

Health and Safety Policy



YSGOL BRYN HEDYDD

Dream it, achieve it, use the force

Health and Safety Policy

Ysgol Bryn Hedydd



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Signed (head teacher)	G Evans
Signed (chair of governing body)	M Jones

GUIDELINES

The Health and Safety at Work Act 1974 and related regulations require that all organisations with more than 5 employees should have a policy statement. The H & S Statement should provide a framework for the management of health and safety in that organisation. A policy should: -

- Be clearly written and easily understood
- Specify who is responsible for the arrangements for identifying hazards, assessing the risks and controlling them
- Seek to prevent injuries, reduce losses and really affect the way people work
- Ensure that staff know about the policy and understand it
- Be updated as appropriate.

The 4 'C' of a safe organisation must be borne in mind when drawing up or revising a policy. They are **Competence** (involving recruitment and training), **Control** (allocating responsibilities), **Co-operation** (between individuals) and **Communication** (verbal, written, visible).

The policy should cover how it will be managed in school and that includes:-

- **Organisation**
 - Specify who has responsibilities for health and safety
 - Specify the procedures to be followed by staff and safety representatives
 - Ensure that staff be provided with sufficient information about the risks they run and the preventive measures
 - Ensure that the right levels of expertise are available e.g. staff properly trained and specify when external specialist advice should be obtained
- **Planning & Setting Standards**
 - Set objectives, identify hazards, assess risks, implement standards of performance and developing a positive safety culture. All hazards should be identified including risks to staff, students and others assessed and safety standards set
 - Specify that Health and Safety should always be considered before any new work is started
 - Specify a plan to deal with serious and imminent danger
 - Specify how safety standards should be implemented and risks effectively controlled.
- **Measuring & Reviewing Performance**
 - Specify how monitoring compliance with the set safety standards is carried out

- Ensure that accurate records of injuries, ill health and accidental loss are kept and how the records are analysed to discover trends or weak spots
- Specify procedures when areas where standards are absent or inadequate are identified

Health and Safety Executive Inspectors, Trade Union Safety Representatives and others which could include litigators, involved in civil action claims, will want to know how you manage health and safety. HSE inspectors have the legal power to ensure compliance with the regulations.

HEALTH, SAFETY AND WELFARE POLICY

1. Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

2. The School Curriculum

- 2.1 We teach the children about the health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and health lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely
- 2.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 2.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex, drugs and internet safety education. (See PSE Policy)
- 2.4 Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.

- 2.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity. The school takes bullying very seriously and has measures in place such as pupil mentors (SOS) and a worry box. Trained staff are available to work with children to help them with dealing with their feelings and emotions e.g. Seasons for Growth, Dino Club and Pyramid Club.

3. School Meals

- 3.1 Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 3.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

4. School Uniform

- 4.1 On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is earring studs in pierced ears if newly/recently pierced in the last two months. We ask children either to remove these during P.E. and games or to cover them with a plaster.

5. Child Protection

- 5.1 There is a named person responsible for child protection in the school. This is the Head teacher; the second named person is the Deputy Head teacher.
- 5.2 If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.
- 5.3 The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 5.4 We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

6. School Security

- 6.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that school is a safe environment for all who work or learn here.

- 6.2 We require all visitors to the school who arrive in normal school hours to sign the Visitor's Book in the Reception area and to wear an identification badge at all times whilst on the school premises.
- 6.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 6.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head teacher immediately. The Head teacher will warn any intruder that they must leave the school site straight away. If the Head teacher has any concerns that an intruder may cause harm to anyone on the school site, she/he will contact the police.

7 Safety of Children

- 7.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Head teacher or Health and Safety Co-Ordinator before the activity takes place.
- 7.2 We do not take any child off the school site without the prior permission of the parent.
- 7.3 If an accident does happen, resulting in an injury to a child, the teacher will do all he/she can to aid the child concerned. We keep a First Aid Box in the main School Office. A list of staff fully trained in First Aid is also available from the School Office.
- 7.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the Office Manager will telephone for the emergency services.
- 7.5 We record all incidents involving injury in the school log book, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the Parents through the emergency telephone number that we keep on the school files.

8. Seat Belts

- 8.1 We only use coaches and mini buses where seat belts are provide. We instruct the children to use seat-belts at all times when the bus is moving.

9 Theft or other Criminal Acts

- 9.1 The teacher or Head teacher will investigate any incidents of theft involving children.
- 9.2 If there are serious incidents of theft from the school site, the Head teacher will inform the police and record the incident in the Incident Book.

9.3 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

10. Monitoring and Review

10.1 The Governing Body has a named Governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

10.2 The governing body, in consultation with professional advisors, carried out regular risk assessments to ensure that the school is a safe environment.

10.3 The Head teacher implements the school health, safety and welfare policy on a day to day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

10.4 The Head teacher reports to governors annually on Health and Safety issues.

Policy on School Trips

For all school trips the following procedures must be followed:-

- Written permission must be obtained from all parents prior to the trip.
- Staffing ratios must be maintained at the same level as in force in the school
- A suitable First Aid box must be taken. Copies of registration sheets containing contact numbers, allergies, etc., must also be taken.
- The pupils must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the trip. No transport must ever depart without two members of staff both independently counting and agreeing that all pupils are accounted for.
- On return to school transport should be checked by two members of staff both independently counting and agreeing that all pupils are accounted for and that no personal property or litter has been left behind
- Toilet facilities must be provided at regular intervals.
- Food and drinks must be provided regularly.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured, the driver's documentation valid, and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.

The teachers in charge of the trip will instruct the pupils in the rules and regulations relating to the trip, and where necessary, will also issue written guidance for pupils and their parents.

However, the school recognises that it is in the nature of the behaviour of children that they may obey instructions either through forgetfulness or wilful disobedience. It is also recognised that through their inexperience children are unable to make reasonable analyses of potential risks, and thus need to be protected from their own behaviour. The teachers in charge therefore will not proceed on the basis that all children will obey instructions given, but will take all steps necessary to ensure that instructions are obeyed at all times.

At the conclusion of each trip the teacher in charge will complete a review of the trip, noting the following:-

- Any particular problems with transport (e.g. coach arriving late, no seat belts etc)
- Any particular problems with the venue (e.g. nowhere to shelter during rain).
- Any particular problems with specific pupils (illness, behaviour etc)

- Educational benefits of the visit
- Comments from parents
- Recommendations for future visits

Prior to each school trip the teacher in charge will refer back to the reviews and take account of comments.

The school arranges visits in accordance with Denbighshire County Council's EVOLVE on line system.

Fire Procedures and Drills

During an academic year there will be at least three fire drills, one per term. Added to this will be at least one fire drill during the lunch break. In the event of a fire/drill the following procedures will be adopted in conjunction with the written and pictorial evacuation plan situated within each class room and area of school.

- 1. On discovery of a fire**
 - a) Sound the alarm
 - b) Call the fire alarm
- 2. When the alarm is sounded**
 - a) Teachers will leave the building escorting pupils and visitors etc., by the nearest safe exit at the time of the alarm. In normal circumstances the classes should use the following exits.

Foundation Phase Department

Nursery – through the main door onto the playground.

Infants – through the nearest door onto the playground

ALL TOILET AREAS IN THE INFANT DEPARTMENT WILL BE CHECKED BY THE DESIGNATED STAFF.

Junior Department

People working in the school hall will leave via the main doors onto the main playground.

Junior children will leave the building by the nearest exit and make their way onto the main playground.

Kitchen staff to vacate the kitchen through the nearest fire exit.

All staff have an area of responsibility to check before exiting the building. This is found in the written evacuation plan.

Administration Office personnel to leave by the nearest exit.

Caretaker to report to the Head teacher as soon as possible if on the premises.

Fire Drill for Lunchtime

Document detailing fire drill for lunchtime DRA's and staff attached.

NO ONE IS ALLOWED TO RETURN INTO THE BUILDING TO COLLECT PERSONAL BELONGINGS

On arrival at the assembly points roll call will be taken immediately and the following persons notified as soon as possible.

- a) Head teacher
- b) Deputy Head teacher

Please note that possibly children will need to be escorted elsewhere on the school grounds to ensure safety if it is deemed necessary.

In the case of an actual fire the Head teacher will report to the fire officer on the arrival of the Fire Service. No one is to re-enter the building unless authorised by the Fire Officer.

In the case of a Fire Drill the Head teacher will indicate when to re-enter the building.

LUNCHTIME FIRE DRILL/FIRE

All staff should send class registers to the school office early morning these will be kept in the office and will be returned by 1.00 p.m.

1. The Head teacher, Deputy or next person of authority will take the responsibility for the Fire Drill.
2. During an emergency the nearest adult to a fire alarm will activate it.
3. In an emergency during the lunch time the Senior Supervisor with the assistance of the Hall MDRA and Head teacher will:

- a) Clear the Hall of all pupils and adults in an orderly fashion assist pupil to their designated classes being lined up.
- b) The Head teacher will check the Junior toilets and the Deputy Head teacher will check the Infant toilets. All delegated MDRA's designated to a year group will clear pupils from their class rooms in an orderly fashion and line up in the playground. Staff on site will make their way in an orderly fashion from the building and join pupils in their designated classes.
- c) Office staff will collect fire registers exit the building and distribute to class teachers and DRA's in the playground. Office Manager to Junior Playground, Admin Assistant to Infant Playground.
- d) Visitors on site will make their way to the junior playground and will be checked by Office Manager.
- e) All personnel should ensure doors are closed on exiting the building. All personnel belongings are to be left behind.
- f) No personnel to go back into the building until advised by Fire Officer/Head teacher.

Responsibility of the Senior Supervisor/DRA

- a) To be aware beforehand of all emergency doors.
- b) To be aware of the duties delegated to them.
- c) To escort children from the building and ensure their safety
- d) To ensure their designated area of the building is vacated by all.
- e) To supervise the children on the school playground.
- f) To read and familiarise themselves with the Lunchtime Fire Drill document (attached).

Responsibility of the School Cook

1. To take all appropriate steps to confine danger
2. To oversee the evacuation of the kitchen area
3. To close all doors to confine the fire

THE MAIN PRIORITY FOR ALL ADULTS INVOLVED IS TO ENSURE THE SAFETY OF THE CHILDREN AND TO VACATE THE BUILDING AS QUICKLY AS POSSIBLE

Visitors

All visitors must sign in at the main office. In the case of a fire drill the Office Manager will take this list to the junior assembly area and will check that any visitors are present.

Before concerts visitors will be told about the fire exit positions. A maximum number of 120 visitors will be admitted to the school hall at any one time.

Accidents and General Medical Attention

All accidents and injuries to pupils must be entered in the Accident books provided in the relevant First Aid Areas. Accidents to staff must be reported in the Accident Book which is to be found in the school office. MDRA's should report injuries to the senior supervisor who will liaise with the Head teacher to complete accident forms, inform parents or notify emergency services.

The Head teacher or the Deputy Head teacher should be notified of any accident or injuries which are deemed serious or need further treatment. The same is true if a parent has been notified and is collecting a child during the lunch break. In the case of a head injury parents will be notified as a matter of course. In the event of a child losing consciousness an ambulance will be called.

For serious incidents/accident forms are to be completed and returned to the Office Manager as soon as possible after the accident. These forms are signed by the Head teacher and inputted by the Office Manager on the DCC intranet Accident Reporting site. An incident number is provided and copies are kept in the school office.

Although some members of the teaching staff have a limited amount of First Aid experience and basic training, all staff are aware that if they think that an accident is serious they are to inform senior management immediately. This should also be the case at lunch times when a Senior Supervisor will be able to deal with the majority of cases (see appendix 2 section 7).

First Aid kits are to be found in the School office, School kitchen, Infant department and Upper junior resource area. All MDRA's have a first aid kit of their own whilst on duty. All trained first aiders have their own kit.

Car Parking on the Grounds

Staff and parents must be aware that **NO** parental cars (unless they have prior consent) are allowed on school grounds. Only permit holders and visitors are permitted to park within the school car park.

Parents of After School Club children are asked to park outside the school grounds and with in/out on the pathway provided.

At the beginning and end of the school day parents are requested to obey the 3 strike rule:-

1. The first time a parent drives in to the car park they will be warned.
2. If caught again, it will result in a £10.00 fine which will be added to their bill from 'Cool Cats'.
3. If caught driving in a third time the parent will be banned from 'Cool Cats' and have to find alternative child care.

Out of School Journeys

When considering 'Out of School' activities each teacher must refer to the Denbighshire LEA Guidelines for 'EVOLVE'. Some of the most important facts to consider are as follows:-

- Staff must ensure that 'Form A' has been completed by all parents prior to their entry to school
- Parental Consent Forms (Form B) must be issued and completed.
- All letters to parents must consider the school's charging policy.
- Staffing/adult ratio to children must be adequate for the age and number of children Year 1 to 3 will be 1 adult to 10 pupils. Years 4 to 6 will be 1 adult to 15 pupils.
- The leader of the activity must be competent and appropriately qualified for the activity.
- The information given to the parents prior to the visit must be as detailed as possible.
- A suitable First Aid Kit should always be taken.
- All food/drinks must be carried in suitable containers i.e. no glass etc.,
- Teachers in charge to ensure that Insurance arrangements have been made. A policy with SAS (School Advisory Service) Chubb is maintained for all school visits.
- The group leader should always be familiar with the venue. Arrangements should be made for an exploratory visit.
- A school visit arrangements form should be completed as set out by EVOLVE. One copy taken by the leader and another retained by the EVOLVE co-ordinator. This contains details of party size, supervisors, travel arrangements, timetables and phone numbers of the venue.
- A mobile phone should be taken on all out of school visits
- The group leader should have access to emergency telephone numbers for each child.
- Gain permission for residential visits from the Governing Body and DCC (EVOLVE).
- Carry out a risk assessment for residential visits or any visit involving adventure activities.

Transport Arrangements

Children should be reminded of the following regulations: -

- Wear a seat belt
- Not tamper with the vehicle's equipment
- Not leave bags or any objects in the aisles
- Not kneel or stand on the seats
- Stay in their seat while the vehicle is in motion
- Not to leave the seat unless instructed by an adult to do so
- Not to disturb the concentration of the driver

If private cars are used the driver must have insurance and the vehicle must be roadworthy. Separate permission must be obtained from parents for children being carried in a private car.

A group leader should discuss with parents details of any medical needs. For residential visits details of any dietary requirements should be obtained.

Supervision and Identification of Potential Hazards

All staff have been issued with the School Policy on Supervision. Allied to this all staff should always be aware of potential hazards at school whilst undertaking their teaching/supervision duties.

- Obstructing passages and emergency exits with furniture or other impediments
- Spillage of liquids on floors causing slippery surfaces
- Trailing wires, cables etc. on the floor or at head height
- Mis use of step ladders
- Children should not be asked to push heavy furniture about the school If they are asked to do light work they must be supervised at all times
- Care must be taken on the playground and children must be encouraged to be especially careful when playing in a confined space.
- Children must be supervised when working with dangerous equipment associated with craft, science or technology.

Guidelines for Teaching Physical Education

Care, Maintenance and Storage of Equipment

1. An annual inspection is made of all large indoor and outdoor Physical Education equipment. However, incidental defects can develop and when this is seen the matter needs to be reported to the Head teacher immediately.
2. If the above is not reflected immediately, the equipment must be withdrawn and the Head teacher notified of the action taken.
3. Suitable storage should be considered to ensure ease of access. The teacher taking the class has a responsibility to teach the pupils how to handle the apparatus. All small equipment should be returned to the appropriate storerooms and locked away after use.
4. Children must be encouraged to look after all equipment use it properly and return it to the correct receptacles.

Safety Checklist

Before any P.E. activity the teacher in charge should carry out a checklist of safety precautions.

- Remove dangerous obstructions
- Check that the floor surface is clear
- Check that appropriate footwear is used
- Check that the children have removed watches and jewellery
- That the children's T-shirts are tucked in and long hair is tied back
- Check that all equipment such as wall frames are secure
- The teacher should also wear appropriate clothing
- Be aware of any medical issue, particularly if teaching another colleague's class

Code of Conduct for Children

Regularly remind the children of codes of acceptable conduct in P.E. and the need for care. The following points are useful:-

- Every lesson should begin with children sitting in space, in silence, in the "control position" with their legs in the position. Children will return to this
 - position when they are not working.
- Remind them about the 'Three C's' in P.E.
- **Control**
- **Concentration**
- **Consideration**
- Noise should be kept to a whisper so that the teacher's control is maximised.

Lesson Planning

Ensure adequate preparation “Failing to prepare is preparing to fail”

- Curriculum continuity
- Lesson content
- Pay particular attention to any new skills being introduced
- Check all apparatus and the work area
- Every lesson should have 4 stages
- Introduction – Warm up
- Revision of basic skills
- Application of skills to the lesson task
- Conclusion to the lesson – warm down

During the Lesson

- Gymnastic equipment should be removed from the storerooms prior to the lesson and arranged around the side. Children must never be allowed to ensure the storerooms unsupervised.
- Stick to the school standard procedure for setting out equipment
- The teacher should stand where all the children are in view for most the time
- If a child is acting incorrectly or in a dangerous way, do not waste time going over to them, use your voice!!
- If any child fails to respond to your correction, they must stop the activity and sit at the side
- Mats should be put out where they are used, not as safety devices. If an activity is hazardous then do not do it.
- Remember to give clear instructions about what the children should be doing, never say “Use the Apparatus”.

After the Lesson

- After the warm down the children should change back into their ordinary clothes unless the lesson is followed by another P.E. activity
- Ensure that all equipment is put away safely and all fixed equipment is secure.
- Any accidents must be reported.

Qualifications for P.E. Teaching

Qualified teachers in Primary School are usually responsible for their own Physical Education lessons. There is certainly no reason why such teachers should not teach those aspects of P.E. (games, dance, movement etc) that do not involve serious problems of safety, even though they may not have received specific training during their teaching course. It is important however that they study the safety rules and attend in service courses when they are offered.

The teaching of swimming also requests specific training. If there is no instructor available on the pool side, the teacher in charge in such cases must be a competent swimmer and be able to give adequate instruction. All teachers accompanying children to the pool side must wear appropriate clothing i.e. track suit, or shorts and T-shirt etc. Please ensure that all children shower before entering the water.

Administration of Medicines

The aim of our 'Whole School Policy for Managing Medicines' is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Overview

- Parents are strongly encouraged to administer medicines to their children outside of the school day
- Medicines will only be administered on the school site when there is no other alternative, and when failure to do so would be of detriment to the child's health.
- Non-prescription medicines will **never** be administered by a member of staff.
- Parents must complete **Form A** before any medicines are administered on site.
- Staff must keep a record of any medicines administered on site (**Form B**).
- Medicines must be kept in the labelled containers in the school office or staff room refrigerator (where refrigeration is necessary).

Procedures for managing prescription medicines which need to be taken during the school day

Medicines should only be taken into School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.

- The School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines will always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- The School will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable them to be taken outside school hours. Parents are encouraged to ask the prescriber about this.

Procedures for managing prescription medicines on trips and outings

The School encourages children with medical needs to participate in safely managed visits. The School will consider reasonable adjustments to enable children with medical needs to participate fully and safely on visits. This might also include risk assessments for specific children.

- Staff supervising excursions will always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans will be taken on visits in the event of the information being needed in an emergency.

Roles and responsibility of staff managing administration of medicines

Medicine will only be administered by the School when **essential**; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'.

- No child will be given medicines without their parent's written consent (it is only necessary to seek consent from one parent).
- Any member of staff giving medicines to a child will check:
 - the child's name
 - prescribed dose
 - expiry date
 - written instructions provided by the prescriber on the label or container.
- If in doubt about any procedure staff will not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the School.
- **Staff administering medicine will complete and sign a record each time they give medicine to a child. Form B** will be used for this purpose.

Parental responsibilities in respect of their child's medical needs

- Parents should not send a child to school if he/she is unwell.
- Parents must inform the school and after school setting (e.g. After School Club) about any particular needs before a child is admitted or when a child first develops a medical need. **The school and setting need separate notifications.**
- It must be a Parent (includes any person who is not a parent of a child but has parental responsibility for or care of a child) who gives consent for medicines to be administered.
- Parents should make every effort to arrange for medicines to be administered outside of the school day, or to come into school and administer medicines themselves.
- Parents should encourage children to self-administer medicines, where it is appropriate to do so.
- Parents must inform the school about any medicine that is to be administered during the school 'day'.
- Parents must complete **Form A** before any medicine can be administered by a member of staff.

Staff training in dealing with medical needs

- Staff have access to regular training on the use of epi-pens (adrenaline) in the event of severe allergic reactions.
- New members of staff will be made aware of the medicines policy and procedures within the first month of employment.
- Four members of staff are the first-aiders, and have undertaken a 3-day first aid training course. All staff are aware of who the first-aiders are if anyone is unsure check with the school office.
- In the event of a child with specific medical needs joining the school, the school will seek advice on staff training needs from the LEA.

Beach School

Trips to the Beach

- Staff ratio – 1 – 14 pupils Two Beach Practitioners
14 – 21 pupils Three Beach Practitioners
21 – 28 pupils Four Beach Practitioners
- Inform the office where on the beach you will be according to the map
- Mobile Phone
- Whistle and horn
- First Aid Kit or Burns First Aid Kit
- Accident/Incident Forms
- Any equipment needed for the activity planned
- Lesson plan
- Risk assessments
- Towel
- Spare clothes
- Camera

Site Safety Check

1. Ascertain which practitioner is managing the safety elements of the session.
2. With the practitioners' knowledge of the group are the day's conditions matching the group's ability to carry out the plans laid out for the session.
3. If the sea conditions change, how will the session vary?
4. Can all parts of the beach schools scheduled programme route be used safely?
5. Are the escape routes clearly known and understood and practitioners aware of conditions under which stopping the session early is a matter of group safety.

6. Are there any specific individual client's needs to be considered?

Activities on the Beach

- Tide times and potential impacts on the session.
- Of the traffic and crossing the roads on the way to the beach.
- When crossing the promenade be aware of bicycles on the bike track.
- Of the steps down to the beach, they can be covered in sand, proving precarious to descend.
- Any boundaries you may want to set whether verbally or by marking in the sand.
- Specific considerations of safety on the beach i.e.
 - Climbing on the rocks.
 - Climbing on the groynes
- Who to go to if help is needed.
- Of jellyfish washed up on the shore, please warn the children they can still sting even if they look dead!
- Lifting heavy boulders can cause back injuries.
- Emergency procedure.
- **A WHISTLE IS USED FOR EMERGENCIES ONLY!!**

Emergency Procedures at the Beach

- In an emergency the whistle is blown.
- The pupils assemble quickly but calmly to a pre-designated place with one staff member and if necessary staff member 2 will phone for the emergency services.
- The register is taken to determine all pupils present.
- School is alerted and senior management will make an informed decision as to whether they need to attend the scene.
- The Administration office will contact the parent/guardian.
- A member of staff from school will be needed to attend to assist in walking the pupils back to school.
- Accidents or incidents need to be recorded once the situation is under control and the pupils settled back in school.
- On reflection could the accident/incident have been avoided? Will a new risk assessment need to be added?