

Veritas Multi Academy Trust

**HEALTH AND SAFETY POLICY
Relating to Warden House Primary School**

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1. SITE DEFINITION

For the purpose of the Health and Safety at Work Act etc., the site of Warden House will be defined as:

The buildings and field area within the perimeter fencing which runs along Birdwood Avenue, and the surrounding estate, including the Rainbow Field site currently maintained by KCC.

2. ARRANGEMENTS FOR SAFE WORKING

Members of the teaching staff are reminded that the courts have laid down that the duty of a teacher to his/her pupils is to exercise that standard of care which a reasonable and prudent parent would exercise towards his/her child.

3. ORGANISATION

3.1 Principal

The Principal will be responsible for all aspects of Health and Safety in school and will delegate to particular individuals specific responsibilities for which they will be responsible to the Principal. In particular the Principal will ensure the following:

- a) that regular fire drills are arranged, at least three each academic year
- b) that all accidents to pupils are recorded and serious accidents reported to the HSE and that any completed forms for accidents to staff are signed and sent to the HSE.
- c) that, in the event of a bomb warning or terrorist threat, the building is evacuated and the police called, that the police are met and informed of the situation and that Warden House Trust Board is informed of the incident.
- f) that major aspects of school policy relating to Health and Safety at Work are reported to the Governors.
- g) that risk assessments take place for all off-site activities and E-Go is used for adventurous activities normally reportable to the LA to maintain parity with non-academy schools.

In general the Principal will be finally responsible for the maintenance of a safe working environment and safe practice within the school in accordance with whatever guidance is received from the Health & Safety Executive and the Department for Education.

3.2 Deputy Principal

The Deputy Principal will assume all the authority and responsibility of the Principal when the latter is absent. Specific duties will be to ensure that new members of staff including students on teaching practice are inducted into the safety policy of the school and that volunteers who frequently visit the school are apprised of the relevant parts of the school's safety policy.

3.3 Teachers

Every teacher will be responsible for:

- a) the general safety of furniture and equipment in his/her own classroom. Deficiencies must be reported to the Site Manager.
 - b) the safe use of equipment and furniture in whichever area he/she may be working.
 - c) ensuring that equipment is stored safely away as appropriate in whichever area he/she is working.
 - d) ensuring any materials etc. that have been used during a lesson are cleared away.
 - e) training pupils in the safe use, movement and storage of equipment where appropriate.
- Please note that no heavy items of school equipment such as television etc. should ever be

moved by children. PE equipment should only be moved by children under strict supervision. No child must ever be permitted to connect or disconnect electrical apparatus.

- f) ensuring that work is safely displayed.
- g) ensuring that pupils in his/her class know and understand any instructions that are relevant to them, for example the procedure for emergency.

3.4 Designated Staff

Designated staff will have responsibility as follows:

PE equipment – PE subject leader
Electrical equipment – Site Manager
First Aid equipment – Lead first-aider
D.T. equipment – DT subject leader
Science equipment – Science subject leader
Risk assessment – Principal / Governing Body / Outdoor Education Coordinator
School Minibus – Site Manager

It will be the responsibility of designated staff:

- a) to ensure by regular inspection equipment has no obvious faults
- b) if faults are found, equipment is withdrawn and repaired
- c) new equipment is inspected on receipt to confirm that it is in working order
- d) all staff are aware of safe practices concerned with such equipment
- e) where equipment should be checked regularly (as distinct from a day to day usage basis) this is done and a record kept of such checks - this record will involve noting the date of the inspection in the appropriate file and keeping details of the inspection in the manner already indicated.

3.5 Office Personnel

The office personnel will be responsible for the following:

- a) the safe use and storage of office equipment in the office and store cupboard
- b) reporting repairs needed to the building and equipment to the Principal.

3.6 Site Manager

The Site Manager will be responsible to the Principal for the following:

- a) the cleanliness of the school.
- b) the day-to-day functioning of the boiler plant and equipment
- c) the reporting to the Principal or School Business Manager of repairs needed to the fabric of the building and of deficiencies in storage
- d) main services, fire equipment, frost danger, cleaning snow from paths
- e) knowing the location of first aid equipment in the school ensuring that his staff and hirers are aware of its availability and informing the First Aid Lead when items have been used
- f) ensuring that all points of access and egress are clear at all times throughout the site conducting weekly visual checks of the items mentioned in (a) to (f) as well as checking them in the course of his normal duties

3.7 Kitchen Staff

The staff will be responsible to the Principal for all aspects of Health and Safety within the kitchen in the light of such advice as may be given from time to time by the Contract Services Consultant or Catering Contract Line Manager and as may be appropriate to the kitchen on this site.

Kitchen staff and breakfast club staff must also hold a food hygiene certificate if handling food.

The kitchen is inspected for maintenance condition annually.

All accidents occurring within the kitchen should be reported to the Principal.

3.8 All Employees

All employees are responsible for completing the appropriate accident form if they sustain an accident in the course of their employment and handing it to the Principal, who will sign it and send it to the HSE if appropriate.

NB Everyone's attention is drawn to the following regulations which are in force at all times in the school:

- a) No heavy equipment must be lifted or moved by one member of staff alone
- b) School Buddies lead children into class under the supervisory direction of the class teacher.

All employees must have regard to Section 7 and 8 of the Health and Safety at Work etc. Act 1974, with reference to Section 7

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

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

Section 8

"No persons shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

4. CODE OF PRACTICE FOR SAFE OPERATION

"Codes of Practice" are sets of regulations issued nationally. Infringement of some of these may involve breaking the law (for example, the Code of Practice relating to Safety Representatives and Safety Committees which became law on 1st October 1978), while in the case of other codes, yet to be published, infringement may not, itself, be illegal but could well prove critical if the Court were apportioning responsibility following a serious accident.

"Safe working practices" are produced at a more specific level.

"Safe operating procedures" are detailed instructions related to a particular machine or process.

All "Codes of Practice" etc. relating to the school will be available electronically via KELSI. Any copies printed off are deemed as uncontrolled documents.

Members of staff (and pupils) who receive such instructions in the form of codes of practice or safe operating procedures must carry them out. In the event of a serious accident investigation will be undertaken to determine the route cause. Dependent upon the outcome, it may be necessary to take action, in accordance with staff disciplinary procedures, against any member of staff who disregards such instructions.

5. ACCIDENTS

Although all members of staff strive for an incident and injury free environment, controls are in place to deal with accidents and incidents. Staff members are trained in school first aid and only trained staff are permitted to administer first aid in accordance with their training and school procedures outlined in this policy.

All accidents to or serious illnesses of pupils must be reported. It is the responsible adult's duty:

- a) to inform the Principal or other senior member of staff at once, if a child or staff member is considered to need to be sent home or requires medical intervention / checking.
- b) to deal with the accident or illness in accordance with any appropriate school procedures
- c) to inform the First Aid Lead of any first aid materials they may have used if replacement is necessary.

First Aid Equipment is located in the following areas:

- Medical Room
- School minibuses
- Bistro
- After School Club

5.1 Current First Aid Qualifications

Members of staff are trained in school first aid and only trained staff are permitted to administer first aid in accordance with their training and school procedures outlined in this policy.

5.2 First Aid Lead

The First Aid Lead will be responsible for:

- regular checks of the first aid boxes to ensure that the contents conform to the standards specified by the relevant authority.
- ordering replacement items for the first aid boxes as necessary.

5.3 Dealing with Accidents

When dealing with accidents, even of a minor nature (e.g. cuts and abrasions), medical gloves must be worn.

- a) Stock must be maintained in accordance with the contents list attached to the lid inside each First Aid Box.
- b) All accidents to pupils should be reported to one of the members of staff with a current first aid qualification. (See Appendix 1)
- c) In the event of a serious accident to a pupil the following procedure should be observed:
 - i) In the event of a serious accident a sweeping risk assessment must be made before any casualty is approached to make sure there is no further risk of injury to the casualty or to the person giving first aid children or staff.
 - ii) the child must be left where he/she is, but should be protected from the weather (where appropriate) and kept warm until a member of staff with a current first aid qualification arrives.
 - iii) if it is decided that the child should be taken to hospital, transport (either car or ambulance depending on the nature of the incident) must be arranged.

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- iv) the parents must be promptly contacted by a responsible person, tactfully informed of the accident and, if possible, taken to hospital with the child. If they are not available a member of staff must accompany the child to hospital while the school continues to try and contact the parents.
- v) on no account must a child be allowed to go to hospital or allowed to go home unless accompanied by a member of staff or parent.
- d) In the event of a serious accident to a member of staff, the following procedure should be followed:
- i) the person must be left where he/she is, but should be protected from the weather (where appropriate) and kept warm until a member of staff with a current first aid qualification arrives.
- ii) If it is decided that the person should be taken to hospital, transport (either car or ambulance depending on the nature of the incident) must be arranged.
- i) A relative or friend must be contacted and, if possible, taken to hospital with the injured employee or child.
- e) All such accidents to pupils and staff must be reported to a member of the Senior Team and on the appropriate forms and forwarded to Education Office and a copy filed at School.
- f) Disposal of dressings: All materials soiled with body fluids, must be disposed of either in a separate pedal bin located within each first aid area or directly to the incinerator bin located in the disabled toilets.

5.4 Reporting of Accidents to Pupils

Minor accidents to pupils are recorded using the recommended HSE form and parents are given a duplicate of this form. The accident report forms are located in the First Aid Room.

This does not include minor injuries, bumps and bruises, unless leaving a physical mark on the head or main body.

In the event of a serious accident, where relevant the Principal will inform the Health and Safety Executive.

5.5 Reporting of Accidents to Members of Staff

It is most important that all accidents to members of staff arising out of their employment are reported to on the form, HS157. In the event of a very serious accident, the Principal should immediately

- complete the form HS157 and send it to HSE (Health, safety executive)
- inform the Trustees by telephone and confirm the details in writing within two days.

The Chair of Governors must also be informed. All accidents to members of staff must also be recorded in the Accident File.

6. REPORTING OF DANGEROUS INCIDENTS

If an incident occurs which could have easily resulted in a dangerous accident then this should be reported to the Principal who will decide what action should be taken to prevent any possible recurrence.

7. EMERGENCY PROCEDURES

7.1 Procedures in the event of fire etc

The Fire Officers are:

Graham Chisnell (Fire Marshall & playground muster station) and Anne-Marie Middleton (emergency crew greeter), in their absence Mr Hackett and/or Mrs Grant will stand in. Who undertakes role of an evening – after school clubs / third party occupiers.

The Office Staff will call the Fire Brigade (only when informed by the Fire Marshall of the location of the fire) and bring the Fire Wallet (including completed registers for Years R-6 and the Visitor signing in book/ staff signing in board/ and asbestos register). A Fire Officer will meet and greet the Fire Brigade at the school gates.

THE SIGNAL FOR ANY EMERGENCY IS A LONG CONTINUOUS RING

7.2 Staff

1. The door should be closed when leaving the room in order to maintain the fabric of the building.
2. Accompany your group, to the muster station. Classes should walk, not run, bags must be left in the room.
3. On arrival at the muster station in the infant playground line up each class and register the children.
4. Once all children are accounted for the teacher in charge of each class will raise their hand and keep eye contact with the Fire Marshall.
5. The Fire Marshall will speak with each teacher to ensure all are present.
6. Office staff will account for all teaching staff, members of staff who are not tutors e.g. secretaries, technicians, catering staff, cover staff & visitors. Office staff report to the Fire Marshalls of any missing staff. Staff must remain in the middle of the playground in case they are needed for specific tasks.
8. The Fire Marshall will check the fire zone on the alarm and inspect for evidence of a fire, if found the secretary will be informed to phone the emergency services.
8. At the end of the emergency Year Groups will be dismissed one group at a time by the Fire Marshalls.
9. Students should then return to the room from which they came, continuing with a normal day.

7.3 Final Sweep

- Main School- G Chisnell / AMM Middleton
- After School Club, Deck and Pavilion – Senior Member of Staff as directed by the Fire Marshall

If you register a class in someone's absence you will be responsible for that group during the emergency. The Secondary Fire Point is on the Rainbow Field. In the event of an emergency outside lesson time, all staff should help in the evacuation of the building via nearest exits. Students should follow the instructions for evacuation from the room they are in.

7.4 Fire Drills

- A drill will be held at least three times a year and recorded in the Fire Risk Assessment File located in the Principal's office.
- Drills will be held at different times of the day including during breaks and lunch times.

7.5 Fire Blankets

- A fire blanket is located in the server/kitchen/bistro and staff room.
- Full instructions for its use are clearly displayed

7.6 General

In the event of a fire or emergency evacuation:

- **Preserve life not property.**
- During the occupancy of the building emergency exits should not be blocked or secured by any means other than the standard fitting.
- During the occupancy of the building all corridors should be kept free from impediment.

Plans are posted in all rooms showing the location of fire appliances in the school.

8. BOMB WARNING OR TERRORIST THREAT

All warnings received as to the placing or presence of a bomb or terrorist threat on school premises have to be treated in a serious manner.

At times when bombs are being placed in public areas all staff will be asked to check the normal contents of their rooms each day when they arrive. If a suspicious object is discovered it must not be handled. The Principal must be informed and the building evacuated. The Police must be called whether or not a bomb warning has been received. On their arrival the Police will be met and informed of the circumstances.

In the event of a warning (usually occurring by telephone but possibly by written note) the same action should be taken as described in paragraph (ii) above.

A senior member of the LA and key Kent Police staff must be informed at once by telephone and a written report sent in as soon as possible.

The following instructions should be followed where an actual bomb or threat of terrorism has been either found or strongly suspected

8.1 Incendiary Bombs

- Raise the alarm immediately and start evacuation. Call the Fire Brigade and the Police.
- If possible, remove combustible material from the area where the object has been found.
- Do not touch the device or object.
- Do not take undue risk.
- When the emergency services arrive they will be directed to the area concerned and informed of the action already taken.

Staff and pupils must not return to the building until they have been informed that it is safe.

8.2 Mail Bombs

- Do not open suspicious mail. Isolate the package in the room.
- **Do not open** it. Do not put it into water.
- Call the Fire Brigade or Police immediately.
- Do not go near the package again until the Emergency Services arrive.

8.3 Terrorist attack – Lockdown procedures

8.3.1 Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building. (There need to be a means of communicating the alert to duty staff at break times)
- All staff and pupils remain in building and external doors and windows locked
- Free movement may permitted within the building dependent upon circumstances

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

8.3.2 Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to base (classroom, or other agreed location e.g. sports/assembly/dining hall)
- External doors locked. Classroom doors locked (where a member of staff with key is present). Windows locked, blinds drawn, pupils sit quietly out of sight (e.g. under desk or around a corner)
- Register taken -the office will contact each class in turn for an attendance report

Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the school office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet

- 'SchoolComms can be used to communicate swiftly with staff and where relevant parents in a defined user group. This could then be used to communicate instructions via text message in an emergency.

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Principal with regarding the timing of communication to parents.

9. HOUSEKEEPING

Instructions will be issued to members of staff from time to time on the storage of clothing, tools, equipment and waste. In general, the Site Manager will ensure the maintenance of clean classrooms, social areas, toilets, washing facilities, corridors and other areas in accordance with standards approved by the school.

10. MAINTENANCE OF EQUIPMENT, MACHINERY AND BUILDINGS

It will be the duty of the member of staff responsible for each item of equipment (as indicated below) to ensure that the item has been- checked and that this has been entered in the appropriate log. Regular inspections of the following take place:

Fire Equipment	- Annual Inspection by Fire Services - Site Manager (emergency lighting and fire alarm)
Gymnastic Equipment	- Annual inspection by registered body - All Teachers i/c of PE Equipment
Electrical catering	- Whole School Meals
Gas appliances	- KCC through the school contract
Electrical equipment	- Annual inspection by registered body - Visual check in premises inspections
Equipment in kitchen	- Whole School Meals / KCC
Buildings	- Premises inspection
D.T. Equipment	- Subject Leader

11. RISK ASSESSMENT

11.1 Site Manager

The Site Manager shall be responsible for undertaking the following risk assessments: Hazardous substances

- Electrical equipment
- Fire Safety
- Manual Handling
- Personal Safety
- Waste management
- Working at height

Buildings internal and external

Records of these risk assessments are located in the Premises Risk Assessment file in the Principal's office.

11.2 Fire Risk Assessments

The fire risk assessment takes place every three years and an action plan is produced.

The fire risk assessment is located in the Principal's office in the Fire risk Assessment file.

Emergency system testing is outsourced for fire alarm, emergency lighting and kitchen equipment. Records of the tests are located in the Principal's office in the Fire risk Assessment file.

Weekly fire alarm and emergency testing is recorded by the Site Manager and completed logs are located in the Principal's office in the Fire risk Assessment file.

A fire exit log is also kept as a record of any fire exit drills. The record is located in the Principal's office in the Fire risk Assessment file.

12. ASBESTOS

It is known that there are asbestos based products within the premises. Providing these are not damaged or disturbed they pose no threat to the health and wellbeing of all who use these premises.

In line with current legislation the school has an asbestos register. This asbestos register is held in the school office. The register outlines the location of any asbestos within the school site and the potential risks posed by the asbestos. All contractors working on site must sign the Asbestos Register to indicate they have read and taken due risk management relating to asbestos.

13. PREMISES

Premises inspections take place three times each academic year. The inspections are led by school governor responsible for health and safety and monitored by the senior team and Governing Body. Staff will use best practice principles of a visual check as outlined by KCC and the health and Safety Executive.

All staff are briefed in their health and safety responsibilities and will alert the Principal or Site Manager of any health and safety concerns.

The premises risk assessments are located in the Principal's office in the Premises risk Assessment file.

14. BUILDING DEFECTS

Defects in buildings should be reported to the Principal on a risk assessment sheet. If any problems are found with buildings, the Principal will take action. This may include sealing off an area of the school where a risk is posed.

14.1 Equipment Defects

These are reported on a risk assessment sheet. Action may include:

- repair by school Site Manager
- withdrawing an item of equipment from use
- disposal of equipment (this must be via the Principal)

15. COSHH

Substances that are hazardous to health are stored securely within the school. The Site Manager and cleaners may handle substances that are hazardous and the school adheres to the COSHH regulations.

A copy of the COSHH regulations is located in the Premises Risk Assessment File in the Principal's office.

All COSHH products used will have a specific risk assessment produced detailing application, time of use, environment and safety controls. These will be briefed out to the individuals affected and records of the COSHH risk assessment will be kept on file.

No COSHH substances may be used unless relevant COSHH risk assessment has been produced.

16. LEGIONELLA

In order to achieve compliance to current legislation, it is essential that the principle with responsibility for the control of educational premises and his nominated deputy do the following:

- Identify and assess the sources of risk for which individuals may be exposed to within your premises.
- Identify the hot and cold water temperatures throughout the building's water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45°C.
- All areas or services capable of releasing an aerosol such as showers should be identified and where necessary measures put in place to control the risks.
- Identify whether there are susceptible individuals present that may be exposed to such aerosols.
- Produce a drawing of the hot and cold system and hi-light potential area of legionella bacteria build up.

17. EDUCATIONAL VISITS

All trips must gain initial verbal approval by the Educational Visits Coordinator (EVC) before any organisation commences; a checklist is available to help staff plan trips (see Appendix 2). The Visit Leader must then complete and submit a Go Off-Site Form (see Appendix 3) to the EVC at least ten working days before the trip takes place.

Risk assessments are recorded for all activities that involve children leaving the school site. These are located in the Educational Visits folder on the central staff drive. Any member of staff planning an educational visit or activity must ensure EVC has been informed and a risk assessment has taken place prior to the trip taking place.

Activities that are residential, out of county or adventurous are also recorded with the county E-Go electronic risk assessment notification system. Residential and adventurous visits should ideally be planned with at least a 6 week lead time to allow the e-GO deadline to be met. Out of county visits only need to be recorded on E-Go on the day before departure. EVC administers the Off-Site Educational Visits and is responsible for all risk assessments for adventurous or residential activities, all off site activities must undertake a risk assessment and be approved by the Principal.

17.1 School Minibus

Only trained and approved drivers are permitted to drive the minibus. The minibus safety checklist must be completed and signed by the responsible person before and after each trip and any issues raised immediately with the Site Manager using the fault reporting form in each minibus file. The Site Manager also undertakes general safety checks on each minibus fortnightly. The minibus will be serviced in accordance with the required service intervals. When carrying children, an additional adult is required to support the behavior and safety of the group.

18. SAFETY TRAINING

Through performance review the appropriate Continuing Professional Development (CPD) opportunities will be raised with the Principal and training will be offered according to this review.

19. LONE WORKING

The safe practice for staff working on their own while on site will follow these principles:

- Ensure this aligns with the Lone Working Policy and Practice.
- When the Site Manager or member of staff is working on site alone during school holidays, a phone message (either text or vocal message) must be sent before commencing and when work is completed and the school is locked in order to check in with the Principal or member of senior team designated in charge.
- If the Principal or member of the senior team is on site alone they will ensure they have informed the designated staff member and a third party (a member of their family), who will ensure the Principal is informed if the member of staff does not return when expected.
- For non-staff members who are hiring the school grounds or buildings procedures the Site Manager will be present at the outset and closure of the hiring period to ensure their safety.

It is not the school's policy to engage in lone home visits and in every case possible meetings will be arranged in school. In cases where a home visit is unavoidable staff, in particular the Family Liaison Officer, will follow these principles:

- The member of staff will inform the school office staff of the home visit.
- The member of staff will telephone in to the school office after leaving the home visit.
- Any incidents that arise will be followed up and the findings will be fed into the risk assessment process.

20. BISTRO

The Bistro is used to cook with children. All cooking and use of the room must be supervised by an adult. Sharp knives are locked in the cupboard when not in use. All areas must be left clean and clear to ensure high standards of hygiene are maintained. The door keypad must also be engaged when not in use to ensure children cannot gain access to the room unattended.

A risk assessment on the risks and controls will be produced and briefed out to all supervising adults and a record kept on file.

21. OTHER DOCUMENTATION

The school has various policies covering all aspects of legal, legislative and local authority compliance. The school strives to meet these as a minimum but where ever possible set a standard of 'Best Practice' in everything it does to give all students, staff, visitors and third parties the safest, healthiest and friendliest environment to achieving their potential.

21.1 The Current List of Policies is:

- Academy Discipline and Conduct Policy
- Anti-Bullying Policy
- Appraisal Policy
- Attendance Policy
- Behaviour for Learning Policy

Capability Policy
Charging and Remissions Policy
Complaints Procedure
Data Protection Policy
Disaster Recovery Plan (currently being updated)
Drugs Education Policy
E-Safety Policy
EYFS Policy
Fairness at Work Policy
Finance Policy
Food Policy
Freedom of Information Publication Scheme
Governor Allowances
Health and Safety Policy
Lettings Policy
LGPS (Local Government Pension Scheme)
Managing Medicines in Schools
Pay Policy
Positive Handling Policy
Privacy Notice - pupils
Privacy Notice - workforce
PSHE Policy
Equality Scheme
Records Management Policy
RSE Policy
Safeguarding Policy
ToR Finance Team

21.2 The Current List of Forms is:

COSHH template
Offsite check list
Go Offsite form
Completion Notes for the Health and Safety Check List
Premises inspection form
Risk assessment template

22. APPENDICES

22.1 Appendix 1 - List of key personnel

Principal	Mr G Chisnell
Deputy Principal	Miss A-M Middleton
PE Equipment	Mrs Mrs Jane Grant
Science equipment	Mrs Bowyer
C.D.T. Equipment	Mrs Leech
Audio visual equipment	Mr A Atkinson
Electrical testing	Mr I Orchard
Resources	Curriculum subject leaders (as appropriate)
First Aid Lead	Mrs A Robinson (3 Day FAW.) supported by Mrs L Creed & Ms W Harvey
First Aiders	Qualified First Aid staff (list held by First Aid Lead)
First Aid resources	Mrs A Robinson
Receptionist	Mrs C Sellwood
PA to Principal/SLT	Mrs Z Bennett
Trust Business Manager	Mrs A Moon
Finance Assistant	Mrs D Hunter-Wardle
Site Manager	Mr I Orchard

Appendix 2 – Off site visit check list

Off-Site Visits Checklist

When organising a school trip or visit please follow this checklist as an aid for organisation.

No.	Activity	Yes/No
1.	Refer to the School calendar when choosing a date.	
2.	Check this date with Team Leaders.	
3.	Obtain initial verbal approval for the trip from EVC, who will speak to the Principal if there are any issues.	
4.	Give details of bookings to be made to the EVC e.g. tickets.	
5.	Arrange the transport required with EVC e.g. coach or Mrs Moon if you require a minibus. Check generic minibus risk assessment - Minibus Risk Assessment	
6.	Check the expenditure with the Bursar, to ensure the costs are fully covered and taking account of families with financial hardship.	
7.	Speak with Team Leaders about the staff to go on the trip considering staff:pupil ratio, first aid, gender of staff, cover requirements.	
8.	Check with the school office whether volunteers helping on the school trip need a DBS check.	
9.	Speak with First Aid leader about any individual student medical issues that need to be considered.	
10.	If the visit is adventurous or will take place outside Kent an Evolve visit approval form needs to be completed – 6 weeks prior to a visit for adventurous visits . See EVC for assistance completing Evolve.	
11.	Complete a Go Off-Site form and submit to EVC at least ten working days before the trip. EVC will then pass on the form to the Principal for approval.	
12.	Complete a full Risk Assessment including travelling to and from the venue, the activity itself and any individual students, and get this checked if necessary by EVC.	
13.	Draft a letter that includes participation and medical consent, and photographic permission if necessary, and then email the letter to EVC to prepare the final version; include a list of students that will be invited to go on the trip no later than two weeks prior to the trip.	
14.	Collect and collate all relevant consent (participation and medical) forms.	
15.	Notify staff (e.g. briefing or email) of the trip.	
16.	Inform your Team Leader of your absence.	
17.	Ensure that all your classes and duties are covered.	
18.	Ensure your plans are uploaded to T-Drive at least one working day before the trip.	
19.	Order lunches for free school meal pupils no later than one week prior to the trip taking place, from the School kitchen.	
20.	Order first aid equipment from First Aid Lead at least the day before the visit.	
21.	Order and collect the school mobile phone if required(the school mobile number is 07926 848370) and medical conditions lists from the school office.	
22.	Ensure all staff going on the trip have read the risk assessment and have been briefed about any medical conditions of students participating on the trip.	
23.	Exchange all relevant emergency contact details (Visit Leader and Team Leader emergency contact) and all consent forms if the trip is outside of Dover, Deal or Sandwich and/or planned to return after 6pm or residential with EVC.	
24.	Ensure you have all consent forms of the students and the emergency contact details of all staff going on the trip at least one day before the trip.	
25.	Place a list of pupils' names in the Main Office and email to the relevant Key Stage Support Staff before you leave for the trip.	

Additional Information

Appendix 3 – Go Off Site Form

Approval for all trips and visits must be granted before it takes place by completing this GOF form and returning to EVC at least ten working days before the trip.

Organisation

Visit leader			
Assistant visit leader			
Destination			
Date of trip			
Leave time		Return time	
Educational purpose/value			

Transport and Travel

Mode of transport			
Driver (must hold KCC Minibus Licence)			
Tour/travel operator details	Name		
	Address & Tel No.		

Activities and Venue

Destination/venue details	Name		
	Address & Tel No.		
Date(s) of pre visit to the venue(s)			
Non adventurous activities proposed*			

*Please list all adventurous activities proposed on a separate sheet

Students

Total no. of students			No. of male students			No. of female students
No. Year R	No. Year 1	No. Year 2	No. Year 3	No. Year 4	No. Year 5	No. Year 6

A list of the students on the trip must be left with the school office on the day of the trip

Staffing

Total no. of staff							
Trip Leader							
No.	Member of staff	First Aider	Cover Generated				
			Morn Duty	Morning lessons	Lunch Duty	Afternoon lessons	Afternoon Duty
1	Trip Leader						
2							
3							
4							
5							
6							

Finance

Income		Expenditure	
Parental contribution		Travel (train, coach)	
Department budget		Entrance fees	
Other		Other (cover)	
Total		Total	

Emergency Contact Information

Position	Name	Mobile No.
Visit leader		
Team Leader		

Visit Leader Request for Approval

I confirm that the visit will be arranged in accordance with Warden House Primary School Trips and Visits Policy and that written risk assessments will have been carried out and will be referred to and followed in respect of this visit. Parental permission forms including medical consent will be obtained from all participants and will be carried by myself throughout the visit.

Visit Leader signature		Date	
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EVC/Principal Comments & Approval

Comments	
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I confirm the visit to have significant educational value and that the arrangements are in accordance with the appropriate school policies and procedures including minibuss safety.

EVC signature		Date	
Principal signature*		Date	

*Principal or designated deputy approval required if trip or visit is residential, overseas and or adventurous.