



Shaftesbury
School
We aspire

Health and Safety Policy

**Approved by:
Full Governing Body**

Date: 10 January 2011



This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Shaftesbury School.

General guidelines

It is the policy of the governing body, so far as is reasonably practicable, to

- Establish and maintain a safe and healthy environment throughout the school
- Establish and maintain safe working procedures among staff and students
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- Maintain all areas under the control of the governors and headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
- Formulate effective procedures for use in case of fire and for evacuating the school premises
- Lay down procedures to be followed in case of accident
- Teach safety as part of pupils' duties where appropriate

Responsibilities of the governors and the headteacher

The governors and headteacher are responsible for implementing this policy within the school. In particular they will

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place, and for the results of these to be recorded
- Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information
- Make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed
- Ensure that regular safety inspections are undertaken
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as unsafe or unhealthy
- Report to the Authority any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are

reasonable to limit the risk entailed. (Note: the governing body will deal with all aspects of maintenance which are under its control)

- Report to the Director of Education/Director Children's Services or proper officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them
- Monitor, within the limits of their expertise, the activities of contractors (in liaison with the Authority), hirers and others on site, as far as is reasonably practicable
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the governors and headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the person delegated to assist in the management of health and safety

Note: this role must not be confused with that of the Health and Safety Representative, which is a trade union appointment to enable the representation of staff interests in health and safety matters. The delegated person shall

- Assist the headteacher in the implementation, monitoring and development of the safety policy within the school
- Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school
- Co-ordinate arrangements for the design and implementation of safe working practices within the school
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action
- Order where necessary that a method of working ceases temporarily on health and safety grounds, subject to further consideration by the governors and headteacher
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified
- Ensure that staff with control of resources (both financial and other) give due regard to safety
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and make recommendations on the extent to which staff are trained.

Responsibilities of staff towards students and others in their care

All staff are responsible for health and safety arrangements in relation to staff, students and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to

- Exercise effective supervision over all those for whom they are responsible
- Be aware of and implement safe working practices and to set a good example personally
- Identify actual and potential hazards and introduce procedures to reduce the possibility of mishap
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards
- Provide written job instructions, warning notices and signs as appropriate

- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
- Provide the opportunity for discussion of health and safety arrangements
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
- Provide for adequate instruction, information and training in safe working methods and recommend suitable off the job training
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Note: when members of staff consider that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the headteacher.

Responsibilities of all employees

All employees have a responsibility under the Act to

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- Co-operate with the Director of Education/Children's Services Director and others in meeting statutory requirements
- Not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts and, where in doubt, seek immediate clarification from the headteacher
- Ensure that tools and equipment are in good condition and report any defects to the headteacher
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition
- Ensure that offices, general accommodation and vehicles are kept tidy
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the headteacher

Whenever an employee is aware of any possible deficiencies in health and safety arrangements s/he must draw these to the attention of the headteacher.

Additional notes

- It must be noted that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage
- While it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned

should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards

- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of students

All students are expected, within their expertise and ability, to

- Exercise personal responsibility for the safety of themselves and their fellow students
- Observe standards of dress consistent with safety and hygiene (this would preclude unsuitable footwear, knives, jewellery and other items considered dangerous)
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- Use and not willfully misuse, neglect or interfere with things provided for safety purposes

Note: The governors and headteacher will make students (and, where appropriate, parents) aware of these responsibilities through direct instruction, notices and the school handbook

Visitors

Regular visitors and other users of the premises (eg, contractors and delivery people) are expected, as far as reasonably possible, to observe the safety and security rules of the school. They should report to reception for registration and the issue of visitors' badges, which should be worn at all times when on the premises.

Persons found by an employee on school premises without a visitors' badge should be challenged and escorted to reception.

Persons found by students on school premises without a visitors' badge should not be challenged but immediately reported to the nearest member of staff.

On departure, all visitors should sign out at reception and return visitors' badges.

Lettings

The governors and headteacher must ensure that

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the headteacher knows of any hazard, s/he should take action to make hirers aware of it
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly

- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

Fire and emergency evacuation procedures

- In the case of an alarm, all staff and students will evacuate the building as quickly and quietly as possible by the nearest exit. Students will evacuate to the field between the two buildings. Paving slabs are marked out by tutor group, in house colours and students will line up in the area marked for their particular tutor group. In the case of a false alarm, no one should re-enter the building unless directed to do so by the Headteacher.
- These procedures will be updated as appropriate
- The log book for the recording of practice and evacuation drills is available from the site manager
- Arrangements are made regularly to monitor the condition of all fire prevention equipment. This includes regular visual inspection of fire extinguishers and the fire alarm system.
- Fire practices will be held at least once per year in September when new students start. The signal is a continuous ring.

First aid and accident reporting procedures

- First aid is available in the medical room. Additional portable first aid boxes are available to take on school trips. Each box contains only first aid requisites and a list of contents. Volunteer employees will be provided with training to acquire qualifications in first aid in order to fulfill the requirements of HASWA. A list of qualified first aiders and the siting of first aid boxes will be kept in the medical room.
- The person responsible for administering the first aid accident reporting procedure must be notified of serious accidents causing death or major injury and dangerous occurrences
- The accident book, report forms and guidance for pupils and staff are to be found at reception. The forms are to be completed by the injured party or a responsible member of staff.
- Information is kept with the accident book and report forms about arrangements if the person injured is unable to complete an accident report form or is not an employee of the Authority or student at the school
- The person administering first aid must then make sure an accident form and an entry into the first aid book is completed. The Health and Safety Executive (HSE) must be notified of any fractures or major injury or accidents causing death
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff

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ARRANGEMENTS

It is important that the day-by-day activities of all staff, Young persons, contractors and visitors are conducted in a way which is as safe as possible.

General Practices Applying To All Staff

1. Young Persons

- 1.1. Assessment of risk is necessary for hazards to which young persons may be exposed, to ensure their safety within the premises &/or if supervised by a member of staff outside of the premises. Records of these risk assessments will be maintained.
- 1.2. Risk assessments are completed for young persons when they are on work experience or employed.

2. Visitors

- 2.1. Visitors shall be accompanied by a member of school staff unless they have been given a H&S induction and the visitor has been authorised by the headteacher to be on site unaccompanied.
- 2.2. Arrangements for the signing in and out of all visitors and contractors are used at this school.

3. Contractors

- 3.1. The headteacher will appoint a person to liaise and manage contractors. This person will ensure contractors are aware of current known hazards on the site such as locations of asbestos.
- 3.2. Only contractors who have been approved by the DCC Property Services or be able to demonstrate competence will be deemed suitable to work within the school environment.
- 3.3. Contractors must be able to produce a method statement and risk assessment addressing both the hazards they will present to school employees, pupils and others and detail the controls that will be adopted to protect them.
- 3.4. Contractors are not permitted to lone work.

4. Fire Safety

- 4.1. All employees gain knowledge of the Fire procedures firstly as part of the health and safety induction process and then through periodic fire drills.
- 4.2. The site manager will manage the fire arrangements including risk assessment, drills, alarm tests, emergency lighting tests and all fire safety equipment maintenance.
- 4.3. Periodic checks of the fire safety systems are made and records maintained. The following fire equipment will be tested by the fire officer, or his representative. Maintenance of this equipment will be carried out only by a contractor deemed

competent to do so. Records of checks and maintenance, including test certificates, will be retained in the 'Fire Record' book.

- 4.4. The fire alarms are tested weekly. Each week a different call point will be used to activate the alarm and identified in the record. Maintenance of the alarm system will be yearly or at periods identified in the DCC contract.
- 4.5. Emergency lighting systems will be tested monthly and maintenance carried out six monthly.
- 4.6. Smoke detectors where fitted are tested regularly.
- 4.7. Fire fighting equipment will be visually inspected monthly and maintenance carried out yearly. Or at periods identified in the DCC contract.
- 4.8. Fire risk assessments are carried out as a result of an annual workplace inspection by site staff. Specific fire hazards are identified and risks determined. Where appropriate controls are implemented.

5. Arson

- 5.1. Regular external inspection of the premises is necessary to check for arson activities and potential arson risk. This check will be carried out by the caretaker.
- 5.2. All dustbins, benches and other movable items will be made immovable and not positioned against main school walls.
- 5.3. Wheelie bins are to be lid locked and chained away from main school walls.
- 5.4. Build up of rubbish including leaves etc will be regularly removed to prevent use as fuel.
- 5.5. Trespassers will be dissuaded from visiting the site by appropriate signage and outside illumination.

6. Bomb Alerts

- 6.1. The school will take appropriate evacuation action on receipt of information regarding a bomb on the site.
- 6.2. The general fire procedure will be followed and as with the fire procedure the location of the hazard or device will be avoided. Where possible, and appropriate, site staff will investigate and assess the situation first, before evacuation.
- 6.3. All staff, pupils and visitors to the school will assemble at the designated secondary assembly point as shown on the fire plan.
- 6.4. No attempt will be made by the school staff to handle potentially hazardous devices or objects.

7. First Aid/Illness

- 7.1. First Aid boxes are stocked as per HSE guidance and are located in Reprographics, main office area and high risk areas:
 - Technology
 - Science
 - Physical Education

- Catering
- 7.2. Contents are checked and maintained by the department.
- 7.3. First aid instructions and named First Aiders (see Appendix A) are posted next to the First Aid box.
- 7.4. First Aiders
- 7.5. Responsibilities of the trained First Aider are to ensure persons injured or ill at the school are adequately treated and where necessary make other appropriate special arrangements.
- 7.6. Ensure any accidents are reported to an appointed person (see Appendix A)
- 7.7. Recording of all first aid treatments shall be maintained and held in the main admin office or on the computer system.
- 7.8. Parents will be informed of any injury or illness to their child by their teacher or appointed person.

8. Accident Reporting and Recording

- 8.1. Accidents, injuries, near misses, reportable disease or work related illness must be recorded and where required reported to the LA H&S department by the schools appointed person (see appendix A).
- 8.2. All employee accidents will be recorded in the Accident Book . The tear out report will be filed in the Business Manager's Office.
- 8.3. Non employee accidents will be reported in the schools incident book located in the main office.
- 8.4. Any accidents arising out of or in connection with work must be reported to the school office on the appropriate form within 48 hours.
- 8.5. Where injury may be particularly serious ie person is taken to hospital, then the H&S Section at Dorset County Council shall be contacted by telephone as soon as possible and a written report submitted within 48hours using the Accident Report form. They will report any RIDDOR reportable accidents/incidents on our behalf.
- 8.6. Additionally, the accident is used to record the findings and provide control / preventive measure that can be utilised to prevent further injuries.
- 8.7. Accident and incident records will be retained in the main admin office.

9. Housekeeping

- 9.1. The buildings will be cleaned by outside contractors, though the responsibility for ensuring the work environment is kept clean and tidy is applied to all staff.
- 9.2. The disposal of small amounts of waste can be treated as ordinary household waste ie placed in appropriate bins within the building and its surrounds, and removed each day by the cleaners to the designated storage area prior to removal by a Refuse Service Contractor.
- 9.3. Stacking and Storage
 - 9.3.1 Materials, equipment and any other items will be kept in appropriate storage areas.

Where this is not possible for temporary reasons, the staff responsible for those materials will ensure that they are stacked tidily, to a height which does not constitute a hazard and in such a way that they do not impede the movement of staff or visitors.

9.3.2 Stairs, Cloakrooms and Exits etc., will be kept clear of obstructions (including electrical cables and other trip hazards).

9.4. Main reception area

9.4.1 All staff are requested to be vigilant in regards to identifying any potential hazards in this area as visitors are not so familiar with the surroundings.

10. Lifting and Handling

10.1. Injuries can be caused by incorrect lifting and handling of objects, (which need not be large or heavy). Therefore any operation where lifting or handling is involved should be avoided where possible.

10.2. Both generic and where appropriate specific risk assessments are undertaken for all potentially hazardous handling activities, including objects and people.

10.3. The moving of people is of particular concern and specialist advice is available from Ann Yates or Dorset Health and Safety Section.

10.4. Only competent appointed persons may carry out these risk assessments. (see appointed persons list appendix A).

11. Control of Substances Hazardous to Health (COSHH)

11.1. Any hazardous substances on the school site must be managed safely and to do this all of them will be identified.

11.2. Substances which are hazardous will be assessed for risk to employees and those who may be affected by them.

11.3. Assessed hazardous substances will be stored safely in appropriate storage areas and be locatable from a plan in the main office master record book.

11.4. Persons trained to carry out these assessments are listed in Appendix A.

12. Asbestos and Legionella

12.1. A survey has been carried out for the presence of asbestos containing materials (ACMs), and where necessary identification labels placed.

12.2. Any areas where ACMs have been identified have been addressed to determine the risk to person who may be exposed and where necessary removed. Where removal is not necessary periodic monitoring for condition will be instigated and a record maintained.

12.3. The survey report is available for reference to all persons who may potentially disturb ACM's during their work ie electrical contractors.

12.4. The asbestos survey report is available to view from the site manager and attached to it is a signature record for contractors and others to sign as proof of reading. These records are retained in a file alongside the survey report.

- 12.5. A survey has been carried out on the water systems within the school to identify potential areas of the system that may promote uncontrolled Legionella bacterium growth. Improvements to system pipework has been undertaken and regular treatment of the water system is carried out. This is monitored regularly by Dorset County Council
- 12.6. Higher risk of bacterium growth is likely through long warm holiday periods and therefore maintenance is required to flush the water systems prior to school recommencing. A record is maintained of this maintenance.

13. Premises and Equipment

- 13.1. Risk Assessments have been carried out for premises and equipment and are reviewed regularly. Where immediate action is required to prevent injury the Headteacher will ensure arrangements are made to address the hazard.

14. Electrical Plant and Equipment

- 14.1. The Site Manager will arrange for all portable electrical equipment to be checked on a regular basis and a record kept. A schedule/checklist of inspection timescales will be maintained in the statutory record book located in the site manager's office.
- 14.2. The competent person or organisation responsible for the testing of portable appliances is included in Appendix A.
- 14.3. DCC Property Services are responsible for ensuring the electrical installation has been tested and certificated as safe.
- 14.4. All staff are required to report any damaged electrical equipment or wiring - including portable equipment and permanent wiring.
- 14.5. They must, under no circumstances, attempt any repairs unless the Dept or Site Manager is satisfied that they are competent to do so. Personal mains-powered electrical equipment must not be brought onto the Dept, unless it has been subjected to the same tests as Dept equipment.

15. Risk Assessments

- 15.1. Risk assessment shall be undertaken for all activities which present a potential to cause harm.
- 15.2. The risk assessment will identify the hazard, the risk and the controls which are present or remedial action planned to reduce the likelihood of injury / ill health.
- 15.3. Only persons deemed competent to carry out risk assessments have authorised to do so by the Headteacher, these persons are listed in Appendix A.
- 15.4. Area's where risk assessment shall be carried out include:
 - Premises (slips & trips)
 - Areas on the site with specific hazards present.
 - Fire & Arson
 - Technology equipment
 - Control of Substances Hazardous to Health (COSHH)
 - Caretaking activities inc working at height.

- PE activities (from BAALPE guidance)
- Educational visits
- Stress
- Manual Handling
- Display Screen Equipment (DSE)
- New and expectant mothers
- Young persons working (16-18yrs) ie on work experience.

16. Working at Height

- 16.1. All staff have been asked not to carry out work at height (WAH) unless it is agreed by their line manager that it is necessary.
- 16.2. WAH does pose a higher than normal risk of injury to those carrying out the work and those below them. It is therefore necessary to carefully consider whether there is a real benefit or necessity to carry out this work before starting.
- 16.3. The WAH Regulations requires all work where access equipment, such as ladder or step stool, is required above or below floor level to be assessed for potential risk and controls implemented to mitigate injury.
- 16.4. Risk assessment will be carried out by a competent person (see Appendix A) for all WAH activities. In some cases these will need to relate to specific activities though in most cases such as display work it may be acceptable to produce a generic assessment.
- 16.5. Employees who carry out any WAH will have some training, appropriate to the task. This will be recorded in the school safety training records. Training will include the use of any risk assessments that may be available for the task.
- 16.6. Employees unhappy with carrying out any form of WAH are not expected to do so unless it explicitly forms a part of their terms of employment.
- 16.7. The person appointed to oversee and advise on all WAH activities is shown in Appendix A.

17. Slips and Trips

- 17.1. The school site internally and externally shall be assessed at least annually for potential hazards that may cause slip or trip accidents. This assessment may be carried out by a competent person trained in risk assessment (identified in Appendix A) and others such as Headteacher and Governors etc.
- 17.2. The risk assessment shall include areas such as:
 - Internal and external steps and stairways
 - Carpets and floor coverings
 - Dining hall cleanliness and spillages
 - Caretaking and cleaning activities
 - Outside paving, walkways and other hard surfaces
 - Grounds including pitches
 - External lighting effectiveness

- 17.3. Risk assessment results shall be used to identify priority for mitigation of potential injuries and shall be shared with all employees.

18. Stress

- 18.1. Stress is acknowledged by the school as a potential cause of staff ill health and all efforts are made to reduce it. This is in part done by management openness in counselling and supporting staff with work related problems. Additionally a Well Being program supported by the Teacher Support Network, which is based on the HSE management standards to address stress in the workplace, is utilised to identify the sources of stress and address any 'stressors'.
- 18.2. Guidance on stress can be sought from DCC Human Resources or the Council Health and Safety Section.
- 18.3. Additionally a counselling service, through DCC, is available for all staff (see contact details in Section D)

19. Alcohol, Drugs and Smoking

- 19.1. The abuse of alcohol or drugs is a safety hazard and if there is any suspicion that a member of staff or visitor is under the influence of either, then this must be reported to the Head Teacher who will take the appropriate disciplinary action.
- 19.2. Smoking within the school site is prohibited and signs are posted at entrances.

20. Violence and Aggression

- 20.1. Violence and harassment in both physical and verbal forms will not be tolerated within the school. Either between employees or between employees and non employees.
- 20.2. Employees shall report all incidents of this type using form the appropriate form to their line manager. Appropriate action will in the first instance be taken by the school.
- 20.3. Disciplinary action will be taken against employees being the source of such behaviour.
- 20.4. Action against non-employees who are the source of violent, harassing or threatening behaviour may be by prohibiting them entry to the school. The Local Authority may be requested to provide advice on the best course of action.
- 20.5. The person responsible for ensuring the process of recording and follow up action is listed in appendix A.

21. Display Screen Equipment (DSE)

- 21.1. All DSE equipment and workstations will be assessed for suitability for individual employee use by a competent person. (See Appendix A).
- 21.2. Where appropriate, equipment shall be provided or replaced to ensure the user is not put at risk of illness or injury.
- 21.3. Records of all assessments will be maintained and held in the main admin office.
- 21.4. Eyesight testing is offered to persons identified as habitual users.

22. Safe Systems of Work (SSW)

- 22.1. To ensure some types of work, such as working at height, is done safely, it is necessary for us to prepare a SSW, a procedure which details how the work shall be carried out.
- 22.2. This will be used along with the risk assessment to ensure all potential hazards are known about and how to conduct the work as safely as possible.

23. Training

- 23.1. The Headteacher will ensure that employees with responsibilities for health and safety are competent. This will be reinforced by appropriate training.
- 23.2. The responsibility for safety training and/or refresher training rests with the Dept Manager and the employer.
- 23.3. Training records will be maintained for all employees and periodic examination of these takes place and if training needs are identified, then appropriate training shall be provided.
- 23.4. Information on Health & Safety courses can be obtained from DCC Health and Safety Section.

24. Lone Working

- 24.1. It is recognised that staff may at some point be required to work outside of normal working hours. If this is necessary then staff must either ensure there is another person in the building with them or they must use the 'Lone Working' procedure.

25. Educational Visits

- 25.1. The school recognises that educational visits, away from the safety of the school site, expose school employees, pupils and non employee volunteers to potentially unknown risk. Therefore special arrangements are required, details are available from the Educational Visits Co-ordinator Stuart Ferguson.
- 25.2. For all educational visits a competent Group Leader is appointed by the Headteacher. The Group Leader will ensure all arrangements are made and that all appropriate requirements of the Educational Visits Policy are met.
- 25.3. A person appointed as the Educational Visit Coordinator (EVC), who has received LA training for this role, will oversee the arrangements and advise of documentation required for the particular type of visit. Basically these fall into three categories.
 - Residential (R)
 - Adventurous (A)
 - Local (L) – these are lower risk
- 25.4. Visits which fall into categories R, A & O require approval by the LA prior to commencement. Category L visits require parental consent and risk assessments to be carried out.
- 25.5. Injuries occurring during an offsite visit must be handled as those at school. Information about injuries must be relayed back to the school as soon as possible so

that the Local Authority requirements for accident reporting are met within specified timescales.

26. New and Expectant Mothers

- 26.1. The school recognise the fact that new and expectant mothers (NEMs) are at an increased risk of a) injury to themselves and their unborn child b) injury to others who may be affected by their actions.
- 26.2. To ensure the safety of the NEM the management of potential risks required. This is done by a risk assessment and the implementation of controls to eliminate or reduce risk.
- 26.3. The NEM will be allowed to take as appropriate rest breaks and a safe place to rest.

27. Transport

- 27.1. All employees who drive their own vehicles for work purposes, and this includes employees who attend the occasional day away from their workplace on a course for instance, shall have the following documents checked and evidence recorded of this check on an annual basis:
 - Driving Licence
 - Insurance (with 'Business use' stated) The school has a block policy for Occasional Business Use for staff who do not have their own business use insurance.
 - MoT (if applicable)
- 27.2. When staff transport children the following controls are necessary.
 - A risk assessment must be carried out.
 - If a child has any special needs then an additional adult must accompany.
 - Male employees will not transport female pupils alone.

CONTACTS and INFORMATION

Health and Safety Advice

Health and Safety Section,
County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ .
Tel: 01305 224092

Insurance Queries -

Insurance Services Tel: 01305 224075

Fire & Arson advice -

Community Safety – Shaftesbury Fire Station, Tel:

Counselling services

Call DCC on 01305 224266

APPENDIX A – Persons with specific H&S responsibility

Name	Job Title	Responsibility
David Booth	Headteacher	Policy, implementation & monitoring of H&S.
Andrea Harmer	Appointed person	Monitors that the requirements of the H&S policy are operated. Liaises with LA on H&S issues.
Simon Humber	Contract officer	Contractors on site
David Booth	Fire officer	Ensure fire arrangements are operational.
Angela Wareham	First Aider	Application of first aid

APPENDIX B - Fire Safety

1.1. Fire Instructions

- These are placed where staff can easily read them.
- Emergency Exits, Assembly Point and Assembly Point Instructions shall be clearly identified

1.2. Fire Alarm

- In case of fire dial 999
- The fire alarms are tested weekly every Monday morning.
- A Fire Test Record Book is maintained and held in the site manager's office

1.3. Fire Drills

- Are carried out at least once per term.
- Assembly point is on the school field between the two buildings
- Records are maintained of drills and are held in the site manager's office.

1.4. Fire Fighting

- Teachers supervising children must not attempt to fight fires as they are expected only to evacuate the area safely.
- Untrained staff are not expected to "have a go", but only to tackle small fires only if no undue risk to life and limb, and there is always a clear escape path available.

1.5. Fire Hazards and Fire Risk Assessments

- Storage cleaning substances only in a locked cupboard.

1.6. Maintenance of Fire safety equipment is carried out by competent contractor;

- Emergency lighting – Dorset County Council .
- Fire extinguishers maintained by current contractors
- Fire alarms Maintained – Dorset County Council
- Fire Safety Signs - site manager