

Hamp Nursery & Infants School



Health and Safety Policy 2025-2026

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2025/2026

“It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.”

Health and Safety at work Act 1974

At Hamp Nursery and Infants School we have adopted the County model policy for Health and Safety. Further, but not contrary to this, we have included policy specific to our school setting and practice.

Amended and updated by
Health and Safety Co-ordinators

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Due for review - Autumn term 2026

Health and Safety Policy 2025/2026

Statement of Intent

This policy is designed to complement the County Council's Health and Safety policy and that of the Education Directorate and should be read in conjunction with those policies.

The school and its Governors will abide by its duties and responsibilities as an employer under the Health and Safety at Work Act 1974 and will seek to implement the Act in all activities within its control.

The school recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.

The School identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.

The policy of Hamp Nursery and Infants School is to take appropriate steps to:

- Safeguard its employees, pupils and visitors from injury or ill-health;
- Provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Directorate's control, which are safe and without risk;
- Provide adequate welfare facilities;
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
- Prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the School and Governors will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

Policy Statement

The overall responsibility for Health and Safety, for all who work in or visit Hamp Nursery and Infants School, rests with the School Governing body. The Governors are committed to ensuring that all those who work in the school, whether adult or child will do so in safety. Safety is concerned with the physical well-being of those involved and includes all activities, resources and opportunities provided by the school, or by those who work with the approval of the school. All staff have a duty in law to achieve and maintain a healthy and safe workplace and to take all reasonable care of themselves, pupils and others on the premises at any time.

The principles of Health and Safety at Hamp Nursery and Infants School are listed below:

1. All activities and resources which involve pupils will be assessed for any risk on the grounds of safety and health, and where necessary steps taken to control elements appropriate to the risks foreseen.
2. No adult or child will be expected to take part in any activity, or use any equipment or resource if it is deemed to be unsafe.
3. All staff have a duty to raise any health or safety issue with the appropriate member of staff and any issues so raised to be recorded in the Health and Safety log.
4. The Governing body will be apprised of Health and Safety issues annually. Or should the need arise, at the soonest available opportunity.
5. The day to day health and safety of adults and pupils is delegated to the Head Teacher of the School with some responsibilities delegated to the Health and Safety co-ordinator.
6. All premises, resources and equipment will undergo regular safety checks to determine safety for use.
7. Any issue relevant to parents will be communicated openly and clearly and without delay.
8. The Governing body and staff of the school will make full use of external advice and support from officers of the LEA and other services who offer support and advice on Health and Safety matters.
9. The school will make procedures available to all who work in the school, it will be their duty to apply the procedures. Guidance and training will be available to those who require it.
10. The Governing body will ensure a critical incident/emergency plan and advise staff of their duties and responsibilities.

The procedure for reporting undue risk/ health and safety issues is to inform the Health and Safety Co-ordinator/ Business Manager/ Head Teacher.

Issues will be recorded in the Safety log and appropriate measures taken.

Named staff have undertaken EEC safety suite training and will continue to record Risk Assessments. – risk assessment files are stored in classrooms.

Legal obligations

By law Health and Safety at work is governed by “The Health and Safety at work Act 1974”. This is enforced by the Health and Safety Executive (HSE).

Responsibility for Health and Safety lies with the Governing body of the School. In practice the Governing body delegates specific Health and Safety tasks to named personnel within the school. See Table of responsibilities (Appendix A) **However, the Governing body retains the ultimate responsibility no matter who carries out the task.**

Each employee must take reasonable care of their own health and safety, and that of anyone who may be affected by what they do at work. They must also co-operate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices.

The Governing body and staff recognise that whilst following the Health and Safety Law, we are also acting *in loco parentis* toward the children in our care at all times.

Duties and responsibilities

- The Head Teacher is delegated the responsibility of the day to day health and safety of all persons within the school. In her absence this passes to the Deputy Head Teacher. In practice, some of these tasks are delegated to the appointed co-ordinator for Health and Safety.

The Head Teacher is responsible for:

- Ensuring that all staff have a copy of the Health and Safety policy and are aware of their own responsibilities. A brief overview of important points is given to Supply Teachers, who work with the support of fully trained TA's at all times. New staff are given health and safety policies and the overviews at induction with the Head and SBM when they join the staff. (See Appendix B). Staff are asked to sign a document confirming that they have received a copy of the policy.
- Ensuring that all adults who visit the school have a named person (line manager) who takes over sight of their work/activity.
- Reporting matters of Health and safety to the Governing body.
- Reviewing with the Governors a policy for the financing of Health and Safety matters.
- Notification to the LEA of any Health and Safety issues that cannot be addressed by the School.
- Seeking appropriate and qualified advice before undertaking any activities which could affect Fire Safety or general safety to the building or grounds, or the people within it.
- Receiving and acting upon any Fire or Safety reports from Inspection Officers.
- Ensuring that any equipment , materials, substances or furniture purchased, donated or entering the school by other means is safe for intended use and meets current Health and Safety specifications, and if necessary seeking appropriate and recognised advice.

- Ensuring that effective First Aid provision and accident reporting procedures exist in accordance with the requirements of the Education Department.
- Investigation of any incident or accident, involving staff, visitors and pupils, assessing any breach of legislation, failures in the system of work or risk or hazard, and where necessary taking steps to improve safety and remove or reduce risks.
- Regularly reviewing policies and procedures, including Risk Assessment of Curriculum Activities, Electrical Safety, Fire Safety and Control of Substances Hazardous to Health (COSHH) and, in consultation with staff, keeping up to date with any new safety information and identifying any training requirements.
- Ensuring that inspections of the school premises, plant, equipment and working practices are carried out on a regular basis by a 'competent' person, and that they are safe and 'fit for use'.
- Carrying out an assessment of the risks staff, pupils and visitors may be exposed to, acting upon any risk or hazard identified by staff, pupils or visitors and taking appropriate action and advice to reduce or remove the risk, thereby ensuring the safety of persons at the school.
- Ensuring that any person deemed to be a 'competent person' to carry out any of delegated tasks, has either suitable experience or access to specialist training.

It is the responsibility of the Class Teacher to:

- Follow all policies and procedures as set out by the school.
- Act on any advice given by any Health and Safety officials, including the Head Teacher and her nominated 'competent persons'.
- Carry out an assessment of the risks involved in all activities they are responsible for planning.
- Communicate any risk or hazard to the staff, visitors, volunteers and children, whose day to day organisation they are responsible for, and also the procedures for dealing with such risk.
- Ensure that activity planned for PPA time is appropriate for staff and pupils.
- Reduce or remove any risk or hazard identified, ensuring that the activity is safe for pupils and adults.
- Report any risk deemed too serious to carry out, to the Health and Safety co-ordinator, Business Manager, Head Teacher.
- Ensure that any areas under their control are safe and risk free for all persons who may need to be in those areas.

It is the responsibility of all individual members of Staff to:

- Take reasonable care of their own health and safety, and that of anyone who may be affected by what they do at work.
- Follow any advice or instructions given by their Class Teacher or line manager.
- Report any incidents or accidents to their Class Teacher or line manager.

Staff are responsible for children in their 'care' at all times. This may mean dealing with an incident concerning a child from another class e.g. on the playground or in the dinner hall. Staff should take responsibility for the child and deal with the incident. This should then be reported to the child's Class Teacher at the first available opportunity.

Policy guidance and documentation

Health and Safety Executive

Health and Safety Manual Guidance for Schools Volume 4 and 5

EEC Safety Suite

Health and Safety policy

Safeguarding children Policy and reporting sheets

Security Policy

First Aid policy

Fire and emergency evacuation policy

Health and Safety Log book, incident reporting sheets, inspection reports

Off-site activity policy

Outdoor learning policy

Curriculum policies

All policies are stored on the P:drive/Staff/Policies and available to all staff.

Reporting risks/hazards

It is our policy to conduct our Risk Assessments using the “EEC Safety Suite”. This site is currently accessed by the H & S Co-ordinator or Business Manager. A central file is kept in the office, and in every classroom. Should any practitioner wish to undertake an activity that they feel is not covered by these Risk Assessments they should bring it to the attention of the responsible persons, who will assist them to carry out the Risk Assessments prior to the activity taking place.

Any risk or hazard deemed to be too dangerous to carry out the activity should be reported to the Health and Safety Co-ordinator/ Business Manager or Head Teacher.

Incidents reported should be recorded in the incident record in the Health and Safety Log, detailing action to be taken and dated.

Any equipment deemed unsafe to use should be removed from use and clearly labelled whilst awaiting repair. Business Manager/Health & Safety Co-ordinator will then complete IR1 form to report incident to County.

The Health and Safety co-ordinator will carry out a general risk assessment once a term, reporting findings to the Head Teacher and premises manager.

This will include an appraisal of general safety around the school and classrooms. Specific inspections are carried out on a regular basis by qualified persons.

Security

See Security policy

Morning

The children remain the responsibility of their parent/carers until 8.30, when the Teacher or TA will come onto the playground to receive them from their adult. Children arriving by Taxi at the organisation of Social Services may agree alternate arrangements at the discretion of the Head Teacher.

Any children arriving late, after the Teacher has left the playground remain the responsibility of their parent/carer and the onus is on the parent/carer to deliver that child into the care of a member of staff- either the HSLW or school receptionists.

Home time

Children wait in the care of the Teacher or TAs on the playground, where they will be handed over to their parent/carers at 3pm. Parents must inform School if anyone other than themselves will be collecting their children. School retains the right to refuse collection to an unidentified or inappropriate person, i.e. someone under the age of 16 years. Children are not allowed to leave school premises on their own. The Head Teacher must be informed if there is any reason to refuse collection of a child.

Children leaving the premises during the school day

If a child needs to be removed from school during the day, the school must be informed in advance. The child must be collected from the Reception Area by an appropriate adult, and signed out by the parent in the signing out log.

Children are to be supervised at all times. Children may leave the classroom accompanied by another child for short errands e.g. to take a message to another class or visit the Head Teacher.

Visitors to School

All visitors to school, whether regular or casual must report to Reception and sign in. They may only fully enter the school if the Head Teacher/ Deputy/ Appointed person sanctions such entry or work. A digital log is kept in Reception which records the visitor's name, time of entry and departure. Visitors should wear a visitor's badge. Mobile phones must be handed in to Reception.

Any persons seen in the school without a visitors badge should be approached and questioned as to their purpose. It is the responsibility of all members of staff to do so. If personal security is an issue, children should be removed to safety and the Head Teacher notified. In emergencies the fire alarm should be activated and emergency evacuation procedures carried out.

Staff must sign out and then back in if they leave the premises for any reason during the day, even if outside of "school hours".

Contractors

Contractors should telephone the school to make prior arrangements regarding dates and times for arriving to commence work.

On arrival the contractor's site manager or nominated person should report to Reception.

Contractors should work under their own Health and Safety regulations where it does not

conflict with the policy of the School. Any possible conflicts or issues should be brought to the immediate attention of the Head Teacher/Business Manager.

Contractors should not be using or leave tools or equipment in places occupied by staff or children.

Contractors are required not to move their vehicles on or near the playground whilst children are at play.

They are required to adhere to the Schools No Smoking/Vaping Policy and requested not to play music or use inappropriate language during the school day. They should be dressed appropriately for decency around young children.

Fire Safety

As part of the termly Health and Safety inspection, the Co-ordinator reports to the Head Teacher any fire hazards. A regular fire safety audit is carried out by the County Fire Officer. The Head Teacher acts on any requirements of these inspections.

All staff must be aware of the appropriate escape routes from classrooms and other spaces used by them.

All escape routes must be kept clear at all times. Each member of staff is issued with a fire evacuation policy and copies are kept in each classroom. A clear Fire Notice is displayed in each room and public areas detailing the routes to be taken and the Assembly Point. A realistic Fire Drill is carried out once per half term, including organisationally difficult times of the day. A Fire Drill log is kept in the Business Manager's office. Issues arising from any drills are acted upon as soon as is reasonably practicable. All fire extinguisher checks, tests and alarm tests are carried out regularly as needed by the school caretaker.

In the event of a fire or evacuation all children and adults should remain outside until the All Clear is given by the attending emergency services.

Fire and emergency evacuation policy (See Appendix C)

Critical Incidents/Bomb Alerts/Lockdown situations

In the event of a bomb alert or other critical incident the Head Teacher/designated person should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the fire brigade and police, vacate the building. All children and adults should remain outside until the All Clear is given by the emergency services.

As with a Fire Drill, if the alert is a practice then the fire brigade should be notified before the alarm is sounded and the evacuation takes place.

The Head teacher and designated senior staff will carry with them their **critical incidents** folder containing policy and procedures and all necessary relevant information needed to manage the children and situation following an incident.

In the event of an intruder, a separate lockdown alarm will be sounded, staff and children will remain inside their classrooms, following the lockdown procedures, until such time they are instructed that it is safe to leave.

Chemicals and Dangerous Substances

All such materials must have COSHH assessment sheets held in a central location. All chemicals and cleaning agents are to be kept in a locked cupboard. The contents of each container should be clearly marked.

Protective clothing should be worn in accordance with the direction of use of chemicals, cleaning agents and any other materials which have cautionary use.

Electrical equipment

Electrical equipment is checked regularly by an electrical safety officer. All equipment is dated and any items deemed unsafe at any time are removed from use. New items are bought from reputable sources and therefore deemed safe to use until included in the next inspection. Staff are not permitted to use any equipment that is neither provided by school nor has been purchased as a new item and will be included in the next inspection.

Resources and equipment

Any resources and equipment that are deemed unsafe or not fit for purpose should not be used. Attention should be brought to the Co-ordinator/Business Manager/Head Teacher who will complete an incident record. All staff are responsible for ensuring that any resource brought from home is safe and 'fit for purpose'. Classrooms should be set out so that easy access is available to all areas and equipment, whilst ensuring they the resources do not create a hazard to evacuation.

Premises

External areas are to be kept free of any hazards e.g. large stones or sticks. Any holes or hazards such as loose drain pipes should be reported to the Head Teacher/Business Manager as soon as possible, and appropriate safety measures taken to keep children and adults away from the hazard. Any damage to be repaired as soon as possible.

Children are to be supervised at all times on the playground and field.

Adults are not permitted hot drinks on the playground or field whilst supervising children.

Smoking

We operate a No Smoking Policy and staff, visitors and parents/carers are required to leave the school campus before smoking (including Vaping). Non-smoking signs are prominently displayed. Staff are requested to change clothing if smoking immediately prior to entering the site.

Mobile Phones

Under guidance from County it is our policy to request that staff do not bring mobile phones into school. Should that prove impossible then they must be handed into the office on arrival and collected as they are leaving school. Visitors to the school are also requested to switch off and leave their mobile phones in the school office. Staff are reminded regularly and signs are displayed.

Vehicles

A car park is provided for staff use. A 10 mile an hour speed limit applies within the school

campus. To allow our children safe passage, traffic including Contractor's and delivery vehicles, is not permitted on the drive between the hours of 8.20 and 9.00 and 2.50 and 3.15. The school gates are closed at this time and monitored. Staff or visitors arriving during these times are requested to park on the main road and collect their cars at a later time. Children are only permitted to ride scooters, bicycles or other wheeled vehicles on the school premises to the vehicle gate. They are then required to 'walk' their scooter, bicycle or other wheeled vehicle into the scooter/bike park and leave it there until home time. Parents are requested to park outside the campus and walk up the drive.

Pedestrians

A foot path is provided for pedestrian use and a School Crossing Patrol Officer on the main road. Children are reminded regularly to walk with their parents/carers and to stay on the designated paths, crossing at the appropriate places. Pedestrian training is provided and regular reminders to parents are included in letters. Road safety and awareness is included in the curriculum and we have regular reminders in assemblies and letters sent home. Staff supervise the inner gates on the drive.

Dress Code

Staff are not permitted to wear jeans or denim jeggings, or inappropriate and revealing clothing. Staff are reminded to take great care to ensure skirt length is long enough to cover modesty. All staff should wear closed shoes (not sandals) which are flat or low heel (no stiletto or kitten heels). Tattoos should be covered wherever possible. However, if it is impractical to do so, small wrist or ankle tattoos can remain uncovered, as long as it is of an appropriate nature. Jewellery should be safe and appropriate for the activities being carried out. Long hair must be tied back.

Comfortable non-restrictive clothing is required for PE and staff are required to work in bare feet or soft plimsolls or daps. For their own safety and the safety of the children staff must not work in tights or socks. Staff should remove any jewellery except a watch, stud earrings and wedding bands.

Children are requested to wear school uniform at all times. Jeans are not permitted, nor are high heels or sling back shoes. Children should wear a closed shoe at all times. Any type of open shoe or sandal is not permitted. Appropriate clothing for PE including daps or plimsolls, without laces, is to be provided by parents. We do not permit trainers. Jewellery is not permitted at any time with the exception of small stud earrings. Extreme hair styles or colours are not permitted. Long hair should be tied back whilst in school. This information is given to all new parents and staff at induction and reminders are sent home regularly.

Fad items that do not adhere to school uniform for example hair accessories or inappropriate hair styles would be deemed unnecessary and therefore not permitted in school.

Dogs

Dogs, except Guide Dogs, are not permitted on the school grounds, walking or being carried. Owners of dogs will be reminded of the policy and asked to remove them. The Head Teacher should be informed.

In the event of a stray dog, children should be taken/ kept indoors until such time as it is removed. Should a dog foul an area of the school grounds then this should be cleaned up immediately, as there is a possibility that children could pick up serious infection. Staff

should wear protective clothing e.g. disposable apron and gloves.

Food Hygiene

It is the policy of Hamp Nursery and Infants School to promote healthy eating and as such we only permit fresh fruit for daily snack time. Fruit provided for children by the Government's initiative is kept in a cool store until required. Any person handling fruit should wash hands before and after use. Baskets for fruit should be cleaned regularly. Storage of fruit from home should also be kept in a cool location in a regularly cleaned container. Staff should not give fruit to children that is considered to be unsuitable and should inform Head Teacher.

Fruit is given out in the morning and washed by staff if necessary. Children have access to water from a fountain or taps in classrooms. We do not permit water bottles or drinks from home for hygiene reasons. Occasional small treats are allowed e.g. at Christmas. We do not give out sweets or cake brought in from home except on a school occasion.

As part of the admissions forms parents are asked to provide information about any allergies their child may have, and these are updated annually.

Food preparation by children should follow the regulations set out in the Design and Technology policy. Staff have all been trained in basic food hygiene.

Allergies

School will endeavor to support all pupils with known allergies to ensure they are safe in school, where it is possible to do so. The school currently has a Nut-Free policy in place.

Illness and Infectious Diseases

In the event of an epidemic/pandemic of an infectious disease all staff should follow the appropriate government guidance in place (eg Covid19 procedures).

Children suffering from sickness or diarrhea, or a high temperature should remain at home for 48 hours to prevent the risk of infecting others. Staff should remain at home for 24 hours and return to work after this period if they are well enough to do so. Any necessary cleaning up will be done immediately. Staff will wear protective clothing e.g. disposable apron and gloves and masks if appropriate. The Head Teacher will be informed as will parents/carers.

All waste including bodily fluids must be disposed of in the yellow waste disposal bin in the Caretaker's room.

Children showing signs of sickness or diarrhoea should not be sent to school.

If children are taken ill at school, they will be kept in a quiet area or quarantine area until their parents/carers can be contacted to collect them.

Parents are required to telephone school on the first day of their child's absence. They are asked to communicate with their child's key worker on the morning of their return to update them of the child's condition.

Staff absence

During the school day - staff should inform the Head Teacher if they feel they are unfit to continue. If the Head is not in school then the School Business Manager or Deputy must

be informed.

Outside of school hours - staff should telephone the Head Teacher or Deputy as soon as they are aware they are unfit to report for work. Ideally this would be the day before to allow enough time to make suitable arrangements. If it is not apparent until the morning they must phone Head or Deputy between 6:30am and 7:15 am. Should they become unwell after 7:15am then they should phone school by 8:00am at the very latest. Should we not hear from you by 8:00 the expectation is that you will report for work by 8:20am.

It is not acceptable to text or leave voicemail on mobile phones. This must be a personal conversation.

On their return to work staff are required to complete an illness declaration form. Periods of illness longer than 3 days will be followed up by a return to work interview with the Head Teacher.

Medication

Pupil's medication Wherever possible children should be given medication at home. If they are too ill to attend school without it, then consideration should be given to whether they are fit at this young age to be in school. Should it be necessary to give medication during the day – the medical conditions policy would be followed. Staff all have class folders with the policy and all relevant forms in them to receive medications, receive instructions from parents and to record the administering of medicines to children. Prescribed medication must be in the original packaging to show the child's name and prescribed dosage.

Children's analgesics (such as Calpol) and Antihistamines (such as Piriton) can be given following parents instructions. They must be in their original containers to show they are age-appropriate and have recommended dosages. Parents are responsible for communicating to staff the timings of when the analgesic/antihistamine etc was previously given and what time it would be due. Staff will not give above the recommended dosage. Staff must label the container with the child's name and report back to parents if and when it was given. All doses must be recorded on the correct form and signed by a member of staff responsible for giving the medication.

Other items that are necessary during the school day such as lip salves or Bonjela and sometimes cream for itchy rashes will be allowed *if necessary* but should be in their original containers and show they are age-appropriate. These must be recorded and treated in the same way as medicines, labelled and supervised by staff.

All medicines must be stored in the secure cupboard in the main Reception area (or if necessary and other items must be stored in or if necessary in the staff room fridge. If in doubt refer to SLT.

Staff medication. All staff are requested not to carry medication in their personal bags etc. If absolutely necessary then the medication must be left in the school business manager's office. Staff are invited to give details confidentially of any regular medication or ongoing medical condition which may aid their treatment in the event of an emergency.

First Aid See First Aid policy (Appendix D)

The Head Teacher is responsible for ensuring that the appropriate number of personnel are trained in First Aid and that adequate provision is available at all times.

In keeping with our commitment to the safety and well-being of the children in our care, the majority of our staff have received some basic first aid training.

Plasters are only to be given out by the First Aider. Parents are asked to give consent as part of the child's school admissions forms.

Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Accident procedures (For whole school use, to include PE)

- Immediately assess severity of accident/ fall.
- Send for further adult help/ first aider if required.
- Ensure safety of other children and self.
- Do not pick up child, allow them to get up by themselves if they can. If they cannot then always call for a first aider.
- For minor bumps, bruises, grazes and cuts treatment may be given as detailed in the First Aid policy.
- For more serious injury the first aider and then the Head Teacher must be called to, in the first instance care for the injured child and secondly to view the scene of the accident and assess any possible causes.
- All Head Bumps and any accidents in PE must be recorded in the accident book.
- Staff should record any personal accidents in the staff accident book and reporting sheets kept in the office. These should be notified to the Head Teacher.

Working at height/moving equipment/manual handling

Children are not permitted to stand or climb on furniture. They are permitted to move small pieces of equipment or furniture under constant supervision.

Staff have access to step ladders and ladders should they need to work at height, but must not do so when children are in the classroom or immediate area. Sack trucks are available to staff to move heavy items of furniture. Staff need not lift or move anything they feel beyond their capability – see separate manual handling policy.

Ladders and sack trucks are kept in the Caretaker's room/resources and stock room.
Areas with high storage are clearly labelled.

General issues of Safety

(See also "Safeguarding Children" Policy and "Risk Assessments on EEC Site")

All activities must be assessed for risk and appropriate measures taken to ensure safety. Children should be regularly reminded :

- To walk in the corridors and classrooms.
- That chairs have four legs and that all four legs stay on the ground.
- That they are not permitted to stand on the chairs or tables.
- Pencils are to be sharpened at one end only. Handled inappropriately they can be dangerous weapons.
- Scissors are to be handled carefully. Children are constantly reminded on how to hold and carry scissors.
- To work in a safe place where they will not become a hazard to themselves or anyone else.
- That 'safe play' does not include in the car park or climbing trees.
- Hand stands and cart wheels are not permitted on the playground or field at playtimes.
- All equipment and resources should be handled properly and the children are shown how to do this.

Staff should be regularly reminded:

- Children should be held and guided by the hand only.
- Children should not be lifted up, or held unless it is deemed absolutely necessary to do so, either for their own safety or the safety of other children.
- In physical activity, including PE children should be encouraged to attempt new activities on their own, and should only be assisted if they are unable to safely get down.
- **Two members of staff must be present in the Hall for all PE lessons.**
- TA's may supervise some PE and movement work but Teachers must supervise large apparatus work.
- All materials and resources must be appropriate for children. Any DVDs or videos used at school must be of educational content or rated U. PG films are not to be used. Video and DVD use must be reported to the Head Teacher on an annual audit.

Violence at Work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behavior towards staff.

All staff will report any incidents of aggression or violence (or near misses) directed towards themselves to their line manager/head teacher immediately. This applies to violence from pupils, visitors or other staff.

New and Expectant Mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus and chickenpox, so anyone who has had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella),

- she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated properly.
 - Some pregnant women will be at greater risk of severe illness from COVID-19.

Menopausal symptoms

School is committed to providing an inclusive and supportive working environment for all its workers and recognises that women may need additional consideration, support and adjustments before, during and after the menopause. The menopause affects every woman differently and there is no “one-size-fits-all” solution to it. School will ensure that all workers will be treated with dignity and respect, they will be listened to and supported as appropriate to their needs.

Occupational Stress

We are committed to promoting high levels of health and well-being, and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads. Guidance is readily available for staff to signpost them to counselling and support.

Delivery of the Curriculum

Each Curriculum policy details its own requirements for the safety and health of staff, pupils and visitors whilst working on that subject. Copies are available on the p-drive. Every activity should be assessed for risk by the Class Teacher in accordance with the policy, EEC safety suite and curriculum requirements, and appropriate measures taken.

Outdoor/ Offsite activities

See policy for outdoor and offsite activity (plus also Appendix E)

Transport

It has been agreed by the SLT that staff will not use their own vehicles to transport children.

Extremes of Weather

It is the policy of Hamp Nursery and Infants School to remain open at all times, as far as is reasonably practicable.

In the event of adverse weather conditions rendering it impossible to open, details of two contact numbers are given to parents and local radio is informed. Information will be added to the school website and the Somerset County Council school closures website as soon as possible.

If during the day the Head Teacher takes the decision to close early, County Hall and local radio will be informed and as many parents/carers as possible will be telephoned.

Members of staff will be elected to remain at school until the last children have been collected.

Parents are requested to inform school immediately of any changes to contact and emergency telephone numbers.

Sun Protection

Separate advice is provided within Volume 4 Guidance for Schools in respect of the advice to schools.

Parents are advised to apply sun lotion to children before they come to school (there are a variety of “single application” products available which will last the full day) and not bring sun creams into school for children or staff to apply.

All children are asked to bring a sun hat for protection. Sunglasses are not suitable for outdoor play as they can tend to be a hazard. Children with glasses on prescription who normally wear them out to play will be permitted if they are part of their prescription.

There are several shaded areas around our school grounds which can be used by groups or classes, however outside lessons, playtime and PE will not take place if it is too hot.

Children are allowed free access to water throughout the day all year round in their classrooms. Children are not permitted to bring their own water bottles from home. In order for us to maintain hygiene, provide cool fresh water and ensure that other drinks (eg fizzy drinks) are not sent in. During the hot weather they are encouraged regularly to drink more so they remain hydrated.

All children are taught about sun safety including protection and hydration within their classrooms routinely as part of the PSED/PSHE curriculum.

Health Education

Hamp Nursery and Infants School policy on Health Education (to include education on Sex and Drugs)

Hamp Nursery and Infants School has achieved “Healthy School Status”

In line with the Foundation Stage Curriculum on Personal Development and the recommendations for PSHE at Key Stage One, it is our policy that Sex and Drugs Education at the appropriate level, should be included in the overall Health Education of our children. At this level this would mainly include work on body awareness and personal safety, relationship skills and the need for exercise. We would however deal with any questions or issues arising from the children. Within a supportive and caring atmosphere our teaching staff can respond to children with understanding to begin to teach a sensitive area without any of the barriers, myths or problems that can occur at later stages.

We respect the responsibilities of parents in this area and the role of the school will be to cooperate and communicate with parents.

In line with the ethos of our school we aim to encourage a secure, happy and caring environment.

We are committed to encouraging a healthy lifestyle and helping the children to develop a positive attitude to their bodies. Also to encouraging children to form and maintain positive, healthy and rewarding relationships and to value and respect themselves and

others. This will include an understanding of what is right and wrong for themselves and their own bodies, and developing strategies to say 'No!'

The children may become aware of different types of backgrounds, and family structures and possibly the effects of separation and bereavement.

The aim of Health Education is to assist the children in gaining knowledge, skills and attitudes to begin to be able to make independent, informed decisions about their lifestyles and choices.

Safeguarding children

As a school we will adhere to the guidelines issued by Somerset County Council, all copies of which are readily available for the DSLs and DDSLS. The Safeguarding lead at Hamp Nursery and Infants' school is the Head teacher – Mrs Mary Weatherburn. The Deputy head – Mrs Sarah Seago and HSLW – Mrs Joanne Newcombe are also DSL trained to deputise for the Head, and the Nursery manager – Mrs Tracy Miller and deputy – Miss Vicky Keal are also trained.

All concerns regarding a child are recorded on My Concern. All staff are able to access My Concern to record a concern but only the DSL and DDSLS can access all concerns. The safeguarding lead is then responsible for following the correct line of action regarding the concern. The DSL and DDSLS meet regularly to triangulate information and review progress.

All information on children is regarded confidential and will only be discussed with other professional bodies should there be a concern for the safety of the child.

Staff and visitors are reminded regularly of the highly sensitive and confidential nature of the School.

Behaviour

In order to provide consistent standards of behaviour and discipline, staff and visitors adhere to the School's Relational Policy. This policy includes procedures for dealing with Bullying.

List of Appendices

A- Somerset County council model policy, including table of responsibilities

B- Overview important Health and Safety points

C- Fire and Emergency Evacuation policy

D- First Aid policy

E- Outdoor / off site activity Risk Assessment forms

Appendix A:
MODEL HEALTH AND SAFETY POLICY FOR SCHOOLS v6 July 2019



THE LAW

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **community schools, community special schools and voluntary controlled school's** statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the headteacher and other school staff (as employees).

As the management body, **the governing body** must ensure that school staff and premises follow policies and procedures set by the Local Authority for health and safety (e.g., reporting accidents, first aid provision), and:

- Implement a health and safety policy and advise employees of it;
- Have a Critical Incident/Business Continuity plan that considers emergency scenarios;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any activity on the school site or managed by the school;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained (including TeamTeach techniques where necessary) in their health and safety responsibilities; and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.
- Promote and support sensible health and safety management through discussion at Governor or Senior Leadership Team meetings; advice and guidance from the Corporate Health and Safety Unit when required.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The governing body, and headteacher, must comply with any direction given to them by the LA concerning the health and safety of persons on the school's premises or taking part in any off-site school activities.

THE ROLE OF EMPLOYEES IN ANY SCHOOL

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The headteacher, who has delegated responsibility for the day-to-day management of the school, has a role of making sure that the governing body's health and safety policies and procedures are carried out.

COVERAGE

A list of all the issues to be covered by a school's health and safety policy is given on pages 6 - 8 of this document with electronic links to the relevant County Council or other appropriate guidance.

MODEL HEALTH AND SAFETY POLICY

1. THE GOVERNORS OF HAMP NURSERY AND INFANTS SCHOOL will

- 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- 1.3 Endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
- 1.4 Seek improvement to working conditions according to priorities within existing resources.
- 1.5 Recognise their responsibilities when they make available premises or equipment for hire and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- 1.6 Ensure that Risk Assessments are carried out within the school using a recognised method of recording (e.g., EEC Safety Suite). Risk assessments are communicated to all staff and reviewed as appropriate.
- 1.7 Promote and engage health and safety through discussion and informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- 1.8 Ensure that staff can access training to ensure their competence for their tasks.
- 1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and **will** seek assistance from the Council's Corporate Property Group when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- 1.10 Report all incidents/accidents, using the Accident Reporting Module on the EEC Safety Suite and ensure appropriate follow up action has been carried out.
- 1.11 Review on an annual basis, all accidents and incidents reported to identify trends.
- 1.12 Consult with the school council and inform pupils of their responsibilities for Health and Safety.
- 1.13 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name (1) Mary Weatherburn (2) Clare Pappin (3) Sarah Seago

Trade Union

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually.



Signed: Chair of Governors: Michelle Martin

Dated: 2 October 2023

Signed: Headteacher: Mary Weatherburn

Dated: 2 October 2023

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their area of responsibility or recognised staff follow the school's policy, and the following measures:
 - 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 Selection of equipment suitable for its purpose and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department
 - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Governors will monitor safety performance within the school against the standards set by Somerset County Council and provide an annual summary of their findings.
- 2.4 Ensure that regular School Premises Management checks are completed in line with the [Premises Managers checklist](#) alongside guidance from the School's Area Building Surveyor and Local Authority. Also ensuring that appropriate training needs of person responsible for premises is delivered.
- 2.5 Governors to agree delegation for approval of off-site visits and activities (Category A) and review on an annual basis. [Scheme of Delegation](#).
- 2.6 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention

Assistance on health and safety issues is provided by
The Corporate Health and Safety Unit, Somerset County Council

3. Appointment of Appropriate Persons

Schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A for areas which need including in your policy). They should ensure that new staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

4. Guidance for Schools

The following guidance, produced by the Local Authority, is available for schools to use for their own standards:

- [Guidance for Schools Volume 4](#)
- [Outdoor Education and External Visits Website](#)

4.1 The Governors adopt the standards of the following publications, which are endorsed by Somerset County Councils Learning and Achievement service as standards for its schools:

- Association for Physical Education - afPE, (Published September 2016)
- Health and Safety: Responsibilities and duties for Schools: November 2018:
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- Building Bulletin 100: Design for Fire Safety in Schools (March 2014) – Gov.UK link:
<https://www.gov.uk/government/publications/building-bulletin-100-design-for-fire-safety-in-schools>
- Learning Outside of the Classroom: <http://www.lotc.org.uk/>
- Guidance on First Aid for Schools: first published August 2000, latest update – 12 February 2014, link:
<https://www.gov.uk/government/publications/first-aid-in-schools>
- Supporting Pupils at School with Medical Conditions: published by Department for Education, December 2015; link:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

TABLE A - DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: Hamp Nursery and Infants School

Headteacher Mary Weatherburn

Delegated Senior Manager: Sarah Seago

Premises Manager: Clare Pappin

External Visit Coordinator: Mary Weatherburn

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	SBM – Clare Pappin
EMERGENCY PROCEDURES:		
Emergency Procedures	Business Continuity Plan template for Schools	SBM - Clare Pappin
Critical/Major Incidents and updating your Contingency Plan	School Closures	SBM - Clare Pappin
	Updating your Contingency Plan	SBM – Clare Pappin
	Critical Incidents in Schools	SBM – Clare Pappin
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website	Mary Weatherburn
	EEC Safety Suite>External Visits Management	Mary Weatherburn
	Policy for Offsite Visits and Activities – in school	Mary Weatherburn
INDUCTION/TRAINING:		
SC Training Policy (HS031)	H&S Induction Checklist (Schools)	Mary Weatherburn
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	SBM – Clare Pappin
Infection Control	Public Health England Guidance	SBM – Clare Pappin
Medicines in school	Guidance for Schools: Volume 4	SBM – Clare Pappin
Needlestick Injuries	H & S Policy Manual - HS007	SBM – Clare Pappin
New and Expectant Mothers	H & S Policy Manual - HS017	SBM – Clare Pappin
Supporting Pupils with medical conditions,	https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2	SBM – Clare Pappin, Belinda White

Area	Location of Policy/Guidance	Name of person responsible
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guides and DSE1 assessment form for schools	SBM – Clare Pappin
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Caretaker Mike Weatherburn
Employee or Volunteer Driver	Driver Risk Assessment HS014	N/A
First Aid	H & S Policy Manual HS012	Mary Weatherburn
Minibus Safety	Outdoor Education Advisors Panel – National Guidance	N/A
Violence at Work	Work-related Violence HS011	Mary Weatherburn
SITES AND BUILDINGS:		
SC Overarching Guidance document	Corporate Property Standards and Guidance Including construction work/contractors on school site	SBM – Clare Pappin
Asbestos	Asbestos Register - in School	SBM – Clare Pappin
Electrical Safety <ul style="list-style-type: none"> Portable Appliance Testing 	Guidance for Schools: Volume 4	SBM – Clare Pappin
Equipment Maintenance <ul style="list-style-type: none"> Lifting Equipment PE Equipment CDT Equipment LEV 	Contact Property Services - Contracts available for purchase by schools.	SBM – Clare Pappin
Fire Safety <ul style="list-style-type: none"> Arson Prevention 	Fire H&S010 Contact insurance for more advice https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	Mary Weatherburn SBM – Clare Pappin
Gas Appliances <ul style="list-style-type: none"> Boilers Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	SBM – Clare Pappin
Premises Managers checklist	Premises Managers Task List	SBM – Clare Pappin
Pressure systems – e.g., steam ovens/stills	School responsibility - contact Insurance https://www.somerset.org.uk/sites/sccinsurance/SitePages/Home.aspx	n/a
Safety Glazing	Please refer to SCC Corporate Property Standard – BDN 27 L40 Safety Glazing	SBM – Clare Pappin

ESTABLISHMENT **Hamp Nursery and Infants School**

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (Eg, office, web address)
Accident Book Accidents – Bumps and scrapes	Reception Reception
Asbestos Register	School Office
Burgundy Pack	Available on line
Emergency Contingency Plan	SBM Office Copy retained at Head, Deputy and SBM Home
Fire File	SBM Office
Guidance for Schools –Volume 4	SBM Office
Health & Safety Manual	SBM Office
Policies: Health and Safety) Critical Incidents) Manual Handling) Off-Site Visits) Fire-safety) Medical conditions) First aid) Safeguarding)	Available to all staff via the p-drive. On the school website.

Document Prepared by (Signature)

(Print Name)

Title:
(e.g., Headteacher/Governor)

Date:

The monitoring/review arrangements in place are summarised below:

<p>H&S Safety Audit (CHSU – every 3-years) Inspection Report (purchased by way of SSE Health and Safety Management Package) Accident/Incident Report Safety Representation Reports (Recognised Trade Union/Professional Association) Property Services Report – Capital Support Fire Risk Assessment – (CHSU - every 5-years) Legionella Risk Assessment</p>	<p>External Monitoring</p>
<p>Activity Planning (Burgundy Pack) Annual Declaration (RAMIS) Annual Review (RAMIS) EEC Management Report EEC H&S Self-Audit questionnaire Governors Meetings with standing Health and Safety agenda item Governors Premises walkabout with feedback report Headteachers Self-Assessment (Burgundy Pack) H & S Committee Inspection Senior Leadership Team Meeting with standing Health and Safety agenda item Staff Induction and INSET day training.</p>	<p>Internal Monitoring</p>

Fire Evacuation Policy 2025/2026

Assembly point - Hamp Nursery & Infants school field.

**Gather on the field, between the outdoor classrooms and Hamp Academy.
Access from either the adventure playground or the hobbit garden
(go around the huts).**

Class and Nursery room procedures

When the alarm sounds-

Stop children quietly and ask them to leave everything and line up at the assigned exit.

Ensure an adult checks your cloakroom/toilets – count the children.

Walk sensibly with an adult leading and an adult following the whole class.

Extra adults to be positioned along the line or with PEEP children.

Walk quickly and sensibly but do not run.

Ensure the children are reassured but quiet.

Follow the flow of other classes – do not try to overtake.

Take your class fire register with you.

Wait with your class at the assembly point - register the children using the fire register.

Make a member of SLT aware should any child or adult not be accounted for.

Hall
Kitchen
Offices
Staff room
Courtyard room
Either Playground
Hobbit garden

Do not attempt to re-join your class.

The adults in this area need to take the children in their care and leave by the nearest exit and go straight to the assembly point.

Once at the assembly point ensure children re-join their class for registration.

Miss Pappin will meet the emergency services outside of the main gate.

Mrs Weatherburn or Mrs Beresford will check the main corridor toilets.

Mrs Cowen will bring staff signing out book
to the assembly point.

Teachers will take their fire register with them when they leave the classroom.

Office staff will take walkie talkies, a mobile phone and keys to driveway gates

Playtime procedures

Playground

All classes should line up in their usual places with their TA and then lead across the playground to the Assembly point. Do not attempt to re-enter the building at any point. Staff or children inside will follow the procedures for their room and re-join their children at the assembly point.

Main Building

Follow the normal procedure for that room (see above) and go to the assembly point.

Miss Pappin will meet the emergency services outside of the main gate.

Mrs Weatherburn or Mrs Beresford will check the main corridor toilets.

Mrs Cowen will bring staff signing out book to the assembly point.

Teachers will take their fire register with them when they leave the classroom.

Office staff will take walkie talkies, a mobile phone and keys to driveway gates

Lunchtime procedures

Classrooms

Lunch time supervisor will ask the children to stop eating and line up quietly. Do not attempt to bring anything with you. Follow the procedures for the room. Any members of staff that are out of class will need to follow procedures for their location and re-join you at the assembly point.

Playground

All classes should line up in their usual places with their Lunch- Time Supervisor, who will then lead them across the Playground to the Assembly point on the field. Do not attempt to re-enter the building. Staff or children inside will follow the procedures for their room and re-join their children at the assembly point.

Teachers/TA's should exit by their appropriate exit for the room they are in, and meet with their class at the Assembly point. Lunchtime Supervisors will lead the children as soon as they are lined up. They do not need to wait for the class teacher.

Miss Pappin will meet the emergency services outside of the main gate.

Mrs Weatherburn or Mrs Seago will check the main corridor toilets.

Mrs Cowen will bring staff signing out book to the assembly point.

Teachers will take their fire register with them when they leave the classroom.

Office staff will take walkie talkies, a mobile phone and keys to driveway gates.

*Please ensure you sign out if you leave the premises during the day.
Remember to sign back in when you return.*

At Hamp Nursery and Infants school we adopt the County model policy for First Aid.

Minor Injuries

Any member of staff:

- assess the situation and keep the patient calm
- apply wet gauze if needed
- check classroom permission lists before applying any type of plaster
- refer to first aider if necessary
- report minor injuries to class teacher. Parents must be informed of all head bumps.
- record any treated injury in accident folder (stored in Reception)*
- gloves should be worn to ensure personal safety and hygiene standards and a face mask if there is a risk of infectious disease.
- if in any doubt about severity of accident, refer to First Aider or Head

More Serious Injuries (refer to First Aider/Head Teacher)

- call First Aider/Head Teacher, who will act in accordance with first aid training

Once First Aider is in attendance, only the member of staff first on the scene needs to remain with the patient and First Aider. Should the First Aider request further assistance, a senior member of staff should be notified.

***Accidents that require the first aider's assistance should be recorded on an individual accident form in addition to the "trips and bumps" folder. Serious accidents are also reported via EEC Safety suite by the Head or SBM.**

Staff Accidents/Injuries

Follow the procedures for children.

Record any accidents/injuries in employee accident book (in reception).

Refer to Head Teacher/First Aider/Witnesses to ensure an accurate recollection of events.

Head Teacher/Staff to complete relevant accident report forms.

Personal Safety

- gloves must be worn when dealing with any bodily fluid
- all contaminated dressings must be disposed of in the yellow sack bin located in the cleaner's cupboard

MODEL POLICY FOR OFF-SITE VISITS AND ACTIVITIES

Hamp Nursery and Infants School

2025-2026

INTRODUCTION

Off-site visits/activities are arranged by or on behalf of a Local Authority School, Academy or Educational Establishment, and normally take place away from the establishment grounds. Off-site activities are known to supplement and enrich a young person's education by providing learning and experiences that may not be immediately available to them. The purpose of this off-site visits policy is to describe how Hamp Nursery and Infant School seeks to deliver its off-site activities with the aim of providing methods of education, development, experiences and enrichment beyond the classroom and the school boundary.

This policy seeks to establish a clear and coherent structure for the planning and evaluation of our off-site visits to manage and minimise risk, ensuring the safety and health of all pupils, staff and volunteers at all times. Within these limits, we seek to make off-site visits available to all pupils and wherever possible to make them accessible to those with additional needs. Off-site visits usually take place within the school/working day, but the school may also organise and deliver off-site activities that take place outside of normal school/working day hours or involve overnight residence away from home.

AIMS AND OBJECTIVES

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Provide a wider range of experiences for our pupils that could not be provided on the school site alone;
- Promote the independence of our children as learners, enabling them to grow and develop in new and different learning environments.

Curriculum Links

A key objective of off-site visits is that it can broaden the knowledge, learning and experiences of the national curriculum. For each subject in the curriculum, there is a corresponding programme of activities that may include learning beyond the classroom or visits to specialist venues. All activities should be in line with guidance published by the Local Authority, or Governing body in the case of Academies.

ROLES AND RESPONSIBILITIES

The key role involved in the planning, management and approval of all off-site visits is that of the External Visit Co-ordinator (EVC). The establishment head will ensure that it has a trained EVC, whose responsibilities include:

- Ensuring that risk assessments are completed and, when appropriate, individual safety plans.
- Ensuring that emergency arrangements are in place.
- Keeping up to date with any national or local authority guidance updates on off-site visits.
- Supporting the governing body in any decision on approval.
- Ensuring that Visit Leaders are competent to lead, and support staff/volunteers are suitable for the trip.
- Verifying that all accompanying adults have been DBS checked (where relevant).

- Making sure that all consent and medical forms are obtained.
- Keeping records of visits and provide after-visit evaluation to aid future visits.

The school's trained EVC is:

Mary Weatherburn

Other key stakeholders involved in an off-site activity are listed below. Further guidance on the roles and responsibilities for each stakeholder can be found on the SC Outdoor Education website:

<https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Organisation%20of%20External%20Visits%20or%20Activities/Roles%20and%20Responsibilities%202019%20version.pdf>

- Governing Body/Senior Management Group
- Head/Manager
- Visit Leader
- Teacher, Youth/Children Worker, other employees
- Adult Volunteer
- Young People
- Parent/Carer

HOW VISITS ARE AUTHORISED

Staff proposing to arrange an off-site activity must seek and obtain the approval of the Head Teacher and Governing Body (as necessary), in advance, before any commitment is made on behalf of the school.

CATEGORY A VISITS/ACTIVITIES it is school policy

Approval for Category A visits and activities has been delegated by the Governing Body to the **Head Teacher and/or EVC. Governors must review delegation arrangements annually as part of Health and Safety Policy for school.**

Delegated responsibilities form:

[https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Governor_to_Head_Delegation_for_Cat_A\[1\]%20\(3\).doc](https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/Governor_to_Head_Delegation_for_Cat_A[1]%20(3).doc)

CATEGORY B VISITS/ACTIVITIES

Approval for Category B visits or activities must be obtained from the Governing Body and the Head Teacher before they take place. Endorsement is also required from the Outdoor Education Adviser, managed by the Local Authority.

CLASSIFICATION OF EXTERNAL VISITS:

External/off-site visits fall under one of three categories:

Category A – non-adventurous, local activities

Category B – Adventurous activities, residential, activities that require an overnight stop, or off-site visits that take place abroad

Category C - Duke of Edinburgh's Award activities

Further guidance on the classification of visits can be found on Page 3 of the **Notification, Approval and Endorsement** document, found on the Outdoor Education website, or via the following link: [Classification of Visits](#)

PLANNING A VISIT OR ACTIVITY

The Visit Leader must ensure that the visit or activity is planned, and endorsement has been given by the External Visit Coordinator and Outdoor Education Adviser (if applicable) before the activity or off-site visit commences.

When planning **Category A** activities, a record of the trip or activity on the European Education Consultants (EEC) website is optional. However, a record within the school or establishment of a planned off-site activity should be kept, via the completion of a form such as the [Visit Information Collection Sheet](#).

Category B and C activities should be carried out using the European Education Consultants Health and Safety Management system. This system provides the basis for risk management together with the online tool to record details of the off-site activity, together with the approval process required by the establishment's EVC and Local Authority.

Link to EEC: <https://www.eeclive.co.uk/public/plogon.asp?aid=14>

Link to Outdoor Education and External Visits Website:

<https://www.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

VISIT PLAN

The visit plan for intended visits must include the following:

- Risk assessments for transport, together with supervision arrangements for the planned off-site activities or visit to a specific venue
- A clear message outlining the objectives to the off-site activity e.g. Curriculum/development
- Supervision to pupil ratios
- Itinerary outlining transport arrangements, timings, overview of site visit or programme of activities
- Visit Leader details together with details of group leaders or volunteers supporting the activity
- Emergency contact details

RISK ASSESSMENT

All relevant risk assessments must be carried out by the Visit Leader before any proposed visit or activity takes place. Existing risk assessments should be checked to ensure that they are still suitable and sufficient.

As before, EEC provides comprehensive frameworks for venues and activities and should be used for visit/activity planning. The key aspect of a risk assessment is the conducting of checks and pre-visits on a venue or site before the activity commences. This is noted in the Must Do/Should Do checklists on Pages 7 and 8.

Key issues from the completed risk assessments or safe working procedures must be shared with adults/supervisors involved in the visit/activity.

TRANSPORT

Risk assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have been endorsed by Transporting Somerset. Please also consider the use of a second support vehicle, where possible, to account for emergencies or contingency planning when on an off-site visit.

If using a self-drive minibus whether, owned, leased or hired, drivers must have received training within the last four years through Transporting Somerset. Please contact the Driver Training Coordinator on 01823 358133 for further information.

Communication with Parents

The parents of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit. Whilst consent is not required for off-site activities that take place during the school day, parents must give their permission in writing before a child can be involved in any off-site activities scheduled to take place outside of normal school hours or considered to be 'higher risk' e.g. overnight trips, residential and adventurous activities classed as Category B and C trips and activities.

FURTHER CONSIDERATIONS

Emergency Procedures: Adults accompanying the group(s) on the visit/activity must be informed of the emergency procedures by the School/Visit Leader and provided with an emergency contact point and number. This will normally be the establishment number, but where an activity extends beyond the normal working day, the telephone number of a designated emergency contact should be provided. The [Dealing with Major Incidents](#) document may provide the basis for your emergency arrangements

Attendance: The School/establishment Office should be provided with a list of everyone that is participating in the off-site activity (pupils and adults), together with a copy of the itinerary for the activity. Details should also include venue information, and transport operator, where applicable.

Group Safety: The safety of the group(s), especially the pupils, is of paramount importance. During the activity, the Visit Leader is responsible for the safety and wellbeing of the group, liaising with venues or providers where activities are led by external bodies. This involves taking note of any information relating to medical or dietary requirements, and ensuring that pupils are both safe, well and are always looked after.

Behaviour: Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Visit Leader should discuss with the Head Teacher/Manager/Visits Coordinator and measures put in place to enable the pupil to take part, especially if it is part of the curriculum. An example of these measures could include a specific risk assessment or plan which identifies any additional support or supervision. A behaviour code, agreed by all participants, should be in place before the visit/activity takes place and parents should also accept responsibility for their child's behaviour. Procedures from the School's Behaviour Policy can be implemented where behaviour or discipline puts others at risk or jeopardises the visit/activity.

Finance: The school must inform parents/carers if an organised off-site visit activity will incur additional charges. Additional charges can be requested from parents/carers where:

- Educational activities are provided outside of school hours

- Provision of education outside of the National Curriculum
- Board and Lodging for a pupil on a school residential (exceptions may be given here where parents/carers are in receipt of certain benefits)
- Extended services e.g. out of hours activity clubs

Inclusion: The school will make every effort to include young people with disabilities in its programme of off-site activities. Where activities are planned that require adaptations or modifications to enable accessibility, the school will make necessary arrangements with the venue or provider before the visit. Inclusion also enables young people with disabilities to participate with friends and peers.

Training: The School promotes and supports training for its staff in Outdoor Education. The School's EVC is appointed upon successful training of the External Visits Coordinator course. Staff identified to lead on trips and off-site activities will be supported by the School to complete Visit Leader Training. Other training e.g. specific to a field of Outdoor Education (sailing, climbing, walking, DofE) is recognised and first aid training in conjunction with off-site visits is also required, with refresher training required on a 3-year basis.

DATA PROTECTION

Personal data includes information by which an individual can be identified. Items commonly used for off-site visits where personal data may be managed by the school includes:

- Consent Forms (likely to reference names, addresses, dietary and medical requirements)
- Emergency Contact Information
- Care Plans
- Photographs (e.g. of activities that the young people have completed)

Retention and use of this information will only be used for the safety and welfare of the child where consent has been given by the child's parent or guardian. This data will be:

- Stored securely
- Only kept for reasons of child protection and welfare in association with off-site visits
- Destroyed once the data is no longer required (e.g. at the end of an academic year following a successful trip where no incidents were recorded).

ACCIDENTS/INCIDENTS

In the event of an accident or incident during an off-site activity, the school will follow its own accident or incident reporting procedures. Where significant accidents occur (e.g. hospitalisation of the injured party, major injury etc), the school will record the incident on the EEC Health and Safety Management System to account for further investigation and possible reporting to the Health & Safety Executive.

MONITORING AND REVIEW

It is good practice to monitor and review the successes and failures of your off-site activities in line with your curriculum/development objectives. This is to ensure that off-site visits provide enrichment and positive experiences that off-site visits are designed to deliver.

An external review form is available on the SCC Outdoor Education website:

[https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/EVR_External_Visit_Review%20\(4\).doc](https://www.somerset.org.uk/sites/sccoea/SiteAssets/SitePages/Templates%20and%20Forms/EVR_External_Visit_Review%20(4).doc)

This policy is monitored by the appropriate Committee of the Governing Body and will be reviewed every two

years, or before if necessary.

Signed _____ Date _____

FURTHER GUIDANCE AND HELP

Health & Safety Executive: School trips and outdoor learning activities:

<http://www.hse.gov.uk/services/education/school-trips.pdf>

Learning outside the classroom:

<http://www.lotc.org.uk/>

Outdoor Education National Advisors Panel:

<http://oeapng.info/>

Somerset County Council Outdoor Education Website (SCCOEA):

<https://slp.somerset.org.uk/sites/sccoea/SitePages/Home.aspx>

Appendix 1 Visit Leaders Check List

Must Do:

Ensure that the purpose of your visit has clear educational aims and objectives.

Document the Year group/Key Stage of the young people in the purpose of visit and educational objectives area.

Check any relevant, generic, risk assessments and share with visit supervisors. *
Outline the off-site visit objectives and expectations to all supervisors/leaders involved.

Any required new risk assessments to be completed and shared with visit supervisors.

All critical supervisors are listed and appear in the ratio box. Other supervisors or additional support must be listed in the application.

All attendee numbers to be recorded in the ratio box.

If the activity is adventurous and is being led by a qualified member of staff from your educational establishment, ensure that they have completed an EV3 form.

Ensure both the insurance box and the category of visit is selected.

Itinerary to be completed denoting travel stages (to and from venue) and a stage(s) denoting planned activities and supervision arrangements.

Emergency contact number to be recorded for the visit - home and away.

Emergency arrangements, including first aid, have been communicated to relevant supervisors and participants in case of emergency during the off-site visit.

The visit must be submitted for External Visit Co-ordinator approval prior to the date of departure and in good time for OEA approval (Category B and C visits).

Confirmed travel or transport arrangements with an operator (if required).

Confirmed accommodation arrangements, including accessibility (if required).

Ensure that the External Visit Coordinator is aware of the trip and has given approval (Local authority for category B and C activities).

Considered alternative plans if factors such as bad weather, venue or transport issues arise.

Checked the weather for outdoor activities, considering temperature, daylight hours, rain, snow etc prior to the off-site visit.

***Note: A risk assessment must be completed for the planned activity, whilst a generic risk assessment can be used to cover an activity that is regular or will be run by one or more groups or classes. (Example – a residential to Kilve Court would require a Kilve Court risk assessment and coach or minibus travel risk assessment)**

Regular activities, e.g. Coach Travel should be reviewed on an annual basis by the school's health and safety co-ordinator.

Visit Leaders need to ensure that they have looked at the risk assessments relevant to the activity and shared them with all supervisors who are involved – it will NOT require reviewing or completion of a new assessment for each visit.

Should do *(Helpful to trip planners in the future)*

Conduct a pre-visit to the venue; or contact the venue; or research the venue website beforehand to confirm that the venue will meet the educational aims and objectives; is inclusive for young people of all abilities; provides a safe and secure environment for the planned activities (and residence if the group is staying).

Add links to information regarding the trip to be found on your school web site into the links page (<http://www.school.somerset>).

Add the location of documents regarding the trip to be found within your school into the documents page.

Engage the young people in the planning and risk assessment elements of the organised activity to enrich the off-site visit experience.

Add your completed risk assessments to the 'assessments' page of your external visit application.

On return rate your external provider and add comments on their performance by visiting the Provider details.

On return rate your transport operator and add comments on their performance by visiting the Operator details.

Monitor and evaluate the visit or activity to identify successes/whether the aims were met/learning areas for future trips.

POLICY UPDATED BY HEALTH AND SAFETY CO-ORDINATOR Autumn term 2024

Mary Weatherburn

To be reviewed and updated annually
Next Review: Autumn term 2024

HAMP NURSERY & INFANTS SCHOOL - RISK ASSESSMENT - OFF-SITE ACTIVITY

Location

Date	Time	Estimated return time
-------------	-------------	------------------------------

No. children	Age range
---------------------	------------------

No. adults (minimum 1-6 + 1 extra)- list names	Supervisor
---	-------------------

Main objectives/activity

Possible risk/hazard – list Risk Assessments	Precautions
---	--------------------

Accident/emergency procedure

Transport	Signed (Headteacher or EVC)
Must complete EV1 permission form and gain EEC approval for trips using transport	

See evaluation on reverse

What went well-
What could be improved next time-
Action taken to share outcomes and inform other staff-

EV1 External Visits Application/Approval Form

Visit Leader: _____

Visit Title: _____

Name of External Visit Coordinator (EVC) _____ Contact email _____

The external visit checklist is available from the [Outdoor Education & External Visits](#) website to assist planning

CATEGORY OF VISIT (please put 'Yes' in one of the boxes) A B DofE

*A copy of all category 'B' applications must be forwarded (via email) to the OEA office for LA endorsement oea@educ.somerset.gov.uk

* A copy of all D of E visits/activities must be forwarded to HWatkins@somerset.gov.uk

The visit leader should seek approval, in principle, from the EVC/Head, before commencing with the planning of a visit.

Name of School/ Establishment: _____ School CT No _____

Tel: _____

Email : _____

Place(s) of visit:

Purpose of visit:

Educational objectives: _____

Existing knowledge of venue(s)? Exploratory visit undertaken?
Please write 'Yes' or 'No' in the appropriate boxes

*Attach a copy of the programme/itinerary on to the end of this application form (this could be a copy of the one provided to parents/carers or use the template provided on Page 4)

Departure: Date: _____ Time: _____

From: _____

Return: Date: _____ Time: _____

To: _____

Series Approval *the same activity repeated with same group, staff and venue(s):*

Start Date _____ Finish Date _____

Transport arrangements (including any transport company details):

Number of participants (being taken): Male: _____ Female: _____ Total _____

Age range: _____

Number of adults: _____ **Staff/participant ratio (from risk assessment):** _____ / _____

Full names of all adults in the group (Continue on separate sheet if needed)	Male or Female	Status in the establishment	Responsibility during visit (leader etc), relevant experience (first aid, driver, any training/qualifications etc)

Are you using an Independent provider? (Please enter 'Yes' or 'No')
 If yes, please check if an EV4 for the provider is being held by the OEA office (list and further details available from the [Outdoor Education & External Visits](#) website. If the provider is not on this list, please contact the OEA office. Answer the following regarding the provider:-

Name of organisation: _____ Tel no: _____

Address: _____

Website: _____

Email of Contact within Organisation: _____

Self Led Category 'B' Activities - school/establishment staff leading adventurous activities must be registered with the OEA office by completing an EV3 registration form. This information is then held centrally by the OEA office. An EV3 is available from the [Outdoor Education & External Visits](#) website to assist planning

Is Accommodation to be used? (Please enter 'Yes' or 'No') If yes, please enter:

Name, address and type of accommodation (if different from above)

Tel: _____ Website: _____

Email of Contact within Accommodation _____

24 hour emergency contact details/arrangements (names, addresses, telephone numbers etc)

Insurance arrangements: Are you covered by SCC standard insurance?
Please enter 'Yes' or 'No')

Are you insured through ACE School Travel?
(Please enter 'Yes' or 'No')

If no, please give following details of your appropriate insurance:

Insurers: _____ Address: _____

Tel: _____ Policy/number/expiry date: _____

The Visit Leader has completed the planning for this external visit utilising the appropriate safe practice guidance and has recorded/evidenced that the health & safety aspects of planning have been completed. ***Consideration has been given to any participants with individual needs (SEN, Medical, Disability).***

Signed: _____ (Visit Leader)

Date: _____

Print Name: _____

The EVC has checked that the planning and procedures are appropriate for the visit to proceed and that a visit record/file has been created

Signed: _____ (EVC) Date: _____

Print Name: _____

The Head/Senior Manager confirms that the visit follows the appropriate safe practice guidance and **approves the visit**

Signed: _____ (Head/Senior Manager)

Date: _____

Print Name: _____

* Please note that the **delegation of final approval for Cat 'A' visits** from the Chair of Governors to the Head teacher needs to be confirmed in writing. This applies to the equivalent in other organisations. Further details are shown on the [Outdoor Education & External Visits](#) website.

For **all Category 'B' external visits/activities** additional **approval** for the visit is required from the Chair of Governors (or their equivalent).

The Chair of Governors (or equivalent) confirms on behalf of the school/establishment in accordance to the DFES/DCSF guidance (HASPEV) that the planning and preparation for the visit complies the regulations and guidance. This visit is **approved**.

Signed: _____ (Chair of School Governors or Equivalent)

Date: _____

Print Name: _____

A hard copy of this completed form must be printed off, signed by all relevant staff and then held on file centrally by the school/establishment.

Itinerary

When?	What?	Where?	Who?	Who will be overseeing?