled with the name of the child and handed to the School Nurse/SFAO at the beginning of the day. Similarly, when pupils are away on residential trips, it may be appropriate for the Head to seek written permission from parents to administer a mild analgesic, such as paracetamol, to relieve pain should this be necessary.
- A 'medical list' of children's allergies and illnesses is available on the shared drive for all staff and on NHP's pupil management system. This is updated as required.
- No creams or lotions are to be administered without parental permission, e.g. Arnica cream, Witch Hazel. All cuts and bruises must be cleaned with water or antiseptic wipes. Individually wrapped sterile adhesive dressings are safe to use provided that they are not used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, First Aiders must check the 'medical list' to ascertain whether the person requiring treatment has such an allergy. If the person has such an allergy, an alternative dressing, i.e. a non-allergic plaster or dressing, must be used.
- For those children who require medical equipment such as epi-pens for allergies, or inhalers and/or ventilators for asthma, this equipment should be provided by parents, along with written instruction about how and when they should be administered. These are kept in a named orange bag in the reception areas of the child's building and are taken to sports lessons, music lessons (off site), lunch and school trips. The School Nurse will keep a spare of the epi-pen or inhaler and/or ventilator in a secure medical cupboard in the JCB. Expiration dates must be clearly labelled and replacement dates logged by the School Nurse/SFAO. The school also keeps a supply of spare epi-pens in the case of emergency.
- For a child who requires emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma, epilepsy), the parent must request permission in writing from the Head for appropriate members of staff (ie, School Nurse, the SFAO, the Form Teacher, the Teaching Assistant, the Sports teacher) to administer the medicine if necessary. Detailed written instructions must be supplied to the School Nurse/SFAO and the nature of the likely emergency and how to cope. Emergency daytime contact numbers must be provided where the parent/guardian can be contacted.
- For a child who has to take medicine in School for the treatment of a long-term illness, eg diabetes, the parent must write to the School authorising the School Nurse/SFAO to administer the medicine and give precise instructions regarding dosage and frequency. The medication must be brought into School in the original packaging that states the child's name, the name of the medicine, expiration date, the dosage and time and frequency of administration. Wherever possible the medicine should be self-administered under supervision of an adult. No medicine should be kept in School bags – it must be handed in to the School Nurse/SFAO in either building.

- All medicines are kept in a safe place in the School offices and are administered by the School Nurse/SFAOs. Every effort is made to administer the medicine at the correct time, but this cannot be guaranteed.
- It must be noted that members of staff are not required to dispense medicine as part of their contract and any agreement to do so is voluntary.

Staff Medication

It is the responsibility of each member of staff to ensure that any personal medication brought into the School is securely stored away from children, either in a locked drawer or given to the School Secretaries in the JCB, PGB or OB for safe keeping.

Health and Safety Issues relating in particular to EYFS

- Children go to the toilet on their own (having asked permission). The toilet is situated on the same floor as the Reception classroom.
- The Classroom Assistant keeps an eye on proceedings to ensure the child returns. We feel it is important for the children to go on their own to develop their independence skills.
- In the event of an accident when a child is away from the classroom (eg playtime) he/she would tell the adult on duty or their Form Teacher or School Secretary (whoever is closest).
- Children are reassured and clean clothes provided.

Hot Works

The Head of Finance & Operations is the responsible person for ensuring that no hot work is undertaken without prior agreement.

Before work starts the area must be cleared of combustible material which is not part of the work process. Any combustible material that cannot be removed should be protected by non-combustible material.

Suitable fire extinguishers must be provided and a watch kept for fire break out whilst work is in progress

When welding, cutting, grinding or similar activities are taking place the work area must be suitably screened with non-combustible material. Care must be taken where sparks / hot particles are generated.

Gas cylinders should be secured in a vertical position and fitted with a regulator and flashback arrestor.

The responsible person will liaise with contractors regarding the details of any hot works and permission to proceed.

A risk assessment will be completed for all hot works (please see separate policy on **Risk**

Assessments).

Water Quality

Water quality systems are managed and controlled in accordance with the COSHH Regulations and the L8-2000 Approved Code of Practice and HS(G) 274 guidance.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Head of Finance & Operations and Premises Manager. The Premises Manager maintains appropriate records of testing and certification.

In Premises where the School is deemed to be responsible, it will:

- undertake a water quality risk assessment on all relevant water systems (please see separate policy on Risk Assessments)
- The premises team undertake monthly water sampling
- employ a contractor to conduct water sampling annually
- Chlorination of water tanks is undertaken annually
- keep the results of water sampling for the period for which they remain current and at least 5 years following that period.
- Maintain a Water Quality Log Book which must be available for inspection and will contain:
 - the risk assessment findings
 - the written scheme detailing control measures
 - the results of monitoring, inspections, tests or checks completed and the dates
- In the event of a positive water sample, the Water Contractor will notify the Head of Finance & Operations immediately. The notification will cover:
 - Details of the sample
 - The organism
 - Location
 - Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Head will be informed at once, even if no one is ill, and remedial action will be taken at once. The Co-Chair of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.

Smoking Policy

It is the policy of the Head that the School is a no-smoking school. Smoking is not permitted in any area of the School by staff, children, parents or visitors to the School.

Drugs and Alcohol - See Separate Policy

New and Expectant Mothers

The school aims to ensure that suitable arrangements are in place to protect the health, safety and welfare of employees who give written notification to the Head of Finance & Operations that they are pregnant, have given birth within the last six months or are breastfeeding.

The Head of Finance & Operations will undertake / arrange for a specific Risk Assessment for the employee (see separate policy on Risk Assessments). It must be carried out with the specific employee and take account of any medical advice that has been provided by her doctor.

Once the Risk Assessment has been completed a copy must be retained by the Head of Finance & Operations and treated as confidential.

The individual assessed will be informed of any significant risks to them / their child. Any required actions or recommendations will be discussed with the Head of Finance & Operations and Head of Department as appropriate.

The Risk Assessment should be reviewed on a regular basis as the employee's condition changes. Any changes to the Risk Assessment must be fully documented and communicated both to the employee and Head of Department.

The individual assessed should:

- inform their doctor of the nature of their work
- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own health and safety, or that of their child
- keep the Head of Finance & Operations informed of any concerns or difficulties they may have

Working from home

Employees who work from home are subject to the same rules, procedures, school policies and expected standards of conduct and performance as when working at school. If you have any health and safety concerns or if an accident or incident takes place, this must be reported immediately to the Head of Finance & Operations. Employees working from home must follow the ICT Staff Acceptable Use Agreement (Sep 2023).

Sun Protection

Parents are requested to apply sunscreen to their children and ensure that they have NHP sunhats in the summer months. If necessary, children will reapply sun cream, supervised by staff, during the summer months. School sunscreen can be given to a child only with parental consent.

Traffic Policy

Our traffic policy is designed to minimise traffic disruption at delivery and collection times. We are aware that it is important to consider the needs and routines of all those who live and work in the vicinity of the School. This is in line with the recommendations of RBK&C planning department.

- Families are encouraged to walk, cycle or scooter if at all possible.
- For those who are obliged to drive to School, we operate a 'kiss and drop'* system
- Parents using the 'kiss and drop' facility must drive west only down Lancaster Road so that they are on the OB School side of the street for the drop off. This will necessitate cars coming up Portobello Road and turning left into Lancaster Road.
- Parents using the 'kiss and drop' system with children in both School buildings can drop

both children off outside the Lower School building (OB) and the Senior children will be crossed over at the traffic lights by a member of staff wearing a yellow jacket.

- Where possible parents are encouraged to join 'car runs' to minimise the number of car drop offs.
- Drivers wishing to come into School with their children are requested to park on another street so that they will not add to congestion in Lancaster Road.
- For collection in the afternoon, parents are requested to be considerate and park away from the School if possible.

*'Kiss and drop' system - a rota of parents and staff has been set up to be on duty outside the School every morning between 8.00 and 8.30 to escort children from cars into School.

Car Parking

Car parking is a concern at School, as it can be a hazard for those who use the School and for those who live or work within the vicinity of the School. Drivers parking cars in the roads outside or near the School, while dropping off or collecting children, should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the School must be observed at all times.

Cycling

Children may be given written permission by their parents to cycle to and from School on their own but responsibility for the children off School premises remains with the parent. The School, however, does require them to wear adequate safety equipment.

Scooters

Children may be given written permission by their parents to scoot to and from School on their own but responsibility for the children off School premises remains with the parent.

Animals in school

Dogs or other pets are not allowed on the School premises, except the school dog (see separate policy), a trained guide dog or with permission from the Head, when a small animal/pet might be brought to School as part of a demonstration or curriculum resource etc. Reception and Year 1 may have goldfish, snails or chickens which are carefully looked after by the class teachers. The Science teacher may keep animals in appropriate cages in the Science Laboratory, which is kept locked. Children are taught how to care for them. The school also allows beehives on the roof and chickens in the woodland, where these are properly looked after and maintained.

Parents with dogs must keep them outside the School premises, clear of the exit gate, so that children are not frightened. Hooks are provided in the OB for parents to tie up their dogs.

Should a dog chance to enter the premises and foul an area of the School grounds, the area must be cleared up immediately as there is a possibility the children could pick up serious infections, e.g. toxocariasis.

Children Moving Equipment

In the normal day-to-day running of the School, there are times when children might need to move equipment or items or furniture - perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children must always be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

PE and Sports Equipment

When using large apparatus, children must be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

Furniture

Chairs must be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs are needed, then the Premises Manager will organise this. Tables need one child at each end. No child should attempt to lift a table single handed.

Gym mats will need at least two children per mat. Children are shown how to pick them up and put them down, so that they do not trap their fingers or feet.

Small items of equipment (laptops, bags, PE trolleys) can be moved by the children under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult must nominate a child to open and close doors.

Items children must not move:

- computers - wires can get caught and monitors can easily fall off trolleys
- televisions and overhead projectors
- piano - although on castors, it can tip and trap feet or fingers
- cooker - too heavy and awkward
- paper cutters - dangerously sharp blade
- children must not stand on chairs or tables to remove displays, nor must they remove staples, pins etc., from display/notice boards.

Electrical Safety

The Head of Finance & Operations is responsible for ensuring systems comply with the scope of the Electricity at Work Regulations 1989 and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.

All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.

Users of electrical equipment should visually check for defects before use. If a defect is noticed, the Head of Finance & Operations must be notified. The Head of Finance & Operations is responsible for making sure action is taken.

There are systems in place for the inspection and repair of electrical installations and equipment and inspection and test certificates are held as required.

The fixed wiring at the School will be examined on a 5-yearly basis in line with the IEE Regulations by a competent person (note that the works can be completed over a 5-year period on a 20% basis).

All portable electrical appliances issued for use by the School will be PAT tested on a minimum of a 2-yearly basis, as advised in INDG 236. The portable electrical appliances in the kitchen will be PAT tested annually. PAT testing will be undertaken by an individual who has obtained the relevant City and Guilds or equivalent qualification.

Based upon Department of Health recommendations, plus socket covers are not used at NHP as these may augment the risk of electrical injury from plug sockets.

Tutoring & Babysitting Policy

NHP strictly prohibits its staff should carry out tutoring or babysitting work for NHP families. Failure to comply with this policy is regarded as a disciplinary breach. Please refer to the NHP Tutoring & Babysitting Policy for further details.

Physical Education Safety Policy

The School always has the safety of the children in mind. There is a risk element to Physical Education of which the school is aware.

General points to be considered when teaching PE:

- The teacher must be dressed appropriately. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children must change into school sports kit for any physical activity for safety and hygiene reasons. Baggy clothing is not permissible.
- The children must remove jewellery and long hair must be tied up and pulled back, out of eyes.
- Mouth guards and shin pads are essential items for hockey and rugby. Children in years 4-8 cannot participate in a match without these protective items.
- The teacher must be aware of what the children are doing throughout the session and must not leave them on their own.
- Children who have forgotten their PE kit must not take part physically but should still be encouraged in the lesson by umpiring, coaching or analysing performance etc.
- If a child constantly forgets his/her PE kit, an email must be sent to the parents, reminding them that PE is part of the school curriculum and it is therefore necessary that their child's kit is in school ready for the lesson.

Gymnastic Safety

- Large pieces of gymnastic apparatus must be moved only when there is a member of staff present. All equipment must be checked by a member of staff and returned to its proper place at the end of the lesson.
- The teacher must consider if the environment is safe and whether dangerous situations can arise.
- Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- Children must perform gym in bare feet. Shoes, socks and tights must be removed.
- The children must be 'warmed-up' sufficiently before the lesson begins, to avoid injury. The teacher must be able to see the whole class (important during apparatus work).

- Is the apparatus suitable for the age of the children? The teacher must know how many children are safe on each piece of apparatus and must group the children accordingly.
- If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.
- Beware of demonstrating an exercise with the most able child, as this could influence other children to attempt a task beyond their capabilities.

Games Safety

Ensure all equipment is safe and nothing is cracked or broken. All equipment must be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children must follow the school code of behaviour for representing the school. A reminder is given in the coach before arrival at the venue.

At the match, teachers must ensure that all the children can be seen.

Travel Safety

All teachers know that the safety of children when travelling off site is of paramount importance and follow the procedures laid out in the Safety Procedures for Road Crossing and Travel by Coach policy. The senior teacher takes the register at the outset of the trip and does a head count for the return journey. A risk assessment must be carried out for each off-site activity or visit.

Dance Safety

Although dance is less dangerous than other physical activities, teachers must be aware of certain hazards.

- Children must dance in bare feet or wear ballet shoes or plimsolls.
- The teacher must make sure there is nothing in the Hall on which children could harm themselves.

Swimming Safety

All swimming lessons at the School take place at Kensington Leisure Centre (the Pool). Risk assessments are completed for travelling to the Pool and for the Pool itself (see separate policy on Risk Assessments). Staff have a duty of care and responsibility for the safety of their pupils. Male and female staff must accompany the children when travelling to and from the Pool. A portable First Aid kit and mobile phone must be taken. Rules for travel by coach must be followed (see Safety Procedures for Road Crossing and Travel by Coach). The children must be counted on leaving school, on entering and leaving the swimming pool and when leaving the Pool.

The children must know the layout of the Pool, including where the changing rooms and toilets are located. Children in Reception to Year 3 are always accompanied to the toilet. A teacher is always present in the changing room for all year groups. From Year 3 up boys and girls change in separate rooms and a member of staff (male for boys, female for girls) is in each room or waits just outside, within hearing, being mindful of not embarrassing the older children.

Teachers are responsible for making sure that the children follow the pool safety rules and conventions for swimming in, and being near, a pool. The swimming teacher at the Pool must make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. A Pool lifeguard is on duty for every session.

Adult to pupil ratio must be at least 1:10 on the poolside. Children with long hair must tie it all back or wear swimming caps.

For all venues used, the Director of Sport obtain written confirmation that the correct child safeguarding procedures have been carried out for staff on the premises in relation to suitability to work with children, including DBS checks.

Associated policies referred to in this document are:

- Educational Visits
- Critical Incident
- Fire Policy & Procedures
- First Aid
- Safety Procedures for Road Crossing and Travel by Coach
- Guidance for Playground Supervision
- Drugs and Alcohol
- Safeguarding and Child Protection
- Risk Assessments
- Staff Well-Being

