



*'Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers

# Health & Safety Policy

## Reviewed July 2018

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NAME OF ESTABLISHMENT: NEWARK ORCHARD SCHOOL

**1. STATEMENT OF INTENT**

The Governing Body of Newark Orchard School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

The school is committed to continually improving its health and safety performance.

This Statement includes a description of the establishment’s organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed ..... Signed .....  
(Chair of Governors) (Head Teacher)

Date ..... Date .....

Other sources of Health and Safety Information:-

- NCC Health and Safety Manual
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log
- Premises Manual
- Schools Intranet Service ‘wired’. Health & Safety Community.

**2. ORGANISATION**

**2.1 Responsibilities of the Governing Body**

The Governing Body is responsible for:

- Complying with the County Council’s Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment’s Health and Safety Statement and health and safety plan;

- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

## **2.2 Responsibilities of the Head Teacher**

The Head Teacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with.
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors and that one is sent to the Schools Health and Safety Team;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the LA's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;

- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

**Note:** in the absence of the Head Teacher these responsibilities fall to his/her immediate deputy.

### **2.3 Responsibilities of the Health and Safety Co-ordinator (School Business Leader/Education and Health Leader (training))**

Responsible to the Head Teacher for:

- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Head Teacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc) are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the LA
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site, inducting them in the schools site health & safety rules and ensuring they consult the asbestos log.

### **2.4 Deputy Head Teachers, Team Leaders and Subject Co-ordinators**

Deputy Head Teachers, Team Leaders and Subject Co-ordinators are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;

- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the head teacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy

## 2.5 Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the LA, school governors and Head Teacher on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Head Teacher/Line Manager any serious or immediate danger;
- reporting to their Head Teacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participating in health and safety inspections and the health and safety committee where appropriate.

## 3 ARRANGEMENTS

### Co-ordination and Communication

#### Health and Safety Co-ordinator

The Senior Member of Staff in the Establishment with special responsibility for Health and Safety Matters ( Health and Safety Co-ordinator ) is:	Clare Stokes Deputy Head Teachers
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## Health and Safety Representatives

The members of the establishment staff who are health and safety representatives for the professional associations are:

Professional Association	Name
UNISON	Sue Sherwood

## Safety Representatives and Safety Committees

Any employee appointed as a safety representative by his/her Association or trade union will be offered facilities in Accordance with the Authority's Code of Practice. and is required to inform:	Clare Stokes Deputy Head Teachers
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## Emergencies (Fire etc)

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	Displayed in each room
Bomb Alert	Emergency Plan – School Offices
Gas Leak	Emergency Plan – School Offices
Electrical Fault	Emergency Plan – School Offices
Water	Emergency Plan – School Offices
Storm or Flood Damage	Emergency Plan – School Offices
Persons Threatening Violence on Site	Emergency Plan – School Offices
Dangerous Animal(s) on Site	Emergency Plan – School Offices
Other	

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head Teacher, Deputy Head Teacher or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person ( and deputy ) responsible for person for ensuring and supervising ( where appropriate )	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety,	Deputy Head Teachers	Team Leaders
<ul style="list-style-type: none"> <li>summoning of the emergency services</li> </ul>	Admin Staff	Team Leaders
<ul style="list-style-type: none"> <li>that a roll call is taken at the assembly point</li> </ul>	Deputy Head Teachers	Team Leaders
<ul style="list-style-type: none"> <li>that no-one attempts to re-enter the building until the all clear is given by the emergency services is (eg Head Teacher, Deputy Head Teacher or other member of the senior management team)</li> </ul>	Deputy Head Teachers	Team Leaders



**Note: The priorities are as follows:**

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Head Teacher
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The Senior Advisor Officer will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	School Business Leader
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Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: ( eg. in the school office )	First Copy School Offices
	Second Copy Caretaker's Store Room

The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Head Teacher School Business Leader NCC Representative
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### **Fire Prevention and Detection Equipment Arrangements**

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

<u>System</u>	<u>Location of Test Records</u>	<u>Person Responsible</u>
Fire Alarm	School Office	Clymac Fire & Security Systems Caretakers
Emergency Lighting System	School Office	<b>Breedon Electrical Contractors</b>
Smoke Detection System	School Office	Clymac Fire & Security Systems Caretakers

The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment ( for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:	Lyn Allsop Amanda Bird
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The contractor responsible for conducting the annual test of fire fighting equipment inspection and maintenance is:	Name Nottinghamshire Fire & Rescue Service (Trading) Ltd
	Telephone Number 01623 825516

### Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

SERVICE	LOCATION OF ISOLATION POINT DETAILS	
Water	Town Site	Room 25, Cupboard off Classroom Room 24 <b>in Building 1</b>
	Hub	Room 13 <b>in Building 3</b>
	London Road Site	Room 39 Boiler Room <b>in Building 1</b>
Electricity	Town Site	Room 40 Cupboard off Main Reception <b>in Building 1</b>
	Hub	Room 32 Garage <b>in Building 4</b>
	London Road Site	Room 21 Caretaker's Store Room
Gas	Town Site	End of Entrance Drive
	Hub	Outside kitchen <b>in Building 4</b>
	London Road Site	Room 41 Store outside kitchen <b>in Building 1</b>

Note: See also 'Coping with a schools emergency' document available from the School Portal and kept at the school in School Offices completed by Margot Tyers/Clare Stokes.

### Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	Margot Tyers Clare Stokes Delegated to the Caretakers
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## Accidents and Medical

### Accident, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book	Person in Charge of Accident Book
Town Site and Hub – School Office	Pauleen Johnson
London Road Site – School Office	Cynthia Nelson

Accident reports should be drawn to the attention of and counter-signed by the Head Teacher or his/her Deputy before being sent to the Health and Safety Team via the Wellworker online system.	Head Teacher: Margot Tyers
	Deputy: Lisa Williams Leanne Hurdle

The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Lisa Williams Leanne Hurdle
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Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### First Aid

The following employees are first aiders and have been trained to First Aid at Work level

Name	Location	Date of Expiry of Certificate
Estelle Adcock	Town Site	September 2021
Rachael Chambers	<b>Town Site</b>	September 2021
Emma Collins	London Road Site	September 2021
Michele Emery	London Road Site	September 2021
David Harrison	London Road Site	September 2021
Andrew Holmes	London Road Site	September 2021
Paul Housley	<b>Cross Site</b>	September 2021
Claire Hyland	Town Site	September 2021
Pauleen Johnson	Town Site	September 2021
Jim McEwen	Town Site	September 2021
Cynthia Nelson	London Road Site	September 2021
Sean O'Sullivan	<b>London Road Site</b>	September 2018
Katie Prestage	Town Site	September 2021
Susannah Stokes	London Road Site	September 2021
Janet Tindall	London Road Site	September 2021
Debbie Yates	Town Site	September 2021

The following employees have been trained to Emergency First Aid at Work level:

**4/5 September 2018**

All class based staff

The following employees have been trained in Paediatric First Aid

Name	Location	Date of Expiry of Certificate
Laura Beedham	Town Site	September 2021
Zoe Marshall	Town Site	September 2021
Robyn Morrison	Town Site	September 2021
Lianna Watson	Town Site	September 2021

The names (and extension numbers if appropriate) of current first aiders are displayed at the following points in the school.

Display Point	Display Point
School Offices/ <b>Reception</b>	
Lead First Aiders:	
Town Site – Staff Room and Cold Corridor	
London Road Site – Staff Room	

The person responsible for ensuring first aid qualifications are maintained is:	Pauleen Johnson
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The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Trip Leader
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First aid boxes and first aid record books are kept at the following points in the school.

Location of First Aid Box(es)	First Aid Record Book(s)
Town Site – Staff Room	School Offices on both sites
London Road Site – Staff Room	
London Road Site – Food Tech Room	
Hub – Kitchen	

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
Both Sites – Staff Rooms	
Minibuses	

A termly check on the location and contents of all first aid boxes will be made by.	Pauleen Johnson (TS) Cynthia Nelson (LRS)
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Pauleen Johnson (TS) Cynthia Nelson (LRS)
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The address and telephone number of the nearest medical centre/NHS GP is:	Fountain Medical Centre
	01636 704378

The address and telephone number of the nearest hospital with accident and emergency facilities is:	King's Mill Hospital Mansfield Road, Sutton-in-Ashfield Nottinghamshire NG17 4JL
	01623 622515

### Administration of Medicines

The person responsible for dealing with the administration of medicines in accordance with the Supporting Pupils with Medical Needs in Schools Document*, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Pauleen Johnson (TS) Cynthia Nelson (LRS)
	Deputy Claire Hyland (TS) Emma Collins (LRS) <b>Susannah Stokes (LRS)</b>

The person responsible for the dealing with the administration of controlled drugs such as Ritalin in accordance with the Supporting Pupils with Medical Needs in Schools Document*, including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	First Pauleen Johnson (TS) Cynthia Nelson (LRS)
	Second Claire Hyland (TS) Emma Collins (LRS) Susannah Stokes (LRS)

The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	<b>Named</b> Pauleen Johnson
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## **Asthma Inhalers**

The person responsible for the supervision and storage where appropriate of asthma inhalers is:	Pauleen Johnson (TS) Cynthia Nelson (LRS)
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## **Hazard Control Risk Assessment**

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Rebecca Turner Lisa Williams Leanne Hurdle Clare Stokes
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## **Hazard Reporting and Follow Up**

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately, by telephone to:	Clare Stokes School Offices
Verbal reports should be followed up in writing using the hazard reporting form which can be found:	School Offices
It should then be placed/given to	Clare Stokes

The person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon is:	Margot Tyers
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## **Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to; by means of the hazard reporting procedure	Clare Stokes
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Defective furniture should be taken out of use immediately and reported to: who will arrange for its replacement or repair	Clare Stokes
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The person responsible for ordering repairs which are the school's responsibility is:	Clare Stokes
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The person responsible for reporting repairs which are the responsibility of the LA to the LA and checking repairs are carried out is:	Clare Stokes
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## Security

### Premises Security

The person (and their deputy) responsible for unlocking and locking the building, arming and disarming security alarms etc is:	Lyn Allsop Amanda Bird
	Deputy Margot Tyers Leanne Hurdle
The person(s) who has/have been trained to deal safely with burglar alarm call outs is/are	Lyn Allsop Amanda Bird
	Deputy

### Visitors

On arrival all visitors should report to: where they will be issued with: <ul style="list-style-type: none"><li>• a visitor identification badge</li><li>• relevant health and safety information</li><li>• and will sign the visitors book</li><li>• Safeguarding Children Procedures Information</li></ul>	
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### Lone Working

The person responsible for ensuring risk assessments are prepared and implemented for lone working activities is:	Lisa Williams Leanne Hurdle Rebecca Turner Clare Stokes
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## Information, Instruction and Training

### Provision of Information

The person responsible for distributing all health and safety information received from the LA and elsewhere and for the maintenance of a health and safety information reference system is:	Clare Stokes
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	School Offices

New employees will be informed of all relevant health and safety information as part of the induction process.

Health and Safety Documentation will be kept in the Health and Safety manual which is kept:	School Offices
The person responsible for maintaining it is:	Clare Stokes
The person responsible for deciding on the appropriate circulation of each document is:	Margot Tyers Clare Stokes

Employees will sign to confirm they have read and understood the information.	
The health and safety notice board is sited:	Staff Rooms
The person responsible for ensuring documents are displayed for two weeks on the health and safety noticeboard and keeping it up to date is:	Clare Stokes
The Health and Safety Law Poster is sited:	Staff Rooms
The person responsible for maintaining it is	Clare Stokes

### Health and Safety Training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:	Lisa Williams Leanne Hurdle Rebecca Turner Clare Stokes
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- Health and Safety Policies: County Council, Departmental, and School.
- NCC Health and Safety Manual
- Codes of Safe Practice and Guidance
- Education Visits Policy Documents
- Local Asbestos Management Plan & Asbestos Condition Log
- Legionella Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for co-ordinating the provision of the health and safety training needs of teaching staff in consultation with their line managers and the employees concerned is:	Lisa Williams Leanne Hurdle Rebecca Turner
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The person responsible for co-ordinating the provision of the health and safety training needs of support staff in consultation with their line managers is:	Rebecca Turner Clare Stokes
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The person responsible for compiling and implementing the school's annual health and safety training plan is:	Rebecca Turner
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The person responsible for reviewing the effectiveness of health and safety training is:	Rebecca Turner
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The person responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc is	Clare Stokes
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Employees who feel that they have need for health and safety training of any kind should notify in writing the contact person who is:	Rebecca Turner
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## Manual Handling

### Manual Handling of Objects

The person(s) responsible for identifying hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Estelle Adcock
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The person responsible for monitoring the safety of manual handling activities is:	Estelle Adcock
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### Manual Handling of People

The person responsible for identifying hazardous manual handling activities involving people and arranging for their elimination or risk assessment is:	Estelle Adcock
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The load assessors for the moving and handling of people are:	Estelle Adcock
	Janet Tindall
	Zoe Marshall

## PREMISES

### Asbestos

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the Local Asbestos Management Plan and premises asbestos log is consulted by visiting contractors and other relevant persons is:	Clare Stokes
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The premises Local Asbestos Management Plan (LAMP) and asbestos log is kept:	School Offices
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The person responsible for ensuring that the LAMP and asbestos log is updated, annually and as appropriate following work on the fabric of the building is:	Clare Stokes
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## Legionella

The person with overall responsibility for managing Legionella is:	Clare Stokes
The schools Legionella risk assessment is kept at:	School Offices
The person with responsibility for ensuring that remedial actions from the report are followed through is:	Clare Stokes
The water temperatures are taken (monthly) by:	Second Elements Limited
The flushing of little used outlets is carried out by:	Lyn Allsop Amanda Bird
The log book is kept in:	School Offices

## Work Equipment

### SPECIFIC RISKS

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to: -

### **Access Equipment**

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

### **NO APPLICABLE EQUIPMENT IN SCHOOL**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	
Person(s) authorised to operate and use is/are:	
Training in safe use received from: including dates	

### Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Clare Stokes Stuart Scarborough
Person(s) authorised to use is/are:	Stuart Scarborough Lyn Allsop Amanda Bird

### Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Clare Stokes Stuart Scarborough
Person(s) authorised to use is/are:	Stuart Scarborough Lyn Allsop Amanda Bird

## Manual Handling Equipment

This includes equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is	Clare Stokes Stuart Scarborough
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## Equipment Provided for Pupils with Special Educational Needs

The person responsible for ensuring that all hoists, both ceiling mounted and mobile, used for moving people are inspected and serviced every six months by a competent contractor and kept in good working order is:	Estelle Adcock
The person responsible for ensuring that slings are laundered regularly and appropriately and kept in a hygienic condition is:	Estelle Adcock

The person responsible for ensuring that all wheelchairs, Standing frames are inspected and serviced annually by a competent person and kept in a safe any hygienic condition and in good working order on a day to day basis is:	Estelle Adcock
The person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately is:	Estelle Adcock

## Lifts

### NO APPLICABLE EQUIPMENT IN SCHOOL

The person responsible for ensuring that lifts are inspected and serviced every six months is:	
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## Caretaking and Cleaning Equipment

This includes moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	School Equipment – Clare Stokes Lyn Allsop Amanda Bird NCC Equipment – Notts County Council
Person(s) authorised to operate and use is/are:	School Equipment - Lyn Allsop Amanda Bird NCC Equipment – NCC Employees

### Catering Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Marie Thomas (Catering Manager)
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Person(s) authorised to operate and use is/are:	Marie Thomas (Catering Manager) Mandy Wood (Assistant Cook) Velma Barry Krystyna Hrytsyk <b>Jacky Fownes</b> <b>(Kitchen Assistant)</b> <b>Mandy Maidlow</b> <b>(temp Kitchen Assistant)</b>
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### Grounds Maintenance Equipment (Tractors/Tractor Powered Machinery)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Clare Stokes Stuart Scarborough (Site Assistant)
Person(s) authorised to operate and use is/are:	Stuart Scarborough

### Grounds Maintenance Equipment (Machinery and Tools)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Clare Stokes Stuart Scarborough
Person(s) authorised to operate and use is/are	Stuart Scarborough

### Laboratory Apparatus and Equipment

**NO APPLICABLE EQUIPMENT UTILISED IN SCHOOL**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	
Person(s) authorised to operate and use is/are:	

### Radioactive Sources

**NOT APPLICABLE TO SCHOOL**

The Radiation Protection Supervisor is:	
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The location of the following records is:

DFE permission to purchase letter	
History of the sources	

Use log	
Monitoring/Test records	

Risk assessments for use	
CLEAPSS Science Codes of Practice	

### **Design and Technology Equipment (Resistant and Compliant Materials)**

Person responsible for selection, inspection, maintenance, training, supervision. Safe use and risk assessment is:	Craig Porter
Person(s) authorised to operate and use is/are:	Craig Porter
The person(s) responsible for instructing pupils in the safe use of equipment before they use it and checking they use it correctly is/are:	Craig Porter
The person(s) responsible for ensuring that all machinery is adequately guarded and that the guards are in position when the equipment is in use is/are:	Craig Porter
The person responsible for taking out of use any equipment which is inadequately guarded is/are:	Craig Porter

### **Design and Technology Equipment (Food Technology and Textiles)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Design & Technology Co-ordinator Sue Sherwood
Person(s) authorised to operate and use is/are	Sue Sherwood School Staff (class) Students (supervised)
The person(s) responsible for ensuring that temperature of the refrigerator and freezer are monitored and logged is/are:	Sue Sherwood
The person responsible for ensuring an adequate schedule of deep cleaning is carried out in the food technology area is:	Sue Sherwood Lyn Allsop Amanda Bird

### **Art and Design Equipment (Fine Arts)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Kelly Jones
Person(s) authorised to operate and use is/are:	Kelly Jones School Staff (class) Students (supervised)

### **Art and Design Equipment (Ceramics)**

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Kelly Jones
Persons authorised to operate and use is/are:	Kelly Jones School Staff (class) Students (supervised)

### **PE Equipment**

Person responsible for selection, inspection, maintenance,	<b>Jim McEwen/Clare McGacha</b>
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training, supervision, safe use and risk assessment is:	
Person(s) responsible for regular (daily) visual inspection is/are:	<b>Jim McEwen/Clare McGachan</b>
Contractor responsible for annual full inspection and report is:	<b>GM Services Limited</b>

### Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Clare Stokes Stuart Scarborough Deputy Head (3 -14) Team Leaders (3 – 14)
Person(s) responsible for regular visual inspection is/are:	Stuart Scarborough
Contractor responsible for annual full inspection and report is:	<b>GM Services Limited</b>

### Stage Lighting Equipment

#### NO APPLICABLE EQUIPMENT IN SCHOOL

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is	
Person(s) authorised to operate and use is/are:	

### Mobile Staging and Seating

#### NO APPLICABLE EQUIPMENT IN SCHOOL

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	
Person(s) authorised to operate and use is /are:	

### Pianos, Organs and Other Musical Instruments

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Music Subject Co-ordinator
Person(s) authorised to operate and use is/are:	School Staff Students (supervised)

### Portable Electrical Appliances and Hard Wiring

The person responsible for ensuring portable electrical Appliance testing is carried out at appropriate intervals and recorded is:	Clare Stokes
Person(s) responsible for carrying out formal visual inspection and testing is/are:	External company <b>AGG Electrical Safety Testing Limited</b>
Staff must not bring onto the premises any portable electrical appliances unless they have authorised and the appliances have been portable appliance tested. The person responsible for authorising their use on the premises is:	Clare Stokes
The person responsible for ensuring that the premises hard wiring is periodically checked (5yrs) is:	Clare Stokes

### Display Screen Equipment

The following employees are classified as users of display screen equipment and an assessment will be made of their workstations. They will be entitled to a regular eye test.

Employee Name	Job Title
Margot Tyers	Head Teacher
Lisa Williams	Deputy Head Teacher
Leanne Hurdle	Deputy Head Teacher
Rebecca Turner	Education and Health Leader
Clare Stokes	School Business Leader
Sue Wing	Data and Finance Assistant
Julie Horseman	School Administrative Assistant
Jeannette Jones	Admin and Assessment Assistant
Ellie Bravery	School Administrative Assistant

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	External Company
The person responsible for implementing the requirements of the risk assessment is:	Clare Stokes

### Outdoor Play Equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:

The person responsible for the selection and siting of outdoor play equipment and ensuring that equipment complies with relevant legal and British standards is:	Clare Stokes Supplier providing equipment
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The person responsible for following up the annual play equipment inspection report is:	Clare Stokes
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The person responsible for the formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Stuart Scarborough Clare Stokes
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The person responsible for ensuring that the equipment is adequately supervised when in use is:	Deputy Head Teachers Team Leaders
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### Swimming Pools

#### NO SWIMMING POOL IN SCHOOL

The person responsible for ensuring that the pool is <ul style="list-style-type: none"> <li>• correctly and safely maintained</li> <li>• regular inspections are carried out</li> <li>• remedial action is taken or if necessary the pool is taken out of use where necessary</li> <li>• appropriate records are kept is:</li> </ul>	
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The person responsible for ensuring that the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc is:	
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## Vehicles

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from: (prior to the first use of any vehicle.) He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.	Margot Tyers
The person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the County Council is:	Clare Stokes Stuart Scarborough
The person responsible for authorising the use of the school minibus, drivers have passed the minibus test etc is:	Clare Stokes
The person responsible for maintaining a list of authorised drivers of school vehicles who have passed the County test is:	Clare Stokes

## Substances and Personal Protective Equipment

### Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Science	No Hazardous Substances used
Design and Technology ( Materials )	No Hazardous Substances used
Design and technology ( Food and Textiles )	Sue Sherwood
Art and Design ( Fine Arts )	Kelly Jones
Art and Design ( Ceramics )	Kelly Jones
Caretaking and Cleaning	Lyn Allsop Amanda Bird NCC Cleaning Staff
Swimming Pool Maintenance	No Swimming Pool
Catering	Marie Thomas
Grounds Maintenance	Stuart Scarborough
Other	

Copies of all the hazardous substances inventories are held centrally in:	School Offices
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The person responsible for undertaking and updating the COSHH risk assessments is:	Lyn Allsop Amanda Bird NCC for NCC Staff
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The person responsible for ensuring that local exhaust	Clare Stokes
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ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by the County Council approved contractor is:	
The reports will be kept available for inspection by:	Clare Stokes in the School Offices

## Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

The persons responsible for inspecting PPE termly and Replacing personal protective equipment when it is worn out are as follows	
Science	Not Applicable
Design and Technology	Craig Porter
Food Technology	Sue Sherwood
Art and Design	Kelly Jones
Caretaking and Cleaning including swimming pools	Lyn Allsop Amanda Bird NCC for NCC Staff
Catering	Marie Thomas
Grounds Maintenance	Stuart Scarborough

The person responsible for making arrangements for laundering soiled PPE (e.g. overalls, aprons etc ) is:	Not applicable
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## Respiratory Protective Equipment

The person responsible for the risk assessment, provision, Storage maintenance, inspection, repair and replacement of respiratory protective equipment is:	Not applicable
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## Housekeeping and Waste

### Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Caretaker who will arrange for them to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

Advice may be sought from the Health and Safety Team at Lawn View House 01623 434033.

The person responsible for the collection and management of soiled laundry is: (Residential establishments only)	
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The person responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA is:	Clare Stokes
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A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Clare Stokes
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### Waste Management and Disposal

Waste will be collected daily by:	Caretaking and Cleaning Staff
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The person responsible for ensuring the safe storage of waste in appropriately sited secure containers and that the containers are chained after emptying to prevent them being moved and set on fire by arsonists is:	Caretaking Staff
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All members of staff are responsible for reporting accumulation of waste, or large items of waste that require special attention to:	Clare Stokes Caretaking Staff
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Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted if circulation routes are obstructed by rubbish is:	Clare Stokes Caretaking Staff
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All staff are responsible for ensuring the good house keeping of their own workrooms, for example, offices, laboratories, workshops, art studios, drama studios and related storage areas.

When rubbish needs to be disposed of it should be reported to: (who will arrange for its safe disposal).	Clare Stokes Caretaking Staff
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The person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special wastes</b> is:	Clare Stokes Caretaking Staff
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The person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> is:	<b>Not Applicable</b>
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The person responsible for checking that the oil tank bund wall is effective is:	Not applicable
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## Pupils Outside School

### Educational Visits and Journeys

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>not</b> including an overnight stay is:	Trip Leader
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits in United Kingdom <b>including</b> an overnight stay is:	Deputy Head Teachers
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The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational <b>visits abroad</b> including an overnight stay is:	Deputy Head Teachers
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### Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liaising with work related learning partners as appropriate is:	David Harrison
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### Use of Premises Outside School Hours

The person responsible for co-ordinating lettings of the Premises In accordance with the lettings procedure is:	Clare Stokes
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The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Clare Stokes
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The person responsible for checking that the letting organisation Has Risk assessments and appropriate insurance.	Clare Stokes
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The person responsible for checking that the premises are left in reasonable order by other users before locking up is	Caretaking Staff
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### Premises Alterations, Contractor and Deliveries

#### Adaptations or Improvements to Premises (Buildings and Grounds)

The person responsible for submitting proposals and ensuring that the Asbestos Forms AF1 – 5 are completed and sent to the LA Property Services for approval is:	Clare Stokes
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#### Contractors

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements, insurance and past health and safety performance, is,	Clare Stokes
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The person in control of contractors is:	Clare Stokes Caretaking Staff
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Responsibility for liaison with contractors, and for matters set out in the Health and Safety Manual guidance for Control of Contractors:	Clare Stokes Caretaking Staff
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## Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others. They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Types of Order
Margot Tyers	Purchase(financial limit agreed in Finance Policy)
Clare Stokes	Purchase(financial limit agreed in Finance Policy)
Lisa Williams	Purchase(financial limit agreed in Finance Policy)
Leanne Hurdle	Purchase(financial limit agreed in Finance Policy)

Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	School Offices
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## Welfare

### Bullying/Harassment

The school's policy on behaviour (including bullying) is kept:	School Offices
Records of bullying incidents and action taken are kept:	School Offices

### Stress

The persons responsible for monitoring absence owing to stress related illness is:	Margot Tyers
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### Noise

<b>Any employee</b> concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made by the Health and Safety Team	Senior Leadership Team
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## Smoking

Smoking in public buildings is prohibited since 2005. All staff will be made aware of the law as part of their induction. NCC Policy also prohibits smoking on any part of the premises including outside areas right up to the boundary of the property.

Notes:

The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed on the premises at access and egress points.

The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff that require assistance. Other help may also be available. Requests for support should be made to:	Clare Stokes
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## Insurance

In addition to the insurance arranged with the LA the Governing Body has decided to arrange the following additional cover.

Insurance Company	Details
QBE	Insurance of 4 x Motor Vehicles

## Inspections (External and Internal)

### Catering (For completion only by schools with a catering operation on site)

The person responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council is:	Clare Stokes
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### In-house Catering

The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Marie Thomas
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### Visits and Recommendations of Enforcing Authorities e.g. Health and Safety Executive (HSE), LA Safety Officers, Environmental Health Officer

The person responsible for co-ordinating visits and recommendations; co-ordinate action and report matters requiring authorisation/action to the Governing Body or LA is:	Marie Thomas
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### Internal Health and Safety Inspections

The person responsible for organising and carrying out termly safety inspections, including planning, inspection, reporting is:	Clare Stokes
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Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

A copy will be provided to the school Governors for consideration at their next meeting.

The person responsible for ensuring follow up action on the report is completed is:	Clare Stokes
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# Management Review

## Audit, Review, Performance Measurement and Action Plan

The person responsible for sending a copy of the school's Health and Safety Statement to the Health and Safety Team within one term of the date of the issuing of this model is:	Clare Stokes
The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are	Clare Stokes Deputy Head Teachers
The person responsible for completing and returning the Annual Health and Safety Report to the Director of Education is:	Clare Stokes
The person responsible for compiling and implementing the schools annual health and safety action plan, including action for improvements in the appropriate development plan is:	Clare Stokes
Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept:	School Offices

Note: The school's Health and Safety Team is responsible for external health and safety audit of the management of health and safety in the establishment.

Signed ..... Head Teacher

Date .....

Signed ..... Chair of Governors

Date .....

## Staff Responsibilities with pupils and students in and out of school

### IN SCHOOL

- i) Each class teacher has the day-to-day responsibility for the organization of their class. They have the responsibility to ensure that the timetable is delivered appropriately and safely - having a "duty of care".
- ii) Each class is staffed appropriately given pupil needs and budget allocations and generally has a minimum of one teacher and one teaching assistant assigned to each class. Personal care assistants work in teams within the Departments.
- iii) Each class teacher should always ensure that each class has one member of staff with them. This member of staff must be employed by Newark Orchard School and not a volunteer.
- iv) If any class member has a known medical condition (which might include a component behavioural need), which presents the pupils as having potential for risks of injury or safety, they may require additional assistance from time to time. There should be two members of staff present with the class at all times. Medical conditions which can be considered "known" are determined after advice from the medical staff. The most common in school are epilepsy, diabetes, oxygen users, anaphylaxis, (significant food, drug or insect sting allergies). Care Plans should be available for all pupils at risk.
- v) The average class size would not ideally exceed fifteen. Larger class sizes will be staffed appropriately.
- vi) All staff should make themselves known to the Trained First Aiders.
- vii) Any concern requiring unusual medical treatment should be referred to the First Aiders. Senior management should be informed of concerns warranting hospitalisation or trained medical assistance.
- viii) In the event of hospitalisation or medical assistance being required the child should be accompanied to hospital by a first aider who will have an escort or a driver. If 999 procedures are required the teacher, responsible for the class, should ensure that they have:-
  - a) Informed the office staff (who will arrange to contact the parents/carers, inform transport, etc.) and also alert SMT
  - b) That they or the assigned member of staff have taken necessary documentation with them (personal and medical information, etc.) Office staff will keep information up to date.
  - c) Ensured that their class is staffed (alert senior management).
  - d) Accepted the "loco parentis" role whilst with the child (allowing medics to make decisions).
  - e) Waited with the child supporting and comforting them, until parents/carers join them. (Ring school for collection or take a taxi - school will cover costs)
  - f) Inform school Senior Management of any outcome.
  - g) Filled in the relevant documentation - Accident Book, Form SR3.
- ix) Note your class details and those of any pupils/students you may be required to support - some pupils/students, if needing hospitalisation, will have detailed behaviour patterns that may be observed. This may be fairly detailed, eg. when a pupil/student is known to be prone to "status epilepticus". Epileptic seizure "patterns" are also sometimes available. Individual Care Plans are available which should indicate individual medical needs. (compiled by School Nurse and checked by Pauleen Johnson).

Care Plans should be reviewed at the beginning of each year and, as required, if changes have taken place.

- x) Complete Risk Assessments for all activities for all pupils and staff , especially taking care to address specific medical and behavioural needs

If in doubt obtain a senior manager's opinion. Do not feel you have to be overly cautious but do be sensible.

**Reminder** – for the purpose of Fire Safety, staff should ensure that their whereabouts are known to class teachers and phase leaders. Similarly, teachers should confirm the whereabouts of children via the register check. There is an expectation that registers and other recording systems are adhered to.

### **OUT OF SCHOOL VISITS**

All off-site visits and activities have to be secure, in terms of risk management and risk assessment. There are no exceptions. Approval can only be verified by the Head teacher, Educational Visits Coordinator or a Deputy Head Teacher.

- i) Teachers who intend that their classes will make use of the community for curriculum extension or study should ensure that the following staffing allocation is observed:

<b>3 - 14</b>	<b>2 staff to 1- 4 pupils</b>	<b>3 staff to 4 - 6 students</b>
<b>14 - 19</b>	<b>2 staff to 1- 4 pupils</b>	<b>3 staff to 4 - 9 students</b>

All the ratios indicated above assume that the individual needs of pupils have been determined and that support allocation is appropriate and planned in accordance with IEPs, curriculum objectives and risk assessments. Full consideration has to be given to individual Care Plans. Moving and Handling Plans and Behaviour Plans.

For example:

- Wheelchair users will need 1 - 1 staff support to ensure mobility (unless the pupil is able to move themselves - do not presume to take control)
  - Mobility supported students will require assistance (to travel between classrooms or in the community)
  - Seats must be removed on the minibuses to enable wheelchair users to do so, safely with appropriate safety harnesses (all travellers on minibuses must use the seat belts provided - no privately hired vehicles may be used which do not have seat belts).
- ii) All pupils/students leaving school must have completed parent/carer consent forms (updated lists are available, see Office).
- iii) Staff are expected to complete the Educational Visits form in the school office (copy attached) and the office informed. As a courtesy, please advise other teams/staff who might need to be made aware - the Catering Manager, the Nurse and Health Trust colleagues
- iv) Staff are responsible at all times for their class's health and safety.
- v) Staff should have made a risk assessment of the activity and/or referred to the bank of risk assessments on activities previously carried out, eg swimming, visiting the library, etc. **Reminder:** the visit or activity has to be approved by Lisa Williams or Leanne Hurdle.

- vi) Teachers should complete the following advice:-
- a) Identify curriculum area to be enhanced by visit out of school.
  - b) Ensure all necessary medication accompanies the pupil/student. The administration of prescribed medicine is assigned to a staff member.
  - c) Staff should be assigned named children to be responsible for; whether this is 1 - 1 or small groups.
  - d) A mobile telephone and first aid kit should be taken out of school with the party. If medical equipment, suction, oxygen, etc., is taken and staff should be competent to use it.
  - e) Staff should always carry their individual identification badges with them.
- vii) In an emergency, eg injury, sickness or an emotional/behavioural outburst, staff should act calmly and confidently:-
- a) Keep the situation calm - assess the situation.
  - b) Ensure injured, ill or distressed child has 1 - 1 staff support.
  - c) Ensure the other party members are safe, calm and reassured.
  - d) Call for support by either calling school on the mobile or dialling 999.  
Tell the contact person:-
 

Who you are ...	What the situation is ...
Where you are ...	What you think has happened ...
Who is involved ...	How they can help you ...
  - e) The injured or distressed child is your first responsibility but you also may have others to be responsible for. So if the emergency services are required, ensure that the remaining party members are assigned staff and return to school (even if they have to wait for additional staff to help). Members of the public may offer assistance. The responsibility for the safety and security of all the children rests with you. Public servants have identity cards. **DO NOT LET ANY CHILD GO OFF WITH A MEMBER OF THE PUBLIC - NO MATTER HOW WILLING AND SEEMINGLY ABLE - WAIT FOR BACK UP SUPPORT**

**DO NOT LET A CHILD GO BACK TO SCHOOL TO SUMMON ASSISTANCE ALONE**

## **RESIDENTIAL FIELD STUDY TRIPS AND RESIDENTIAL EXTENSIONS**

Party leaders should encourage team membership, initiative, enterprise and collective responsibility. Before departure investigate staff strengths and development needs. It is better to know that someone cannot swim or is afraid of heights before you plan the activity rather than afterwards. The FST planning team will conduct an audit of skills and staff availability before the staffing details and timetables are finalised.

A senior member of staff will accompany all residential trips and take overall responsibility - this does not mean that they will plan everything! The planning may be delegated or shared.

Adult/child ratio will be assigned using the following guide:-

KS3	1 - 3
KS 4 and Post 16	1 - 4
PMLD students	1 - 1

The teacher responsible for the group or activity should undertake to complete the following before the trips begins:-

- i) Pre-visit Risk Assessment (on Evolve to gain LA approval).



- ii) Check on party details and timetable.
- iii) Arrange a parents and party members meeting (together or separately).
- iv) Check medical details of party members (students and staff). Assign a first aider.
- v) Assign a budget manager, who needs to confer with the school business manager to establish accounting procedures.
- vi) Assign a diarist, photographer, video recorder, etc.
- vii) Ensure that all potential dangers are known and covered (NB Risk Assessments) - advise and share with staff possible problems and alert them to the practice you require. This will be wholly dependent upon the ability/age of the party members but you may require that for example:-
  - All plastic bags are punctured and stored safely.
  - All doors are closed.
  - Only supervised access to the hot water outlets is allowed.
  - No one is to go outside alone.
  - All lifting must be carried according to Moving and Handling practice and Individual M&H Plans.
  - That some staff are on "call" - tonight or for the next two hours, as determined by the Party Leader, etc.
- v) Assign each child a key worker for the duration of the visit. This may be 1 - 1, 1 - 2 or a small group. Pre-planning will enable this assignment to run smoothly. Always ensure that staffing mirrors student need, activity level, additional adult help needed, staff skills, gender, medical needs and room location.
- vi) Tell the students what you expect from them before you go and remind them of your expectations from time to time, for example:-
  - Good, polite, appropriate behaviour.
  - Taking responsibility.
  - A copy of risk assessment, emergency contacts for staff and students and timetable need to be given to named emergency contact.
  - Types of clothes required - casual or smart, weather dependent, etc
  - Bed times.
  - General cleanliness, tidiness.
  - If you are unhappy with any aspects about the trip consult with a senior manager before you go

**ANY INCIDENT OR EMERGENCY MUST BE REPORTED TO THE HEAD TEACHER AS SOON AS POSSIBLE. AN INCIDENT REPORT FORM SHOULD BE USED**

Staff need to be aware of the Newark Orchard School Policy on Residential and Field Study Trips



**PLEASE SEE VEHICLE DOCUMENTATION CHECKLIST ON REVERSE OF THIS FORM**

**Educational Visits Form**

*(This form must be completed before the offsite visit takes place)*

Please circle as required: DAY & DATE

CLASS	L1	L2	L3	L4	L5	L6	L7	L8	U1	U2	U3	U4	U5	U6	U6	U7
TEACHER	MT	LW	MM			JMcE		KJ		CM		SC		CP		JR
	JN	KF	SE			AW		LH		RMcW		RS		CMcG		VC
STUDENTS	1					6								11		
	2					7								12		
	3					8								13		
	4					9								14		
	5					10								15		

**REASON FOR PLANNED VISIT / DESTINATION** (All youngsters to have specific learning objectives that can be met and recorded)

**STAFF SUPPORT**

RT DHa SBi MA CN PJ MT SBa EC ME PH SSh SSt  
 JT ST SWhEA JC TH CHy TL KP SSi DY AH RC  
 SO'SCHa HE ZM CMa CS LW JR SMcN SWak RM PB HT  
 CB DC SD DHy TM JP DR AW LH RM HL SWo

**CHECK LIST**

Phase Leader/EVC Approval

- Book out form completed  Mobile phone taken  Number .....
- Medication taken  Visit consent (parents)
- Residential FST  Mini-bus used

Driver \_\_\_\_\_

Specific Risk Assessment Number(s).....

Generic RA Number(s) .....

**LEAVE SCHOOL:**

**RETURN TIME:**

## VEHICLE DOCUMENTATION CHECKLIST

**\*\*\*Please note ALL drivers are responsible for ensuring that their Minibus Driver Permit is up to date and that application to renew is made within the appropriate time limit**

<b>FN54DCU</b>	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED
MOT	26/11/18							
INSURANCE	31/3/18	01/04/18	31/03/19					
TAX	30/6/18	06/06/18	30/06/19					
AA	31/3/18	01/04/18	31/03/19					

<b>FJ07ORX</b>	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED
MOT	04/6/18	25/05/18	04/6/19					
INSURANCE	31/3/18	01/04/18	31/03/19					
TAX	30/6/18	06/06/18	30/06/19					
AA	31/3/18	01/04/18	31/03/19					

<b>GN17CCZ</b>	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED
MOT	31/5/18	25/5/18	5/6/19					
INSURANCE	31/3/18	01/04/18	31/03/19					
TAX	31/5/18	15/05/18	31/5/19					
AA	31/3/18	01/04/18	31/03/19					

<b>WU57WXE</b>	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED	EXPIRES	RENEWED
MOT	25/11/18							
INSURANCE	31/3/18	01/04/18	31/03/19					
TAX	28/2/18	16/2/18	28/02/19					
AA	31/3/18	01/04/18	31/03/19					

## STUDENTS AND VOLUNTEERS (INCLUDING WORK EXPERIENCE PLACEMENTS)

Newark Orchard School staff should seek to help students as much as possible to learn about the working practice of Newark Orchard School and what they might gain from their placement. We should help them to understand jargon and specialist terminology - they are possibly our future colleagues.

Students are usually on placement from schools, colleges, medical schools or universities to learn from being in the workplace from experienced and responsible staff. They are not paid members of staff where expectations of experience or maturity can be anticipated.

A student is defined for our purpose as:-

"an apprentice - an inexperienced novice who is beginning to learn new skills and acquire knowledge; taking on new roles and responsibilities. They are, as yet, unqualified and untrained".

- i) The decision about placement of students and volunteers is made by the Education & Health Leader and is at their discretion.
- ii) After letters of application are received, considered and an interview is completed.
- iii) Due regard is made regarding the incoming student's need and the needs of Newark Orchard School. The placement in school of any student is negotiated with the class teacher in advance of the placement occurring.
- iv) Students have varying levels of course demands and need support to complete all tasks. For example:-

Students may want to discuss our Principles and Practice; the school's mission, vision and philosophy; they may wish to discuss reasons for placement at Newark Orchard School. They may need to complete a child study or a diary. It is important to remember that confidentiality is extremely important. We are entrusted with very personal information and must act as trustees. Therefore students may not have open access to any information. They may not have access to students' personal files. They may not have personal information given to them without the express permission of parents and students. They may not use photograph or video evidence until parent/carer and/or student (post 16) have consented in writing. Each request must be dealt with individually, sensitively and with the interests of the children at the forefront of any decision.
- v) Volunteers/students may assist Newark Orchard School staff in all appropriate activities but must not be left alone with students.
- vi) They must not lift (move or handle) pupils nor be responsible for toileting routines.
- vii) They must not be given any opinion by staff members that are not known by parents/carers/pupils re: abilities, medical conditions, etc.

The following guidelines are in place in support of Volunteers in school:

The Newark Orchard School welcomes volunteers into school when the skills, experiences and qualities they bring enhance opportunities available to children.

- The Head Teacher and SMT are sole determinants as to the placement of volunteers. Specific placement and placement requests cannot be guaranteed. Placements are discretionary.

- All placements will be reviewed on a regular basis (each week - unless concerns are raised) and the placements will be for a fixed term. This term may be extended only with the agreement of the

Education & Health Leader.

- All volunteers must agree to the basic principles of the school vision and codes of practice within the school, eg equality of opportunity, confidentiality, etc., and sign the "Guidance on Good Practice"
- The school will endeavour to support volunteers with advice on good practice and a mentor will arrange a meeting to feed back on the placement and issues arising, eg training opportunities
- It is expected that volunteers will receive appropriate induction. This will include health and safety, domestic arrangements, procedures relating to visitors, eg Safeguarding procedures, insurance, security checks and clearance, etc., and agreement as to the role and responsibility of the volunteer (as negotiated) - see, also, below
- The SLT have produced some "Notes of Guidance On Good Practice" which volunteers will be asked to sign as a statement of acceptance of the role and responsibility of a volunteer at The Newark Orchard School.
- (A copy of which is included)

**DO NOT GIVE SCHOOL KEY CODES TO ANYONE UNLESS THEY ARE NEWARK ORCHARD SCHOOL STAFF**

**DON'T GOSSIP ABOUT THE CHILDREN OR STAFF INADVERTENTLY**

**CARELESS TALK CAN COST YOU, YOUR AND OUR REPUTATION**

## Good Practice Guide for Volunteers Working at Newark Orchard School

- 1 It is important for pupils to see all adults in school as role models, so please remember this at all times.
- 2 Your help will bring you into close contact with staff and pupils. Please remember that much of what you see in school is confidential; so do not talk about it outside school.
- 3 Always remember that you are not expected to make judgements about pupils' abilities. Any personal views you may have about a pupil's ability should not be disclosed.
- 4 Always listen carefully to the requirements and instructions given by the class teacher or head teacher and try to carry them out to the best of your ability.
- 5 When in class, do your best to reinforce to pupils the instructions given by the class teacher.
- 6 Unless the matter cannot wait, remember not to interrupt the teacher or discuss non-urgent matters with them during teaching time.
- 7 Do your best to build positive relationships with pupils and staff. Try to make comments which are tactful, constructive and supportive. Always try to deal with problems as discreetly as you can.
- 8 The school has an Equal Opportunities Policy. This means that you must speak and act at all times in a way which respect pupils, staff, governors and officers of the LA whatever their race, nationality, colour, gender, sexual orientation or disabilities.
- 9 You are probably already aware of the dangers of physical contact with pupils. Please do everything possible to avoid physical contact with pupils, even touching. Also, remember that you should not get drawn into inappropriate topics of conversations with pupils.
- 10 If a pupil begins to talk to you about matters which disturb you, please talk to a designated Child Protection officer.
- 11 In general remember that if you are in any doubt about anything, always ask the advice of a member of staff or a senior manager.
- 12 You need to be aware that a breach of any of the standards set out might lead to a decision not to use you as a volunteer, either for a temporary period or, where a breach is serious, permanently. Obviously we hope and expect that such a situation will never arise.
- 13 You need to be aware that the school is required to carry out a List 99 check on all volunteers assisting in school (List 99 is a register of persons determined by the Secretary of State as unsuitable for employment in schools). This check is for the safety of the children which, you will agree, is of prime importance.
- 14 Finally, we hope that you will find this guidance sensible and helpful. We are confident that you will enjoy the experience of working in the school.

I understand and accept the above Notes of Guidance which apply to my involvement as a volunteer in the Newark Orchard School.

Name (print in capitals) .....

Signature .....

Date .....

**Please return the second copy of this document to the Education & Health Leader**

## **VISITORS**

- i) It is the responsibility of all staff to notify the office of any expected visitors.
- ii) All visitors must report to the office and be booked in. They must sign in and out at the office using the visitors' book. All visitors will be issued with visitor badges; unknown people who do not wear badges should be challenged. It is the responsibility of all staff to honour Newark Orchard School's security procedures.
- iii) Office staff need to know who your visitor is and where to locate you on their arrival.
- iv) If you need to order refreshments for visitors do so at the office in advance. This will be delivered by the catering team (N.B. there may be a cost!). Numbers are required at the time of booking. Refreshments may not be ordered on your visitor's arrival - you will need to make your own.
- v) Please use the meetings room but check availability, via the Office, before arranging your meeting. As a courtesy inform staff colleagues where appropriate.
- vi) Staff should not arrange to receive visitors while they are teaching or supporting in class unless it is specifically intended that the visitor is to spend time observing a class in action. If classroom observation is expected the teacher is reminded that their first duty is to the class not the visitor.
- vii) No unauthorised visitors will be allowed into school without prior notification.
- viii) Any unexpected visitor wishing to make contact with a staff member will be told when that person is available (lunchtimes and after school) and asked to leave a message or return in person or telephone to make an appointment.
- ix) Telephone calls will be recorded in the messages book and staff are reminded to check the messages book daily. The messages book will record who called and the contents of any message left.
- x) If an unexpected (even if known) visitor arrives to see a pupil remember no person or persons have the right to remove a pupil without the permission of the Head teacher or Deputy Head Teachers. Parents/carers are expected to make prior arrangements for an early collection from school of their children. Unless this is so, the pupil may not leave school. Use your own judgement if the parent is known to you and has a bone fide reason for collecting their own child. If there are any doubts please consult with SMT

**REMEMBER TO BOOK VISITORS INTO SCHOOL AND CHECK THE MESSAGES BOOK EVERY DAY**

**IT IS NOT THE RESPONSIBILITY OF OFFICE STAFF TO DELIVER MESSAGES UNLESS IT IS AN EMERGENCY OR URGENT**

(Responding to parents always takes priority)



## ADMINISTRATION OF PRESCRIBED MEDICATION

Refer to separate *Managing Medicines Policy*

### SICK CHILDREN IN SCHOOL

There are regular school medicals arranged by Central Notts Healthcare (NHS) Trust. Parents/carers are invited to attend. If it is appropriate, i.e., school have a significant concern, a Senior Manager, and/or class teacher may also be invited to attend for a discussion after the medical examination has been completed.

In the interests of all children and in order to keep the school as healthy as possible, it is expected that all children will be in good health when they attend school to enable them to access the curriculum effectively to good purpose. The same conditions apply to field study trips and residential settings.

If staff feel, after seeking advice, that a child is unwell and they need to return home parents/carers will be informed and asked to collect their child from school. Parents/carers are expected to keep contact numbers up to date. (Home School Agreement)

If antibiotics are prescribed by a doctor for a child, they will be expected to remain at home for at least the first day of treatment before returning to school. Children will not be accepted into school until they have completed one full day's prescribed dosage.

Parents will be requested to complete prescribed medication forms which are available from the office for any medication which needs to be administered during the day. These must be completed before any medication is administered.

Parents should encourage their GP's/consultant doctors to present the administration of prescribed medication outside the school day, where at all possible.

All medicines in school must be prescribed by a GP/consultant doctor and be labelled. No child will be allowed to take any medication without it being prescription labelled.

Emergency medication which is prescribed for some children will only be administered by appropriately trained staff.

The Head Teacher or representative will act reasonably to ensure that all children are in good health at all times.

It is the responsibility of the Senior Leadership Team to enlist the support of the Emergency Services if this is felt to be necessary (see also Section 1 "Health and Safety Responsibilities - In and Out of School") Staff should refer to the Head Teacher or Deputy Head Teachers before acting, unless an extreme circumstance arises.

If staff are concerned about the health of a child they should obtain the advice of the School Nurse or if the School Nurse is unavailable, First Aiders and/or a member of the Senior Management Team. Staff should follow the advice and guidance contained within this document.

A member of the Senior Management Team may decide to contact the child's GP or seek advice from the school's Consultant Paediatrician if there is a concern relating to a particular child.

Staff can pass on health concerns relating to children to the School Nurse but must inform the class teacher or team leader. The Education & Health Leader will meet with the school nursing team on a regular basis to share information and discuss medical/school protocols. Strategic developments are discussed by the Education & Health Leader at the Health Trust Liaison meetings held each half term and attended by all the Health Trust professionals who attend children at the Newark Orchard School.