



MOORFIELD
SCHOOL

HEALTH & SAFETY POLICY

This policy is also applicable to the EYFS.



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PART ONE

STATEMENT OF INTENT

The Governing Body of Moorfield School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. providing a safe and healthy working and learning environment.
- b. preventing accidents and work-related ill health.
- c. assessing and controlling risks from curriculum and non-curriculum work activities.
- d. complying with statutory requirements as a minimum.
- e. ensuring safe working methods and providing safe equipment.
- f. providing effective information, instruction and training.
- g. monitoring and reviewing systems to make sure they are effective.
- h. developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- i. setting targets and objectives to develop a culture of continuous improvement.
- j. ensuring adequate welfare facilities exist at the school.
- k. ensuring adequate resources are made available for health and safety issues, so far as is reasonable practicable.

This Health and Safety Policy has been created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name: _____

Signature: _____ (Chair of Governors)

Date: ____ / ____ / ____

PART TWO

ORGANISATION

INTRODUCTION

To comply with the Governing Body's Statement of Intent the School's education and support staff have had additional responsibilities assigned, as detailed below.

THE GOVERNING BODY

The Governing Body has the following responsibilities to ensure:

- a. a clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b. responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- c. persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d. clear procedures are created which assess the risk from hazards and procedure safe systems of work.
- e. sufficient funds and/or training are made available to operate safe systems of work.
- f. health and safety performance is measured both actively and reactively.
- g. the School's Health and Safety Policy is reviewed annually.
- h. Termly meetings with Health and Safety Governor, Head, Bursar and Site Manager and at other times as necessary.
- i. The Governor responsible for Health and Safety is Mike Smith.

THE HEAD

The Head has the following responsibilities to:

- a. be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b. ensure that a clear written Policy for Health and Safety is maintained.
- c. ensure that the Policy is communicated adequately to all relevant persons.
- d. ensure appropriate information on significant risk activities is given to visitors and contractors.
- e. ensure appropriate consultation arrangements are in place for staff.
- f. ensure that all staff are provided with relevant information, instruction and training on health and safety issues.
- g. make or arrange for risk assessments of the premises and working practices to be undertaken.
- h. ensure safe systems of work are in place as identified from risk assessments.
- i. ensure that emergency procedures are in place *reference Fire Risk Policy, Crisis Management/Disaster Policy, First Aid Policy*
- j. ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- k. ensure records are kept of all relevant health and safety activities eg assessments, inspections, accidents etc *reference School Accident Book*.
- l. ensure arrangements are in place to monitor premises and performance.
- m. ensure that all accidents are investigated and any remedial actions required are taken or requested.
- n. report to the Governing Body on the health and safety performance of the School.

STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY

This includes the Bursar, Site Manager and the SMT. They have the following responsibilities to:

- a. apply the School's Health and Safety Policy to their own area of work and be directly responsible to the Head for the application of the health and safety procedures and arrangements.
- b. carry out regular health and safety risk assessments of the activities for which they are responsible.
- c. ensure that all staff under their control are familiar with the health and safety policy if issued for their area of work.
- d. resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head any problems to which they cannot achieve a satisfactory solution.
- e. carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f. ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g. investigate any accidents that occur within their area of responsibility.

ALL OTHER STAFF

Teachers are expected to:

- a. exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- b. follow the particular health and safety measures to be adopted in their own teaching areas.
- c. give clear instructions and warnings to pupils when necessary.
- d. follow safe working procedures.
- e. require the use of protective clothing and guards where necessary.
- f. make recommendations to the Head or site manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- g. integrate all relevant aspects of safety into the teaching process where relevant.
- h. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- i. report all accidents, defects and dangerous occurrences to the Head.

PART THREE

PROCEDURES & ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

RISK ASSESSMENT

A separate *Risk Assessment Policy* (in the Health and Safety File) outlines guidance for completing risk assessments.

All rooms and many curriculum activities have specific risk assessments to guard and protect children and employees from harm.

Risk assessments are reviewed annually by the teachers who use the rooms/space for teaching or activities. They are signed by all relevant teachers annually.

The Assistant Head, Andrew Pickles, monitors and evaluates the effectiveness of risk assessments.

The following risk assessments are on file:

EYFS

- Nursery and Toilets indoors
- Reception and toilets indoors
- Learning outside
- PE Hall and Pitch
- To Tarn
- To Ilkley
- Bushcraft

SPECIFIC ROOMS

- Form 1
- Form 2
- Form 3
- Form 4
- Senior 5
- Senior 6
- Science Room
- Science Safety Code
- Music Rooms
- Art Room
- Learning Support Room
- IT suite
- S5/S6 Common Room
- Main Hall
- Dining Room
- Servery and Kitchen
- Communal Areas of School Building

OUTSIDE

- Playground
- Snowy Weather
- School Grounds Beyond the Playground

SPECIFIC ACTIVITIES

- Cookery F1,2,3
- Cookery F4 to S6
- 1:1 teaching
- Art and DT
- Setting up the hall for Assembly
- Hall for PE
- Safe handling of Gym Apparatus
- Cloakroom Changing
- Moving to and for the Pitch
- Collecting Equipment from School and Shed
- Swimming pool
- Bushcraft
- School Discos
- Dining Room Lunch
- Toddler Music
- Knitting Club
- Holiday Club
- After School Club
- Running Club at the Field
- Running Club on the Moor
- Travel on Minibus
- Travel by Car
- Chicks (Living Eggs)
- Meg (Bushcraft dog)
- Fudge (Hamster)

OTHER SCHOOL TRIPS

These are submitted before each trip and then kept on file. A Trips and Visits Policy provides guidance on risk assessment procedure and a separate Transporting Pupils Policy gives further guidance on school trips and the use of the school minibus.

MAINTENANCE WORK

Risk assessments have been completed for the following aspects of work. Staff are expected to familiarise themselves with relevant risk assessments. Training can be provided on request for any of these activities.

- Operating Machines and Hand Tools
- Receiving Deliveries General Grounds Maintenance Activities
- Waste Disposal
- Transporting Goods around Site
- Driving Minibus
- Use of Contractors
- Lone Working
- Manual Handling and Storage of Goods
- Cleaning Playground and External Areas
- Working at Height
-

A fire risk assessment is carried out by the alarm company (Rosse Systems)

EMERGENCY PROCEDURES

Policies are in place to make provision for the following:

Evacuation of the building in case of fire (*Fire Risk Policy*)

Crisis and Disaster management (*Crisis / Disaster Management Policy*)

Accident on a school trip as set out in the *Trips and Visits Policy*

Gas Leaks

Any members of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Chemical Spills

All Science teachers and teaching assistants should follow guidance contained in the *Health and Safety Code of Practice for Science*.

HEALTH AND SAFETY TRAINING

All new employees are guided through specific policies which relate to Health and Safety as part of their Induction Meeting with the Head. These vary according to the job specification of each individual. The Head is responsible for identifying training needs for all staff with regard to Health and Safety. This includes:

- DSL and Head of EYFS: Child Protection Training (every 2 years)
- All other staff: Child Protection Training (annually)
- All members of EYFS staff: Paediatric First Aid (every 3 years)
- All other staff: First Aid (every 3 years)
- Named person for First Aid: First Aid at Work (every 3 years)
- All pupils in S6: Heartstart CPR training
- Fire Extinguisher Training (every 3 years)
- Head of IT, staff, parents and pupils: E-Safety Training
- Kitchen workers and EYFS staff: Hygiene Training
- Safer Recruitment Training: Governor, Head, Director of Music
- Fire Evacuation and outside-in drill procedures
- Training relevant to individual staff members as the need arises

PREMISES MANAGEMENT

General building maintenance is carried out under the supervision of the Site Manager.

The Maintenance Book in the Staff Room is where any completed work is recorded. The Site Manager may be told in passing of a problem but the Maintenance Book can also be used to request work to be done.

A weekly meeting between the Head and the Site Manager is a forum to discuss any Health and Safety issues mentioned in the Maintenance Book. A plan of action is then implemented or a job list drawn up.

The Governor (Mr Mike Smith) can be referred to as they have building expertise and experience.

The Head reports to the Governor for Health and Safety (Mike Smith) every term to show due regard and implementation of Health and Safety with regard to ISI requirements.

RECORDING AND REPORTING INCIDENTS

All incidents and accidents need to be recorded. There are 3 Accident Books. Accidents from F1 to S6 are logged in the book kept in the first aid room. The Nursery and Reception accident books are kept in the EYFS. Accidents are recorded by the person on duty. Any other incidents in school which could have been a threat to the health and safety of pupils or staff need to be recorded in The Maintenance Book so that the problem can be attended to and the risk eliminated or reduced.

FIRST AID AND SUPPORTING MEDICAL NEEDS

The *First Aid Policy* gives details of the following:

- Responsibilities of a member of staff attending the incident
- Recording of accidents
- Procedure to follow if a child is unwell at school
- Medication at school
- Calling an ambulance
- Use of the First Aid room and First Aid boxes around school
- RIDDOR
- School Trips

Appendices include:

- Asthma action
- Head bump procedure
- Choking
- Anaphylactic Shock

If and when Moorfield has a pupil with specific health issues, staff receive training in order to manage it. (e.g. use of epipen)

A Pupil noticeboard in the staffroom highlights the allergies and medical requirements of particular named children at Moorfield.

Emergency contact numbers for parents and a recommended 'other' are kept on the school system and updated as appropriate.

CONSULTATION ARRANGMENTS WITH EMPLOYEES

An open door policy means that all staff can approach the Head at any time. An Assistant Head (Pastoral) is another point of contact. The Head aims to regularly engage with staff to informally keep updated on how their progress and satisfaction with their role in school. A regular appraisal system enables a formal record of review to take place. Should staff need to be consulted in between staff meetings, a quick meeting at break time is convened.

OCCUPATIONAL HEALTH/ MANAGING WORK RELATED STRESS

A supportive and friendly staff team helps everyone to feel they can ask for advice. All NQTs have weekly meetings with their mentors and any new member of staff is helped along by the person working most closely to them. The SMT absorbs staff anxieties and deals with them as appropriate. Moorfield's *Occupational Stress Policy* details how the School would support an employee in this situation.

VIOLENCE TO STAFF

Although in school such as this, such behaviour would never be expected, a *Physical Restraint Policy* outlines what should happen in the case of a child who needed to be restrained from violent behaviour. Aggressive behaviour from parents would not be tolerated and the Head would intervene should teachers be treated in a

disrespectful way by a parent. The School's *Behaviour and Discipline Policy* outlines the rewards and sanctions used at Moorfield to encourage positive behaviour and minimise unacceptable behaviour by pupils.

WORKPLACE SAFETY FOR TEACHERS, PUPILS AND VISITORS

The risk assessments listed under 'Risk Assessment' outline potential hazards within the physical environment. These are written with both staff and pupils in mind. Occupational health services are utilised/recommended where appropriate.

MANUAL HANDLING

Risk assessments have been written by the site manager for all equipment which relates to his work.

Staff are encouraged to take care when putting up displays and using ladders etc. and to request training

Children are shown in assembly how to lift chairs safely in the lunch hall after meals.

The safe use of PE apparatus by staff and children is covered in the risk assessment for 'Physical Education in the Main Hall'.

SLIPS AND TRIPS

As outlined in Risk Assessments for particular areas, slips and trips are minimised if spillages are efficiently dealt with. Adverse weather conditions (snow and ice) also require procedures to minimise the chance of accidents. First Aid training enables all adults/children hurt by slips and trips to be cared for appropriately. A school rule for use of stairs is aimed to minimise slips and trips.

MANAGEMENT OF ASBESTOS (as defined by the *Managing Asbestos in your School - non statutory guidance from the DfE*)

The location of a small amount of asbestos is clearly displayed by named stickers in the relevant places within school. An Asbestos Management Plan is filed in the Health and Safety file in the school office. This will alert any workman or decorator to be vigilant. It is kept under careful review by the Bursar and Site Manager.

CONTROL OF HAZARDOUS SUBSTANCES

Records of all chemicals used in School for cleaning or maintenance purposes are filed in the Health and Safety File. They give guidance for usage and storage. All hazardous substances are stored securely.

Water temperatures taps in cloakrooms are monitored regularly to prevent scalding and must not exceed 43 degrees. A log is kept of when checks are carried out by the Site Manager, which is kept in the Health and Safety file.

CONTRACTORS AND VISITORS

As much work as possible is scheduled for completion in school holidays. All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors are asked for proof of DBS check and liability insurance. If a contractor does not have a DBS, he is supervised by the site manager at all times. The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contract work.

SECURITY OF SCHOOL PREMISES

A *School Security Policy* details the level of security around the school building to keep pupils safe while at school. It includes fencing and gates, entrance codes for all external doors and an alarm which can be sounded if necessary.

ON-SITE VEHICLE MOVEMENTS

Very little vehicle movement is on-site as the school does not have a car park and access to the school building is across the playground. The school minibus is driven on-site in the evenings at 6pm and taken out again in the morning at 7.25am. The only other time it comes onto the playground is when it returns from a sports fixture or brings children back from a residential. Big delivery vehicles carry supplies across the playground to the school entrance. On the odd occasion that a vehicle would need to come on-site, it would happen during lesson time so that children would not be on the playground at the time. If a vehicle should have to come onto

the playground when children are outside, they would be ushered to stand on the green areas where vehicles do not go. The Site Manager would oversee all such vehicle movements. In the event of an emergency ambulance arriving at school during playtime, children would be taken indoors. For the annual visit from the Ilkley Fire Service, the fire engine is driven into the playground and remains stationary through playtime thus being safe for all children.

In the event of construction work in the school grounds, the side road is used, the whole area at the back of school is cordoned off and no-one's safety is compromised. Specific procedure for vehicle movement would be developed for different activities as the need arises.

MAINTENANCE OF EQUIPMENT

All plant and equipment requiring statutory inspection and testing is inspected by appropriate contractors.

Annual checks are undertaken for the following:

PAT testing on all electrical equipment (outside contractor)

Heating boilers and gas appliances (outside contractor)

Fire Alarm (Rosse)

Security Alarm (Chubb)

Lawn Mower (Bolton Abbey Mowers)

Minibus service (Watsons, Skipton)

Gym Equipment (internal)

Teachers are responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and recorded in the Maintenance Book.

The Site Manager is responsible for the maintenance of equipment he uses and co-ordinating maintenance by outside companies.

FIRE SAFETY

A comprehensive *Fire Risk Policy* details the procedures to follow in the case of fire. Fire drills are carried out every term and a record is kept in the Health and Safety file.

All aspects of fire safety are undertaken by Rosse Systems and Firesolve. (Fire risk assessment, servicing of extinguishers, staff training etc)

The Site Manager is responsible for regular checks of alarm system and fire equipment.

MINIBUS SAFETY

A *Transporting Pupils (Minibus and Car) Policy* details the safe use of the school minibus. It includes:

- responsibilities for the named drivers
- maintenance checklists
- accident and breakdown procedures

OFF-SITE VISITS

See Appendix 1 at the end of the Health and Safety Policy. The *Trips and Visits Policy* for all off-site visits details the procedure currently undertaken by all teachers who take pupils off the premises for learning purposes. New guidance specifies that a risk assessment is not required for every single visit and should only record significant findings for the assessment. (See guidance in ISI Regulatory requirements) Slips for trips are not required to ask permission for every trip para 83). However, Moorfield continues to do risk assessments for class outings to keep staff and pupils aware of the importance of their health and safety whenever and wherever they are.

SUPERVISION OF PUPILS

To ensure due regard for the health and safety of pupils during the school day, there is a *Supervision of Pupils Policy* which details appropriate levels of adult supervision for pupils at all times according to the age of the children.

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, pupils, contractors and other visitors. Independent specialist advice, which is not already covered in this policy, would be sought for specific health and safety needs which may arise on an infrequent basis.

Drafted by:	The Head
Date:	July 2013
Approved by Governors	September 2010
Annual review by:	Governing Body
Ongoing amendments by:	Head September 2012 / January 2013 (major changes) / July 2014 / February 2015 / October 2016

APPENDIX 1

TRIPS AND VISITS

PURPOSE OF THE POLICY

To provide guidance to staff planning trips and visits

To ensure that any risks are minimised and managed so that pupils are kept safe on school trips and when participating in off-site activities

To ensure that Moorfield's reputation is enhanced and not damaged when pupils leave the confines of the site

To ensure that trips and off-site activities:

- benefit pupils
- are well planned
- are suitably equipped
- remain within budget

To ensure that parents are suitably informed about trips and that the proper consents are obtained.

The Trips and Visits policy covers:

- curriculum-related, educational visits
- expeditions and other outdoor activities
- residential trips

At Moorfield trips are seen as an essential part of the development of our pupils. Trip can:

- enhance academic and cultural understanding
- improve relationships between staff and pupils
- provide new challenges and hence numerous opportunities for pupils to develop desirable traits such as independence, initiative, resourcefulness, interpersonal and leadership skills.

PROCEDURE FOR IMPROMPTU OUTINGS

A general consent form at the start of each year requires permission to be given for impromptu outings within the school day. Parents give permission for an impromptu visit which may arise within curriculum time to extend and enhance a particular lesson.

The Head should be informed whenever a trip is proposed. This may be a walk onto the moor for geography or art, a snowy walk to the tarn or a trip into Ilkley to conduct a survey or do research. A file in the school office gives details of permission granted for each pupil (duplicate copy on board in staff room).

There is a standard risk assessment for walking on the moor and for walking into town as these visits are often undertaken. The teacher taking the pupils out must read a copy of the risk assessment and adapt, if necessary.

Teachers must take a mobile phone and a first aid kit, inhalers etc. and the usual teacher:pupil ratios apply.

PROCEDURE FOR DAY TRIPS

The Head should be informed whenever a trip is proposed. This consultation should take place before any firm booking commitments are made. Once agreed in principle, the timing of the trip should be considered carefully. A provisional entry should then be made on the online school calendar.

The site manager should be asked if the school minibus is needed in order to ensure availability. Any driver for the bus needs to be asked if the site manager is unavailable.

The nature of the trip is communicated to parents on the Moorfield website on the calendar page. A letter

may also be sent if specific permission is sought. This includes the reason for undertaking it, to give details of collection times if outside the school day, the need for a packed lunch and to specify what uniform or clothes to wear.

The teacher in charge of the trip undertakes a preliminary visit (where reasonably practicable) and does a risk assessment.

Ensure that all adults are aware of the children in their care, any specific needs; routes and routines for the visit; and emergency procedures for the visit. Never leave children unaccompanied in the sole care of a non-teaching adult unless this has been prearranged as part of the risk assessment. Accompanying adults must submit to the instructions of the teacher in charge at all times.

Check pupils information in the Staff Room for allergies/general transport consent etc.

The TRIP FORM (kept in the staff room) is filled in and the teacher takes responsibility for:

- ensuring the staff:pupil ratio,
- finding the staff to accompany the class on the trip,
- informing other staff that she will be out and, if necessary, leave work for teacher covering any lessons in her absence,
- arranging a swap of playground duties should it be necessary
- filling in the risk assessment form
- doing a licence check from the centre for high risk activities. (e.g. caving)

Once the Head has signed this form it is posted on the staffroom board until the trip is over. Then it is filed in the Trips and Risk Assessments file in the Head's office.

EYFS Risk Assessments must take account of the nature of the outing and consider whether appropriate to exceed normal ratio requirements. Risk Assessments must be reviewed before embarking on each specific outing.

On the trip itself, the teacher takes responsibility for remembering the first aid kit, the school camera, inhalers etc, the sick bucket and the emergency contact numbers of parents as filled in on the returned slips.

Pupils are reminded of the expectations of their behaviour on the school bus and at the venue.

Pupils are divided into groups and given an adult to supervise them. They are responsible to that adult and that adult to them for the whole trip.

Should an accident occur, contact school, parents of the child involved and call for necessary First Aid/medical assistance. Always complete an accident form and bring a copy back to school.

All children should be aware of arrangements/routines/ risks they may face.

If you are going to return later than expected, contact school so that parents may be informed, avoiding unnecessary anxiety.

PROCEDURE AND RESPONSIBILITIES OF THE TEACHER IN CHARGE OF A RESIDENTIAL TRIP

1. To correspond with parents

Parents should not be notified about prospective trips until the proper approval has been gained. Letters to parents should cover/include:

- Purpose of the trip
- Price of the trip and payment methods
- Dates and times
- Details of any special permissions required, e.g. to participate in hazardous activities
- A 'tear off' form giving parental consent and reserving a place.

Subsequent correspondence should provide additional information for those who are going on the trip, including:

- Staff accompanying the trip and the name of the teacher in overall charge
- Accommodation details
- Modes of travel
- Itinerary

- Recommended kit lists
- Spending money requirements
- Emergency contact details.

2. To undertake rigorous and appropriate planning.

It is strongly recommended that the teacher in overall charge makes a visit the proposed site prior to undertaking a trip with pupils. During this exploratory visit the teacher should:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit
- Assess potential areas and levels of risk
- Ensure that the venue can cater for the needs of the staff and pupils in the group
- Become familiar with the area before taking pupils there.

In addition, all trips require the teacher in charge to:

- Undertake a very careful analysis of costings, liaising with the Bursar if cash is required.
- Ensure that safe and suitable methods of transportation are arranged.
- Transport requirements should be made in consultation with the site manager in good time and arrangements should be double checked with him in the week prior to the trip taking place.
- Special dietary needs and allergies must be taken into consideration.
- Undertake a thorough and comprehensive risk assessment. This should be based on the following considerations:
 - What are the hazards?
 - Who might be affected by them?
 - What safety measures need to be in place to reduce risks to an acceptable level?
 - What steps will be taken in an emergency?
- Before booking a visit the teacher in charge should obtain written or documentary assurance that the providers (tour operators, site managers) have themselves assessed the risks and have appropriate safety measures in place. Copies of risk assessments should be given to the Head and all accompanying staff. The teacher in charge should monitor the risks necessary.
- Timetables for lessons/duty cover are posted on the staff room board.
- Consider contingency measures for emergencies, or other enforced changes of plan, such as a delayed return
- To ensure that the proper documentation has been completed and the necessary precautions taken
 (In the case of trips involving more than one night away, the following documentation must be assembled in duplicate files. One file should be retained by the teacher in charge of the trip and should be taken on the trip. The other file must be given to the Head.)
 - Head's consent form (to be completed at least 72 hours before departure)
 - Copies of all correspondence sent to parents
 - Medical consent forms and any relevant medical information, including details of any allergies, phobias and their treatments and specific dietary needs amongst those participating.
 - Details of staff roles and responsibilities on the trip
 - Contact telephone numbers for participating staff
 - List of pupils involved and their parent/guardian contact numbers
 - Copy of school and any specific trip insurance policy
 - Risk Assessment
 - Contact details of venue (outdoor centre etc.)
 - A detailed itinerary and plan of activities
 - Accident forms, Critical Incident Policy.

3. To provide accurate information to pupils, including a Code of Conduct which should detail the following:
 - Remind pupils that school rules still apply during the trip
 - Make it clear to pupils of their responsibilities. These include: to take no unnecessary risks, follow staff instructions, look out for anything that might hurt or threaten themselves or anyone in the group
 - Provide advice on what to do in emergencies (medical, getting lost etc.)
4. To ensure that other essential equipment is taken on the trip, including:
 - Sufficient funds to cover anticipated and unexpected costs
 - First Aid Kit and medication for specific pupils
 - School mobile, charger and emergency contact cards
5. To ensure that pupils are appropriately supervised at all times.
 - If pupils are allowed 'free-time', clear parameters and boundaries must be set.
 - The environment should be safe, staff should be contactable
 - and accessible at all times.
 - The teacher in charge remains responsible for pupils even when
 - not in direct contact with them.
 - To undertake regular head counts, particularly when departing from a venue
6. To withdraw and if necessary / appropriate send home any pupil who compromises their own safety or the safety of others on the trip.

OTHER STAFF/ADULTS ACCOMPANYING TRIPS

Staff accompanying trips should liaise with the teacher in charge before the trip departs. They should ascertain exactly what responsibilities they will have on the trip as well as what supervisory duties they will be expected to undertake. Accompanying staff should ensure that they are aware of any pupils who require closer supervision, such as those with special needs or those likely to cause trouble. They should read the risk assessment, code of conduct and any other relevant documentation.

During the trip, accompanying teachers should:

Follow the instruction of the teacher in charge and help with control and discipline

Do their best to ensure the health and safety of everyone in the group

Consider stopping the visit or the activity, notifying the teacher in charge, if they think the risk to the health or safety of the pupils in their care is unacceptable.

Any non-teachers accompanying a trip, for example, parents, must be fully briefed by the teacher in charge of the trip. The non-teacher must be CRB checked and must accept the normal common law duty of care to act as a "responsible parent" towards the children. Responsibility for the safety and wellbeing of those participating remains the responsibility of the Moorfield staff.

ACCIDENT AND EMERGENCY PROCEDURES

Teachers have a common law duty to act as a reasonably prudent parent would. They should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

If an accident happens, the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty, administering first aid as required

- Contact emergency services if required. One member of staff should accompany any injured parties to hospital
- Contact school
- Abort the trip if adequate supervision of all participating pupils cannot be maintained.
- Details of the accident should be recorded and an accident form should be completed as soon as possible.
- No-one in the party should talk to the media and no-one should discuss legal liability with other parties.
- If required, counselling should be made available to those in the group involved in / affected by the accident.

EXPEDITIONS AND OUTDOOR ACTIVITIES

In addition to following the procedures outlined above, staff organising expeditions and outdoor excursions should be suitably qualified to instruct any adventurous activities offered to pupils; otherwise, appropriately licensed providers must be used.

In addition, leaders of expeditions and outdoor excursions should:

- Inspect and visit any facilities before taking pupils for the first time
- Ensure the provider or centre has a current license
- Take expert advice if extreme, inclement weather is forecast and abort the trip if pupils' safety is at risk
- Ensure there is adequate supervision by Moorfield staff
- Ensure that parents have given consent for pupils to participate in adventurous/outdoor activities
- Inform centre/provider of any relevant medical/behavioural problems amongst the participants.
- Pupils should be encouraged to take on challenges during adventurous activities but should not be coerced into activities of which they have a genuine fear.

APPENDIX A: TRANSPORT - SEE THE FULL TRANSPORTING PUPILS POLICY

On buses and coaches:

- Staff must check that seat belts are fastened and should make pupils aware of the location of emergency exits
- Pupils must not be allowed to distract the driver in any way and must remain properly seated at all times whilst the vehicle is in motion.
- Pupils should be reminded about expected standards of behaviour.

On stops or rests during the journey the teacher in charge should make it clear to pupils how much or little freedom they have.

In the event of a breakdown:

- School vehicle: Locate breakdown information in windscreen and ring numbers indicated for assistance.
- Hired transport: Follow company policy, ensuring the safety of pupils at all times
- Ensure the safety of pupils at all times.

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