



Culford

Whole School Health and Safety Policy

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1. General Policy Statement

Culford School considers that the health and safety of our pupils, employees, visitors and commercial customers and the general public is of paramount importance to the school. As a large independent school, Culford is committed to:

- providing a workplace which is a safe, healthy and co-operative environment where safe working practices are insisted upon, and
- encouraging its staff to promote responsible behavior and to contribute positively to seeking safer and more productive ways to operate.

The Governors of Culford School recognise the obligations placed on them as an employer to comply with the Health and Safety at Work Act 1974.

The successful management of health and safety helps to determine our success as a school because it underpins everything that we do.

It is the policy of Culford School to:

- provide a place of work, systems of work and equipment that are safe and do not create a risk to the health, safety and welfare of our pupils, staff, contractors, commercial customers, visitors and the general public, so far as it is reasonably practicable;
- provide appropriate information, instruction, training, and supervision for staff;
- allocate sufficient finance, human resources and infrastructure to enable health and safety to function effectively;
- provide specialist health and safety advice including monitoring of on-going health and safety performance and providing advice in connection with establishing a healthy and safe place of work;
- commit to ensuring health and safety matters are an integral part of the business;
- commit to complying with all applicable occupational health and safety legislation and other requirements;
- prevent or minimise any risks to occupational health and safety in all forms wherever possible;
- prevent and avoid accidents, injuries and ill-health to our pupils, staff and others who may be affected by our operations, and to prevent damage to property;
- regularly inspect and survey the external fabric of the school, its plant and equipment by competent professionals.
- adhere to health and safety in catering and cleaning of the food preparation and eating areas and is subject to external inspection by the Environmental Health Officer (EHO).
- continually improve our overall occupational health and safety performance;
- communicate this policy to our pupils, parents, employees, contractors and other relevant parties by making it readily available.

This Health and Safety Policy will be reviewed as often as may be appropriate and following a serious event or accident, and change in procedure or purchase of new equipment.

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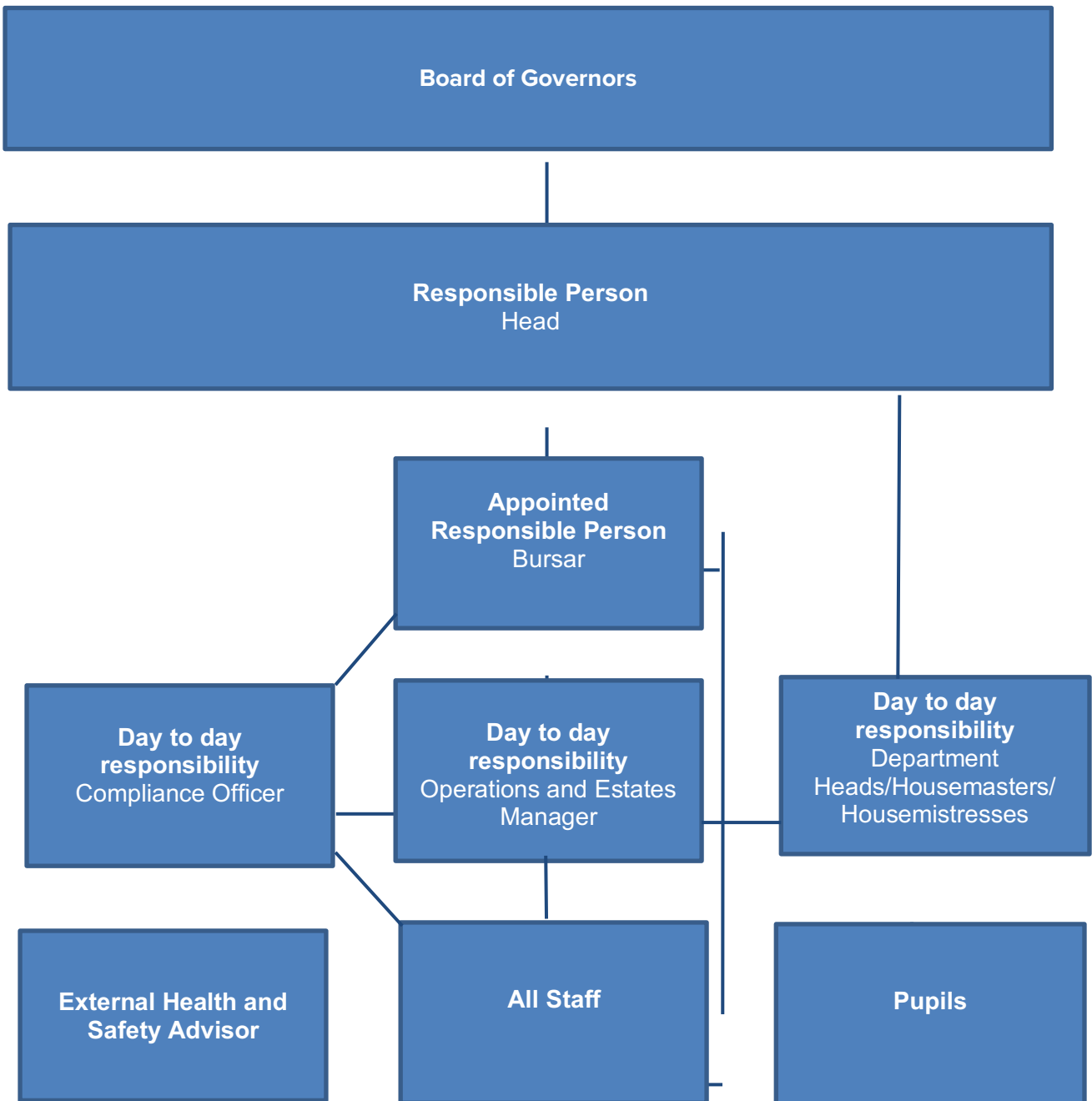
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Signed/Position

Date

2. Safety Organisation and Structure



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3. Company Safety Responsibilities

Statutory Duty Holders

THE GOVERNORS

- Have full responsibility for the health and safety within the school.
- Their primary objective is to provide a safe and healthy working, academic and living environment for staff, pupils and boarders; and to ensure that school operations do not adversely affect other people i.e. visitors, contractors and the public.
- They will regularly review and monitor the effectiveness of this policy and will revise it as often as may be appropriate.
- They will ensure that any changes in this policy or decisions made which might affect others are communicated to all employees and students where appropriate.

Responsible Person

The Head

The Head will be responsible to the Governors for the implementation of and compliance with this policy. They will:

- Constantly monitor the effectiveness of the policy as regards both academic and non-academic work and report back to the Governors as appropriate.
- Consult with the Bursar, the nominated person for health and safety and the school's external health and safety advisers where appropriate on changes which may be required to the policy.
- Ensure the co-operation and compliance of staff at all levels and that they are fully aware of and understand their responsibilities.
- Ensure adequate time and resources are available to fulfil these responsibilities.

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- Take steps to ensure that any changes in the curriculum or changes in systems of work on the domestic side are considered for their health and safety implications.

Appointed Responsible Person(s)

The Bursar

On a day-to-day basis the Head delegates implementation of this policy to the Bursar with assistance from the Nominated Person for Health and Safety.

In particular they will:

- Monitor the effectiveness of this policy and report back to the Head as appropriate.
- Take responsibility for ensuring that all relevant health and safety information is communicated to the school in a timely and appropriate manner.
- Secure a chair for the Health and Safety Committee Meetings and attend.
- Ensure that there is appropriate liaison with the school's External Health and Safety Advisor and ensure that their services are used efficiently.
- Take responsibility for ensuring that hazards and risks for the schools operations are identified, assessed and controlled through the Schools risk assessment process.
- Ensure that active monitoring of health and safety is carried out on a regular basis.
- Take responsibility for the safe operation for all administrative, estates and domestic staff.
- Ensure that all preventative maintenance contracts are maintained and in date.
- Where individual employees with specific responsibilities are identified in this policy, ensure that they are given the necessary resources, training and time to fulfil them.
- Ensure that there is an adequate process for the reporting, recording and investigation of accidents, incidents, near misses and property damage.
- Ensure that adequate finance and resources are made available for the administration and maintenance of health and safety for the school.
- Ensure that external groups or individuals using the school facilities are made aware of the hazards and risks presented by school operations and to confirm the external groups own health and safety polices, risk assessments and safe systems of work

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- Ensure that there is an appropriate procedure for the selection and control of contractors employed to work on the school site and that work is inspected and monitored.

Day to day Responsible Persons

The Responsible Person delegates some of the day to day duties to the Compliance Officer, the Operations and Estates Manager, Department Heads, Housemasters and Housemistresses.

HEADS OF DEPARTMENTS, HOUSEMASTERS and MISTRESSES

The Heads of Departments, Housemasters and Mistresses will be responsible to the Head for the following:

- Ensuring that their department is run in accordance with the requirements of this policy and that all teachers and associated staff under their leadership understand and comply with these requirements and their responsibilities.
- Promoting and establishing a good health and safety culture throughout their groups.
- Communicating any health and safety issues or concerns to the Bursar via the school's reporting systems including any accidents, incidents, near misses or damage.
- Undertaking regular inspections and monitoring of their areas to ensure good health and safety standards are maintained.
- Ensuring adequate supervision for pupils and boarders both inside school, during normal teaching activities, out of school provision and also on school external trips.
- Identifying the hazards and risk associated with their areas and operations and making adequate assessment through the schools risk assessment process. This will include assessment of exposure to hazardous substances under the COSHH Regulations.

The school has a Health and Safety folder accessible to all staff containing the following:

- This Health and Safety Policy
- Trip planning and recording tools including the Trips Policy
- Fire management records, site fire hazard information and fire safety toolbox
- Department specific folders

The contents of the department folder will depend on the activities carried out in that department. As a result, higher risk department folders will contain more information than low risk departments. Contents of the folders will include:

- Department specific policies where necessary (higher risk departments)
- A copy of relevant risk assessments.

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- Copies of department safety inspections where not held by the Compliance Office
- Copies of training records where not held in HR records
- Any other department specific health and safety information.

TECHNICIANS

They will be responsible to their Head of Department as appropriate for the following:

- Maintain health and safety requirements within the department.
- Isolating gas supplies at the end of each teaching day.
- Safe storage and security of all hazardous and highly flammable substances which may be used in the department.
- Manage the workshops or laboratories to ensure dust and fume levels are removed
- Ensuring that all activities and services are made safe during an emergency.
- Ensuring that a sufficient number of fire extinguishers appropriate to the fire hazard are available within or close to the prep rooms and stores.
- Ensuring that the equipment and machinery servicing is up to date and faults reported promptly.

SUPPORT MANAGERS –Maintenance, Grounds, and Cleaning

Managers of these functions will be responsible to the Operations and Estates Manager who in turn is responsible to the Bursar for the safe running of their activities.

They will be responsible for ensuring that:

- There is adequate supervision of all activities so that the work is carried out to a high standard of safety.
- Their staff have appropriate training according to their job specification.
- The hazards and risks of the work are identified, assessed, controlled and communicated through the schools risk assessment process. This will include assessment of exposure to hazardous substances under the COSHH Regulations.
- All staff under their control follow safe systems of work.
- All plant and equipment is maintained, used appropriately and all staff are trained in its use.

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- Any accident, incident, near miss or property damage is reported using the school reporting system and that an investigation is carried out to identify cause and any remedial action required.

OUTSOURCED SUPPORT MANAGERS – Catering

Catering is outsourced at Culford School to Harrisons.

They will be responsible for ensuring that:

- There is adequate supervision of all activities so that the work is carried out to a high standard of safety.
- Their staff have appropriate training according to their job specification.
- The hazards and risks of the work are identified, assessed, controlled and communicated through the schools risk assessment process. This will include assessment of exposure to hazardous substances under the COSHH Regulations.
- All staff under their control follow documented safe systems of work.
- That staff are regularly trained in fire safety procedures.
- All plant and equipment is maintained, used appropriately and all staff are trained in its use.
- Any accident, incident, near miss or property damage is reported to the Bursar and that an investigation is carried out to identify cause and any remedial action required.

EMPLOYEES

All school employees will:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions at work.
- Co-operate with management over health and safety matters.
- Not recklessly interfere with or misuse anything provided in the interest of health and safety.
- Use equipment provided by the school in the interest of health and safety e.g. personal protective equipment.
- Report any work situation which presents a serious and immediate danger to health and safety including accidents, incidents, near misses and property damage.

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PUPILS

The pupils are expected to:

- Exercise personal responsibility for their safety and that of their classmates.
- Exercise standards of dress consistent with safety and/or hygiene.
- Observe all the safety rules of the school and in particular, the instructions of teaching staff or support staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

External Compliance Adviser

The role of the external compliance adviser is usually fulfilled by an independent compliance specialist organisation, competent to provide such advice. The external compliance adviser is employed, as and when required, by the Responsible Person and is also available to advise on compliance related issues. It is important that the school uses an independent compliance specialist as they have no vested interest in the advice they provide and we will receive unbiased, impartial advice. This helps to strengthen our compliance strategy and provides us with a broader view on our compliance through independent audit. Having our systems reviewed and supported externally, will help us keep them up to date and robust.

The External Compliance Adviser is responsible for providing on going compliance related advice and support.

4. Health and Safety Arrangements

4.1 Accident/ Incident Reporting and First Aid

Applicable legislation:

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- The Health and Safety (First-Aid) Regulations

All injuries, disease, damage and/or 'near-miss' resulting from incidents related to Culford Schools operations, however minor, will be reported.

The school will provide adequate first aid provision in accordance with the Department for Education and Skills Guidance on First Aid for Schools and the Health and Safety (First Aid) Regulations.

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- A 'First Aid Needs Assessment' will be undertaken to ensure that adequate first aid cover is provided for all areas of the school and associated activities.
- The First Aid Trainer holds a list of persons responsible for first aid within the school.
- The school nurse holds a list of the location of first aid boxes within the school.
- The school nurse in association with First Aiders checks and replenishes the first aid boxes.
- The school first aid room is located in the Medical Centre.
- All appointed First Aiders within the school hold a current Health and Safety First Aid at Work Certificate or Emergency First Aid Certificate which has been approved by the Health and Safety Executive.
- Qualified First Aiders have updated training every three years.
- Detailed information of the schools management of first aid, emergency procedures and medical conditions can be found in the Emergency and Medical Policies Handbook

All accidents and near misses should be reported to the Compliance Officer via the School online reporting system **Smartlog**. In their absence this should be reported to the Bursar.

In line with our RIDDOR (2013) responsibilities we will report via the HSE website (0845 3009923, <http://www.riddor.gov.uk>) the following work related health and safety incidents:

Deaths, major injuries (limb fractures, amputations, burns etc.), injuries resulting in absence from work greater than seven days (not counting the day of the incident but including weekends and rest days) and certain occupational diseases.

Coronavirus Reporting

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.

A report under RIDDOR will be made when one of the following circumstances applies:

- an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence.
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work related death due to exposure to a biological agent.

4.2 Asbestos

Applicable legislation:

- Control of Asbestos at Work Regulations

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The school's buildings have been surveyed for Asbestos and a register is held by the Compliance Officer. A programme of containment and removal is being operated by the school. Any removal will be undertaken by a specialist contractor.

The register must be referred to prior to any maintenance works being carried out by either school staff or contractors.

Any unplanned damage occurring to areas containing asbestos or to substances believed to be asbestos (which have been marked) must be immediately reported to the Compliance Officer and the area cordoned off until it has been made safe.

Any suspected exposure will be recorded on the accident reporting system, **Smartlog** and reported immediately (RIDDOR and to the individual's GP).

4.3 Combined Cadet Force (CCF)

The responsible person is ultimately responsible for the wellbeing of the pupils. The Officer Commanding is responsible for day to day running of the CCF.

The Combined Cadet Force at Culford School includes Army and Royal Air Force Sections. While the CCF is run by the school and all activities are run in accordance with school policies, the CCF is inspected annually by the MOD and is required to follow the curriculum and meet the standards established nationally.

All policies and procedures for CCF are managed by the CCF, copies of which are held in the CCF office.

4.4 Duke of Edinburgh Award (DofE)

The School delivers the DofE programme in accordance with School policies, safe operating procedures specific to the DofE Programme and with reference to the terms and conditions of its licence as a DofE Directly Licensed Centre. All policies, procedures and risk assessments for DofE are managed by the DofE Coordinator.

The nature of the awards are to challenge pupils participating and therefore all pupils are trained and equipped for extended unsupervised hours. The School requires any individuals appointed as a member of staff for the DofE programme to undertake training specific to the DofE programme. The appointed person, the DofE Coordinator, is ultimately responsible for the wellbeing of the pupils.

4.5 Construction/ Control of Contractors

Applicable legislation:

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- Construction (Design and Management) Regulations 2015

Large projects are overseen and contractors' activity monitored by a project manager. They ensure that competent contractors are employed and work is carried out safely. Responsibilities are formally listed in writing prior to any work taking place. Culford School generally takes the responsibility of the client.

The school also employs contractors directly, and the Compliance Officer is responsible for ensuring that competent contractors are employed and that management and health and safety are priorities. Contractors are required to take appropriate steps to protect the health and safety of persons who may be affected by their work activities. A risk assessment and a health and safety plan is required prior to commencing work.

A list of approved suppliers is held by the Operations Manager.

Amongst other client duties including communication to all relevant parties about health and safety Culford School as the client shall formally notify the Health and Safety Executive, where required to do so under the Construction and Design Management Regulations, prior to commencing work. (Work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work).

A site induction for all workers must be completed prior to any work taking place. Work can only proceed once the contractor is issued a permit to work.

4.6 COSHH (Control of Substances Hazardous to Health)

Applicable legislation:

- The Control of Substances Hazardous to Health Regulation 2002

No new substances can be brought onto the premises without the notification to the Compliance Officer.

Culford School will do all that is reasonably practicable to avoid the use of substances hazardous to health in their work.

Where it is not possible to avoid the use of harmful substances, a COSHH risk assessment will be conducted to identify potential risks and implement measures as required.

COSHH classifications are as follows:

- Class 1 - These substances are not hazardous and require no further action other than following manufacturers' directions for use.

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- Class 2 - These substances are hazardous but used in very small quantities and in such ways that the risks are assessed as insignificant e.g. Tippex. No further action is required other than following the manufacturer's directions for use.
- Class 3 - These substances are hazardous and the risks could be significant. The risks must be assessed and necessary control measures devised and communicated to the persons involved with its use. Such assessments must be kept.

Safety Data Sheets will be obtained for all Class 3 hazardous substances used. These will be used in the risk assessment process and to assess if the product could potentially be harmful to the environment.

Culford School understands its duty to protect pupils, employees, visitors and contractors from substances hazardous, in particular control of airborne contaminants. The school has risk assessments in place to identify opportunities for exposure. Local Exhaust Ventilation (LEV) is in place where the risk assessment identifies a need.

4.7 Disabilities, Accessibility and the Equality Act

Applicable legislation:

- The Equality Act 2010

Culford School is dedicated to providing all visitors, staff and pupils with suitable and sufficient facilities.

Teaching staff are required to identify when a pupil has a mobility impairment or injury.

Parents are required to notify the school if a pupil is injured resulting in a requirement for alternative arrangements.

The need to accommodate individual's requirements will be reviewed on an individual basis to make sure that suitable provisions are in place.

Visitors are required to identify known disabilities before attending any event held at the school.

4.8 Display Screen Equipment

Applicable legislation:

- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

It is the Policy of the School to comply with the Health and Safety (Display Screen Equipment) Regulations. These Regulations apply to those who use Display Screen Equipment (DSE) for a significant amount of their working day.

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For the purpose of this policy, a DSE User will be classified as any person that works with DSE for five or more hours per day or could spend more than two hours working with DSE without a break.

In order to ensure that all employees who work with DSE understand how to set up their workstation and use their equipment correctly they are given appropriate training.

A checklist is available for employees to use to help them set up their workstations correctly and minimise the risks.

Where problems are identified, a more detailed assessment will be carried out and advice on the necessary control measures provided.

DSE users will be offered a free eye sight test for working with DSE equipment and if necessary, Culford School will pay for any glasses that are required to work with DSE. It should be noted that Culford School will only pay for glasses with standard lenses and frames.

4.9 Driving and Transport

Applicable legislation:

- Management of Health and Safety at Work Regulations 1999

Staff organising school trips must ensure passenger vehicles and coaches used are fitted with seatbelts and that drivers are competent. It is also a requirement that sufficient supervising adults participating in the trips are effective in the case of an accident or breakdown.

The school passenger vehicles may not be used without pre booking and may only be driven by a person on the school approved drivers register. Drivers must have passed the school approved competency test, have the correct license, completed the drivers declaration and read the passenger vehicle handbook which details all the regulatory requirements and safety procedures. (NB. this is a requirement of the insurers too).

Any driver who is subsequently found guilty of a driving offence or affected by a medical condition must inform the Compliance Officer immediately. Not all offences or medical conditions result in removal from the approved drivers register or affect the school insurance. A current list is maintained by the Sports Centre and drivers are required to complete an annual declaration.

The driver accepts legal responsibility for the passenger vehicle and its safe operation, so must take the time to check that the vehicle is safe and roadworthy before driving. They must also be aware that the conduct of passengers travelling in the vehicle is considered to be the legal responsibility of the driver in charge, if in doubt stop or refuse to proceed until satisfied.

For planned transportation using staff vehicles, the driver must hold 'business use' insurance; they may self-declare this status and the school reserves the right to verify this through the provision of the insurance certificate.

The driver's licence must be provided to the Sport Centre Manager, with a declaration of their medical suitability to drive. A vehicle check will be required before departure and the school reserves the right to ensure roadworthiness by requesting the current MOT/evidence of taxation. By providing the driving licence to the school, the school reserves the right to check the driver's status on the DVLA website.

Any parent or volunteer regularly assisting with transportation that has access to children must be DBS checked and in such cases permission will be sought from the pupils' parents for the arrangement.

The school has a strict 15 mile per hour speed limit onsite. Action will be taken against those observed breaking the speed limit.

4.10 Electrical

Applicable legislation:

- Electricity at Work Regulations 1989

Culford School recognises the general duty to maintain electrical installations and ensure equipment is in a safe condition.

The school will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years. The school will inspect electrical appliances routinely, test all portable electrical apparatus and maintain an appropriate register.

Users will visually inspect electrical appliances at the beginning of each term. Any electrical items that have been unused for more than two months should be cleaned and safety tested before use to avoid the risk of fire. If a student brings personal electrical equipment into the school premises, it must be of a high standard of manufacture and maintenance and tested and maintained.

Students are not permitted electrical items without a suitable CE – kite mark.

A competent person will inspect stage lighting and control gear on a termly basis and in addition, the school will ensure that fixed stage electrical installations are inspected and tested annually and following any changes, before they are used.

Pupils will not be exposed to live voltages in excess of 25 volts. All project work involving electricity will be assessed for any potential hazards. Teachers will be competent in the use of electricity where there is a possibility of exposure to voltages above 25 volts or where large short-circuit currents could flow.

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4.11 Fire

Applicable legislation:

- The Regulatory Reform (Fire Safety) Order 2005

The school is committed to maintain suitable fire safety standards to meet requirements of the Regulatory Reform (fire safety) Order 2005.

Plans will be put in place to ensure an effective fire safety management system focusing on:

- Fire safety prevention, including routine inspection, auditing and testing, regular maintenance, and training.
- Suitable maintenance of the detection and alarm system. All boarding houses have detection systems to an L2 category (minimum).
- Escape routes are clear, escape doors are operable and design is compliant to the latest British standards. Fire evacuations will be simulated on a termly basis and appropriately recorded.
- Building compartmentation is suitably checked.
- All hot works are managed under a suitable permit to works system.
- The school welcomes the local fire service for familiarisation visits.
- Where applicable, appropriate fire extinguishing devices are available.
- Visitors and contractors will receive fire safety information pertaining to the fire evacuation process.
- Fire risk assessments will be reviewed annually.

Fire procedures are listed as follows:

IF YOU DISCOVER A FIRE

1. Operate the nearest fire alarm call point immediately.
2. If a member of staff, attempt to put out the fire with a suitable extinguisher, provided you are trained and it is safe to do so. **Under no circumstances are students to attempt to put out a fire.**

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ON HEARING THE FIRE ALARM

3. Leave the building by the nearest exit. Do not run.
4. Close all doors and windows behind you where safe to do so.
5. Report to the designated assembly point.
6. Call the Fire and Rescue Service 999

Do not stop to collect personal belongings. Do not re-enter the building until instructed to do so. Do not use the buildings lifts

4.12 First Aid

The School will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- Size of the school and the number of buildings on site.
- Location of the school.
- Specific hazards or risks on the site.
- Staff or pupils with special health needs or disabilities.
- Previous record of accidents / incidents at the school.
- Provision for lunchtimes and breaks.
- Provision for leave / absence of first aiders.
- Offsite activities, including trips.
- Practical departments, such as science, art, technology, sport, maintenance and estates.
- Out of hours activities.
- Contractors on site and agreed arrangements.

During term time the school has a 24 hour medical team to support any first aid or pupil illnesses in addition to 25% of staff being trained in either pediatric first aid or Emergency First Aid at Work. Additional training in catastrophic bleed is provided for maintenance and grounds staff and lifesaving. At least one first aider is required on school trips. Leisure attendants are trained in first aid and have monthly update training covering both wet and dry first aid and lifesaving procedures. Wet and dry, rescues in the water.

First Aid kits are located in every building throughout the school site in addition to work vehicles, passenger vehicles and on pitch side at sporting fixtures.

The school has 4 Automated external defibrillators (AED's) are located across the school site.

- Sports Centre Public access
- Medical Centre Portable
- Main School Portable
- Sports department Portable - available with the first aid kit on pitch side during sport

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There is a public access AED located on the main road of Culford village near to Pre Prep at the Culford Club.

First aid kits are managed by the Medical Centre Team and are routinely checked. First aid kits for trips are trip specific based on the medical needs of the pupils and staff.

The school has emergency adrenaline auto injector pens and salbutamol inhalers for emergency use only. These can only be given to those who have been prescribed that medication for emergency use or if an emergency service (ambulance operator) specifically directs you to administer the medication.

Red Emergency Medicine bags containing adrenaline auto injector pens, emergency inhalers and spacers are stored in the following places on the school site

- Receptions areas - Pre-Prep, Prep and Senior school
- Boarding houses – Fitzgerald, Jocelyn, Cornwallis, Edwards, Cadogan
- Sports centre
- Ashby Dinning Hall

4.13 Gas Safety

Applicable legislation:

- Health and Safety at Work etc. Act 1974
- Gas Safety (Installation and Use) Regulations 1998
- Dangerous Substances and Explosive Atmospheres Regulations 2002

Carbon monoxide poisoning, caused by gas appliances and flues which have not been properly installed or maintained, cause deaths every year in the UK. Many others also suffer ill health. The Gas Safety (Installation and Use) Regulations specifically deals with the installation, maintenance and use of gas appliances, fittings and flues in domestic and certain commercial premises. There is a requirement to ensure that gas appliances, fittings and flues are safe for use.

Culford School have contracts with external gas providers. Because some of the duties in relation to the storage of LPG will be addressed by its supplier, it is important for the user to work closely with their supplier in assessing and addressing any risks.

Gases that are under pressure (e.g. gas in a cylinder) may present a risk of explosion if not correctly handled in the workplace. Substances that can corrode metals could cause structural damage reducing integrity of structures if not suitably contained. From June 2015, DSEAR places a formal requirement on employers to assess the risks for substances if classified for these properties and put in place suitable control and mitigation measures.

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4.14 General Workplace Safety

The School places great importance on the working environment that it provides and similarly it is the responsibility of employees and pupils to respect the environment and treat it accordingly.

- a) The school will provide suitable and sufficient welfare facilities including:
 - toilet facilities, including those for the disabled
 - washing facilities
 - facilities for rest and to eat meals; and
 - drinking water
- b) Each area of the school premises classified as a workplace will:
 - have adequate ventilation
 - provide a suitable working temperature
 - be adequately illuminated
 - be kept in a clean condition
 - have adequate access and workspace for the activity
 - have suitable furniture and work station
 - be regularly inspected and assessed
- c) Safe access and egress will be maintained in each workplace, including for the disabled.
- d) Provisions will be made to prevent slips, trips and falls and falling objects
- e) Any storage racking will be inspected regularly and be fit for purpose
- f) Where necessary windows will be made of safety material or will be protected from breakage or will have appropriate markings.
- g) Doors will be suitably constructed
- h) signs will be displayed where appropriate to warn of risk

4.15 Grounds

Applicable legislation:

- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Electricity at Work Regulations 1989
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health (COSHH) 2002
- The Lifting Operations, Lift Equipment Regulations (LOLER) 1998

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Culford School ensures that:

- There is a documented list of all work equipment.
- There are appropriate regimes in place for the grounds team.
- Risk assessments are conducted for all activities.
- There is appropriate training in place for all the grounds team.
- PPE is provided for specific tasks.
- Safety signage in place to warn of risks

4.16 Hot Works

To ensure that the school manages risks associated with hot works and that

- All work is planned and does not commenced until a permit is in place.
- All work is carried out in a safe manner
- The area the work has taken place is safe for reuse
- Culford's hot works policy is followed

4.17 Infection Control

The schools infection control policy helps to prevent the spread of infection by:

- maintaining a clean environment
- practicing good standards of personal hygiene
- follow school protocols on managing sick pupils and staff
- follow school protocols on managing bites, injuries and sharps
- following good infection control when in contact with animals
- notify and providing information to Culford's school community when there is an outbreak of an infectious disease
- carry out a new and expectant mother risk assessment to assess the risk of infection at work
- check immunisations records of pupils at entry to the school

4.18 Lettings and Events

Applicable legislation:

- Management of Health and Safety at Work Regulations 1999

Culford School ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Commercial Manager knows of any hazard associated with the above, she/he should take action to make hirers aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of the telephone, first aid equipment, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures are provided to all hirers.
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security and condition of the premises and equipment used by the hirer or his staff.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy

4.18 Lighting Protection

The School recognises its responsibility for the maintenance of School premises in relation to the protection of structures against lighting and therefore put in place:

- arrangements for a specialist contractor to risk assess the buildings to determine what levels of protection are required.
- arrangements for a specialist contractor to come out and maintain the lighting protection systems where they are present.

4.20 Lone Working

Applicable legislation:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999

Culford School recognises its right and duty to ensure that risk levels are not increased by working alone. Where risks cannot be controlled to an acceptable level, lone working will not be permitted.

It is the policy of Culford School to take all reasonable steps to ensure that all persons working for or on behalf of the school, or working on school premises, are not exposed to increased levels of risk by virtue of working alone. This will be achieved, where reasonably practicable, by managing the need to work alone, controlling access to lone working situations, and controlling risks arising from genuine need to work alone. Additionally, Culford School will endeavor to ensure that where persons are unable to avoid the need to work outside normal school operating hours, that the

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necessary measures to monitor these instances are in place. Access outside of opening hours should be exceptional and fully controlled and managed. Procedures to achieve these aims will be implemented and kept under review.

4.21 Manual Handling

Applicable legislation:

- Manual Handling Operations Regulations 1992

All those who regularly carry out manual handling as part of their job will be given comprehensive manual handling training. Those staff that may carry out minor direct manual handling will be given a manual handling briefing on best practice.

Specific manual handling risk assessments will be carried out where there is a high risk of injury.

4.22 New and Expectant Mothers

Applicable legislation:

- Management of Health and Safety at Work Regulations 1999

The school recognises the possibility of additional risks specific to staff members' conditions. Those members of staff who become pregnant should notify, in confidence, their manager in order that their work and environment may be appropriately assessed for additional risk. Risk Assessment forms for expectant mothers are available via the Compliance Officer and will be treated as confidential and a copy retained in the individuals HR file and reviewed frequently or as conditions change. Heads of Departments must ensure this risk assessment is in place and any control measure are adhered to.

4.23 Noise

Applicable legislation:

- Control of Noise at Work Regulations 2005

Culford School aims to identify foreseeable working activities where individuals have the potential to come into contact with significant noise levels, ensure that suitable and sufficient risk assessments are in place where significant risks have been identified and ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by School activities.

It is the school policy to undertake an assessment of noise levels within its premises where staff could be exposed.

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The school will look to remove the source of the noise, replace equipment that reduces or eliminates noise when deemed necessary by risk assessment, or provide suitable Personal Protective Equipment.

4.26 Personal Protective Equipment

Applicable legislation:

- Personal Protective Equipment at Work (Amendment) Regulations 2022

Where it is determined that Personal Protective Equipment (PPE) is required, an assessment will be made to assess the risks, define the characteristics of the equipment available to ensure the equipment provided is suitable. This includes personal protective equipment used by pupils during their lessons.

The use of PPE should not be the first resort and selection as mentioned earlier should be based on risk assessment and current controls.

All employees and temporary workers will be provided with PPE where a risk assessment deems it necessary and the risk cannot be reduced or eliminated.

All employees and temporary workers will receive suitable training and instruction on how to fit and use PPE. Those using personal protective equipment must do so appropriately and not damage or alter it in anyway.

All Personal Protective Equipment will be replaced, maintained and stored appropriately

A check of Personal Protective Equipment should be completed before use.

4.27 Pressure Systems

Applicable legislation:

- Pressure Equipment(Safety) Regulations 2016
- Pressure Safety Systems Regulations 2000

The school will ensure that all pressure systems on site are managed, checked and maintained by a competent person.

The school will provide adequate and suitable instructions to employees who have to operate pressure systems and this will include training, close supervision, provision of data, and if necessary, schematic or flow diagrams to help with the identification of important controls and valves.

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4.28 Radiation

Applicable legislation:

- The Ionising Radiation (Environmental and Public Protection) (Miscellaneous Amendments) (EU Exit) Regulations 2019
- Radioactive Substances Act 1993

Culford School uses a variety of sources of ionising radiation within its teaching activities. The School manage the Radioactive Materials through CLEAPPS (Consortium of Local Education Authorities for the Provision of Science Services).

The School has a Radiation Protection Adviser/ Radioactive Waste Advisor: **Simon Wright**

The School has a designated responsible person, a Radiation Protection Supervisor: **Christopher Smith - Head of Physics**

Risk Assessments are conducted in line with legislation and the radiation source log is held in the Radiation folder within Science Department health and Safe folder on Google Drive. A hard copy in the Physics Prep Room.

The fire service are aware of the type of radiation stored on site, it's location and quantities.

The School has assessed the risk of radon and tested various locations. The results were very low levels of Radon present and well below

4.29 Risk Assessment

There are activities undertaken by Culford School that require risk assessments to ensure that safety control measures are adequate.

Risk assessments will be reviewed regularly, after a significant incident, in the event of legislation changes, or when there has been any change to personnel, location, event, activity or equipment.

Copies of all risk assessments are held centrally within Google Drive/ Health and Safety/ department folders.

Those affected by the outcome of the risk assessments are informed of any necessary preventative and protective measures.

Please refer to appendix 1 for the risk assessment procedure.

4.30 School Trips

Please refer to appendix 2 for the school trips procedure.

4.25 Vibrations

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Applicable legislation:

- Control of Vibrations at Work Regulation 2005
 - To ensure that foreseeable working activities where individuals have the potential to come into contact with significant vibration levels are identified.
 - To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.
 - To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by School activities.

It is the School Policy to undertake an assessment of vibration levels within its premises where staff are considered to be at risk of ill health from exposure to vibration. Vibration surveys will be arranged by the Compliance Officer.

4.25 Water

Applicable legislation:

- Control of Substances Hazardous to Health Regulations 2002
- (L8 - Control of Legionella in Hot and Cold Water Systems)
- Management of Health and Safety at Work Regulations 1999

The school has had a site wide Legionella risk assessment carried out by 4i Water Services Ltd.

Reviews of the risk assessment will be undertaken by 4i Water Services as required.

A bore hole is utilised onsite. A chlorine dioxide unit is utilised to sterilise the water supply. Monitoring and maintenance is carried out by the schools maintenance department.

Culford School will consider removing or replacing equipment or facilities that may present a risk of water borne bacteria. Where it is impracticable to eliminate the risk by removing equipment or facility, we will implement suitable precautionary measures.

Culford School will specify that contractors are only permitted to use WRAS approved parts, (water regulations advisory scheme).

Culford School swimming pool is used by staff, pupils and third parties that hire the facilities.

There is a comprehensive Operating Procedure in place which assists operatives and users of the pool to ensure that safety standards can be implemented effectively.

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4.26 Wellbeing and Stress

Applicable legislation:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health and Safety) Welfare Regulations 1992

The Workplace (Health and Safety) Welfare Regulations 1992 details a number of provisions dealing with the working environment, including temperature and ventilation, lighting, emergency lighting, room dimensions and space, workstations and seating and also general cleanliness and disposal of waste. The regulations also cover facilities such as toilets, washing and changing, clothing storage, drinking water and rest areas including facilities for pregnant women and nursing mothers. The school routinely audits its performance and looks to maintain the highest possible standards to meet the needs of its staff and pupils.

The school seeks to support all staff in their work. Provide a good, positive working environment and professionally challenge staff. It actively seeks to recognise the sources of work-related stress and wishes to work with staff to minimise such occurrences

The school aims to provide staff with:

- a) A good management culture which demonstrates clear leadership.
- b) Support in their work and a recognition of their contribution.
- c) A manageable workload in terms of volume, variety and complexity.
- d) Good communication channels between management and themselves and also between team members.
- e) Appropriate training for their present needs and for future developments.
- f) Guidance and support through any developments in working practices.
- g) Security in their work.
- h) Confidence that help and advice will be available on health related issues.

It is the responsibility of all managers within the school to assess the risks associated with work related stress. Such risks should be removed or steps taken to reduce them to an absolute minimum.

Culford Schools Positive Mental Health Policy can be viewed on the school website. Employees can access support services via MIST's independent provider. www.educationsupport.org.uk in addition to support through their Medicash employee benefits.

4.27 Work Equipment

Applicable legislation:

- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Electricity at Work Regulations 1998

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- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulation 2002
- The Lifting Operations, Lift Equipment Regulations 1998

Culford School ensures that the work equipment provided meets the requirements of 'Provision and Use of Work Equipment Regulations' (PUWER). In doing so, this ensures that it is:

Suitable for use and for the purpose and conditions in which it is used.

Maintained in a safe condition for use so that people's health and safety is not at risk. Inspected in certain circumstances to ensure that it is and continues to be safe for use. Inspections should be carried out by a competent person and a record kept until the next inspection.

The maintenance and inspection records are held by the relevant Heads of Departments.

All persons using the equipment will be given adequate information, training and instructions on its use. Pupils and young persons will be supervised by teaching staff when using such equipment as part of the curriculum.

All dangerous parts of machinery will be adequately guarded to prevent access and will be provided with emergency stops where appropriate.

Appropriate maintenance regimes are in place for Kilns, estate equipment, catering equipment, LEVs and DT/ Art areas.

4.28 Working at Height

Applicable legislation:

- Work at Height Regulations 2005

Working at height will be eliminated where possible but where not possible suitable equipment such as towers and safety harnesses will be provided to eliminate risk. Appropriate training will be provided on the safe use of the safety equipment.

Suitable and sufficient risk assessment will be carried out for all working at height operations. Where working at height cannot be avoided, the most suitable access equipment will be selected, taking into account the safety of the employee or pupil.

The school is aware of The Work at Height Regulations 2005 which lay down methods to be adopted to prevent injuries from falls or falling objects, and the dangers from working on or near fragile surfaces.

The school will take all reasonable steps necessary to ensure that the risks involved from working at height are controlled and wherever possible, working at height will be avoided.

Access equipment selected for the task will be:

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- Suitably maintained
- Comply with current British or European EN Standards
- Staff will be trained in the safe use of such equipment
- Correct class of ladders will be selected for the task e.g. Class 1 (Industrial) or BS EN 131 (Trade).

Roof work will be limited to competent specialist contractors. Contractors will be informed if they will be working on or near fragile surfaces.

The school has a ladder register and regular inspection of ladders is undertaken. Employees will be trained on safe use of ladders, scaffolding and mobile elevated working platforms (MEWP).

Appendix

1. Risk Assessment Procedure

INTRODUCTION

Culford School will have hazards which if not controlled could result in injury to staff; children; contractors; visitors; damage to property, plant, equipment or the environment. It is essential that

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hazards are identified and all reasonably practicable steps taken to reduce risk to a safe and acceptable level.

The Management of Health and Safety at Work Regulations require that hazards and risks in all workplaces are identified, assessed, controlled and communicated to employees and other persons who may be affected.

This is particularly important where the care and welfare of children is involved.

As well as employees, others that may be affected such as the public, children, young person's those with disabilities, pregnant women are taken into account by the school in each risk assessment where appropriate.

PURPOSE

The purpose of this procedure is to ensure that health, safety and environmental risks associated with the schools activities and operations are systematically identified, evaluated, and controlled to the lowest reasonably practicable level, in accordance with legislation, school policies and procedures and the education industry best practice. Risk assessments provide a pro-active approach to health and safety with the emphasis on the management of risks.

Ensures compliance with statutory regulations

SCOPE

This policy and procedure is applicable to the Culford School site, and all operations performed during the day to day teaching and care of children. It also applies to offsite operations such as school trips, and travel. In addition it applies to contractors and support staff working on the school site.

This procedure sets out the organisation and arrangements for conducting, recording, applying, communicating, monitoring and reviewing risk assessments for existing activities, modification, new projects, and acquisition.

In addition to general activity risk assessments covered by this procedure, other more specific assessments are detailed in their own procedure i.e. manual handling.

PROCEDURE

General Principles

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The school has a general risk assessment template which it uses for both office, teaching activities and school trips.

The template follows the HSE (Health and Safety Executive) required five steps to risk assessments

- Identify the Hazards
- Who might be harmed and how
- Existing Controls and whether anything else needs to be done
- Review and Record

Any actions that need to be carried out to lower the risk to an acceptable level

Assessments are to be conducted by suitably trained and competent individuals. In order to complete the assessment they must also involve others who have detailed knowledge or experience of the particular task or the site. For the assessment to be considered suitable and sufficient they must meet all the points specified in the assessment criteria section of this procedure.

Suitable and sufficient assessments should be carried out for each workplace activity, process or operation etc. For most hazards within the workplace, a general risk assessment will be appropriate i.e. classroom risk assessment.

The methodology for this form of assessment is described within this procedure. There may be occasions when the complexities of the assessment will require a non-standard format; this is acceptable providing agreement on the format is obtained from the Compliance Officer.

Other specific types of assessment may be required either as a result of the general risk assessment or to meet specific legislative requirements. In most cases these assessments will be recorded using a specific template, as described within the appropriate procedure.

Assessments must be undertaken by; applying common sense, looking at what actually happens rather than what the procedure etc. says should happen, take account of the nature and competence of the workforce and apply the logic of 'if it could happen it probably will'. The assessor should seek advice if they have doubt on any matters regarding the risk assessment.

Work undertaken by contractors must be assessed using the same criteria listed in this procedure. The contractors risk assessment must be reviewed and approved by the Culford School contact, the client, the principal contractor and any relevant specialists where appropriate before work is allowed to commence.

Selection of Task or Activity to be assessed

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Set the scope and boundaries (limits) for the assessment by defining the area, equipment, process, project or activity and document the appropriate details on the assessment. The assessment should be allocated a number i.e. CUL01

The risk assessment will generally be evaluated against the schools safety, health and environmental policy.

Define the structure by sub-dividing the areas, equipment, process, project or activity into a set of manageable elements or sections to provide a logical framework for assessment.

Identify the necessary resource requirements for risk assessment. Adopt a participative and collaborative approach whenever practicable. Consult with relevant stakeholders.

Hazard Identification

Identify each of the hazards which have the potential to cause harm if not properly controlled and decide which template would be more appropriate i.e. single or multiple hazards assessment. Note: multiple hazard assessments are normally only used to assess a complete area or operation where multiple hazards are present.

If any specific hazards are identified i.e. manual handling, COSHH, display screen equipment etc. the appropriate specialist risk assessment should be completed by suitably trained and competent persons.

All hazards identified should be documented in the hazard column and a detailed description of the hazard applicability given in the adjacent column.

Risk Analysis

Identify all persons that may be affected by each hazard e.g. children, employee, contractor, visitor, public and those specific persons that may be at particular risk e.g. young persons, new and expectant mothers and those who may have a physical or other condition that may increase personal risk. If persons are identified to be at particular risk, a specific assessment is required for that person.

Identify existing control measures designed to minimize the risks.

Consider the existing control measures and the extent to which they control each hazard, and then use the risk matrix on the risk assessment form to evaluate the likelihood and potential severity of the residual risk from each hazard.

Use the likelihood and severity ratings on the risk matrix to obtain the overall risk rating for each hazard. This will then determine the risk level and decide whether or not further action is required.

If residual risk levels for all hazards determine that no further action is required then the assessment can be signed off and dated and a review date added where appropriate.

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Risk Treatment

Using the hierarchy of controls detailed below, identify, evaluate and agree options for the treatment of risks that require further action. The overall aim is to reduce the risks as low as reasonably practicable (ALARP). Additional controls must always consider compliance with national, company and industry standards or guidance.

The hierarchies of controls to be applied are:

- Eliminate the risk altogether by using or doing something else
- Replace dangerous by non-dangerous or less dangerous
- Reduce
- Isolate hazard
- Control risk

There may be occasions when the risk is so high that immediate action is required to prohibit an activity or item of equipment from being used or a control measure lower down the hierarchy will need to be applied as a temporary measure either alone or in combination with other controls. This could apply to risks associated with machinery, chemical exposure or other high risk activity. In these instances the prohibition should be clearly communicated with signage, barriers and other appropriate methods.

The selection of control measures should also consider the feasibility, practicality, functionality, reliability, availability and survivability of the available options.

Select the most appropriate risk treatment option(s) balancing the cost of the implementation against the benefits. The cost of managing risks should always be commensurate with the benefits.

Detail the actions required to control the risks ALARP on the risk assessment form. Include the name of persons responsible for ensuring the action is carried out and target completion date. The action plan should include any additional specific assessments required from the hazard identification.

Once the additional controls have been selected and agreed on the action plan, the assessment form should be completed and signed off.

Communication

The results of all risk assessments must be communicated to those affected as soon as the risk assessment has been approved. The information to be communicated should include details of hazards, risks, control measures, emergency arrangements and other related matters. They should also be told of any new safe working practices and, where necessary, extra training should be provided.

Wherever possible children should also be provided with appropriate safety information.

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Record Keeping

Once the assessment is complete and has been signed off it should be stored so that there is easy access. The document will be placed on the school intranet so that it is available for viewing by all those who may be affected.

An up-to-date register of risk assessments will be maintained by the Compliance Officer.

Monitor and Review

The effectiveness of all risk assessments must be monitored by both active and reactive means.

Active monitoring includes:

- Inspection of workplace or equipment etc.
- Preventative maintenance inspections
- Examination of documents against working practices
- Environmental or workplace monitoring
- Health surveillance
- Regular statistical reports

Reactive monitoring includes:

- Injuries, ill health
- Sickness records
- Incidents with potential for injury or loss
- Reporting of hazards
- Weakness or omission in performance

The Compliance Officer is responsible for ensuring appropriate systems for monitoring of risk assessments are implemented.

Risk assessments must be reviewed by competent person(s) as part of the monitoring described above and, also on introduction of new equipment, substances, working procedures etc.

Scheduled review of risk assessments should be conducted on a regular basis depending on the nature and complexity of the activity or operation. Guidelines for the minimum frequency of review are; every 2 years for high risk, every 3 years for medium risk and every 5 years for low risk.

Audit

The effectiveness of the risk assessment process will be formally audited for compliance with national and school policy as an element of the school auditing schedule and, also as part of the internal self-assessment system.

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Review of Procedure

This procedure will be subject to 3 yearly reviews as per all other health and safety procedures. However, the appendices are likely to change on a frequent basis and can be agreed informally without re-approval of this procedure.

TRAINING

To ensure successful implementation of this procedure, school staff will be provided with suitable training to allow them to understand the risk assessment procedure and their role within it. Training requirements for managers, employees and competent persons are as follows:

Department Heads will receive awareness of risk assessment appropriate to their responsibilities, as an element of their overall health and safety training programme.

Competent persons will receive training in the risk assessment process. This will include regulatory requirements, assessment process and responsibilities.

All employees will receive risk assessment information as part of the company induction procedure and, at other regular intervals as appropriate. The information will include the purpose of risk assessment, the hazards and controls appropriate to their workplace, emergency arrangements and procedure for reporting potential hazards.

All contractors will be expected to have in place risk assessment training for all their employees comparable to that required by the school.

REFERENCES

- Health and Safety at Work etc Act 1974
- Management of Health & Safety at Work Regulations 1999

2. School Trips

1.0 Introduction

Culford organises a large number of trips that both enrich the curriculum providing cultural, recreational and sports opportunities for pupils and boarders. The health, safety and welfare of all those who take part in a Culford trip is paramount and therefore it is essential that colleagues understand their obligations when planning and running a trip.

This means, in practice, that colleagues must ensure supervision of the pupils throughout the journey or visit according to professional standards and common sense; and take reasonable steps to avoid exposing pupils to dangers which are foreseeable and beyond those with which the particular pupils can reasonably be expected to cope.

This policy aims to provide clear guidance for all stakeholders on how to organise a trip, areas to consider in relation

A trip is defined as:

- any trip arranged by or in conjunction with Culford in and out of school terms; and
- any trip arranged where pupils, boarders, employees or volunteers of Culford are in attendance.

Trips can be:

- Day trips
- UK residential trips
- Overseas residential trips
- Sports trips; including pupils attending events both in the UK and overseas or, school fixtures outside the local area
- Travel arrangements for pupils and boarders
- Trips planned by groups of pupils during study leave
- Trips plan in and out of term time by Culford.

1.1 Trip Coordinators

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Senior School	Assistant Head Co-curricular	James Yates
Prep School	Assistant Head Pastoral	Jon Herd
Pre Prep	Deputy Head	Victoria Steers

The Trip Coordinators are responsible for authorising trips and ensuring that all trips are arranged and delivered in accordance with this policy.

1.2 Trip Leaders

The person responsible for planning and running the trip. They are responsible for ensuring the trip has been authorised and arranged in accordance with this policy.

Practical arrangements and emergency planning is an essential part of organising and running a trip and the trip leader is responsible for ensuring that all arrangements are in place and parents, pupils and colleagues are fully briefed.

Trip leaders should discuss the trip with their coordinator in the first instance before committing to a booking or communicating out to parents.

1.3 Authorisation for trips

Authorisation for trips is usually discussed with senior leadership teams for each school so that trips can be considered in conjunction with the school's overall plans for the academic year. Items such as travel restrictions, exams or other factors may also be discussed before authorisation is given. The Trip Coordinator will confirm if your trip is authorised.

Those arranging a sports tours must contact the relevant national governing body to obtain permission if required.

Trips lasting a week or more should be discussed with the Trip Coordinator at least a year ahead, all other trips at least six months ahead.

Once authorised, it is the trip leader's responsibility to enter the trip to the Calendar.

Any trip not included in the calendar must be drawn to the attention of the trip coordinator and colleagues at least three weeks before, so that there is an opportunity to highlight problems that the proposed trip might cause. This may lead to permission for the trip being refused. If permission is granted all appropriate paper work should be processed immediately and authorised; details, including a list of pupils involved, should be emailed to the Trip Coordinator, Compliance Officer, Reception, the person you have designated as the School Emergency Contact, Housemasters/Mistresses and Common Room.

2.0 Planning a Trip

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It is important that colleagues understand the various aspects of arranging and managing a trip. This section should provide you with the key areas to consider. Annex A has a simple flow chart to show the process. Annex B has a checklist for colleagues to use. Annex C has more detailed guidance for visa applications.

Trips are described as:

- **Ad Hoc** – small music group to play at lunchtime at retirement home; recce for carol service; trip to the cinema or bowling.
- **Day** - Trip that will commence and return in the same day and are UK based.
- **Period** - Overseas and / or overnight visits.

2.1 Administration

All administration forms, risk assessment templates, transport booking forms, the trip register and supporting documentation can be found in Google Drive/Health and Safety Folder/ Trips.

Once a trip has been approved, trip leaders must add their trip to the trip register and create a trip number. This should be referenced on all your internal paperwork.

Trip leaders should save their trip information so it can be accessed by the trip Coordinator and Compliance Officer into the appropriate folder, for example. *Trips/ Planned trips for 2023-2024/ Autumn/ Prep.*

2.2 Staffing Ratios

Ratios are a risk management and safeguarding issue and must consider:

- the nature and length of the trip;
- activities being undertaken on the trip;
- the age, gender and ability of the pupils;
- pupils behavioural support needs;
- staff have their own children taking part in a trip they are supervising;
- the experience and competency of the colleagues involved
- contingency planning should a member of staff or pupil become incapacitated

Trips should have a minimum of two supervisors irrespective of the ratios. Supervision ratios may be increased if an increased risk is highlighted in the risk assessment. This could be:

- lack of experience of those supervising the trip
- pupils with medical needs that need to be managed
- pupils or colleagues with disabilities that need to be considered
- behaviour considerations of pupils on the trip

This will be at the discretion of the relevant trip coordinator.

In the case of mixed parties there must be an adult of each gender on the trip. Carefully selected parents or volunteers, who are well known to Culford and the pupil group, may be used to

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supplement the adult: pupil ratio. They should fully understand their role and have appropriate safer recruitment checks and training.

Anyone who has not had an Enhanced DBS check must never be left in sole charge of pupils.

Minimum supervision ratios are as follows:

Whole School (excluding EYFS)		
Trip Type	Ratio	Male & Female supervisor required with mixed gender groups
Residential Trips	1:10	Yes
Day Trips	1:18	Where possible

For overseas or overnight trips, there must always be at least two supervisors who represent the genders of the group.

The [Early Years and Foundation Stage Statutory Framework](#) sets out specific legal requirements for minimum ratios in this age group, which apply both indoors and on outings. These are complex, and include requirements about the qualifications of the staff. In summary, they require a minimum of two adults with a group, including at least one person who has a current pediatric first aid certificate, with minimum ratios as follows:

Age	Ratio	Comments
Under 2	1:3	<ul style="list-style-type: none"> at least one member of staff must hold an approved level 3 qualification, and must be suitably experienced in working with children under two at least half of all other staff must hold an approved level 2 qualification at least half of all staff must have received training that specifically addresses the care of babies
Aged 2	1:4	<ul style="list-style-type: none"> at least one member of staff must hold an

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		approved level 3 qualification <ul style="list-style-type: none"> at least half of all other staff must hold an approved level 2 qualification
Aged 3+	1:8 or 1:13	<ul style="list-style-type: none"> At least one member of staff must hold an approved level 3 qualification At least half of all other staff must hold an approved level 2 qualification

2.3 Communication to Parents and Parental Consent

Parental consent must be sought for the following:

- Overseas trips
- Overnight trips
- Any trips involving swimming or water-based activities.
- Hazardous or high risk activities such as skiing, mountain biking, climbing etc.
- Where a trip costs over £50

Consent forms must be sent electronically via Culford Post through the school office to parents must be returned before the pupils place is confirmed. No pupil can undertake a school trip where consent has not been returned.

Consent is not needed where the cost of trips is relatively low and the trip does not involve any high risk activities. Many day trips will fall into this category and trip leaders should write to parents to provide details of the trip and allow parents the option to withdraw their child from the trip.

The letter communicating the trip to parents must be approved by the trip coordinator before sending. It must go to all parents giving precise details concerning the trip and, if necessary, enclosing a consent form, to be returned by a specified date. Details should include the purpose/aim, date, time of departure, time of return, dress code, cost and contact telephone number. Housemasters/mistresses of boarders should be similarly informed.

Letters must be sent by Culford Post and electronic consent forms will be embedded into the body of the email. This will enable the data from the consent forms to be captured into a spreadsheet that can be used during the trip. You can request support from the admin team in your school on how to send via Culford Post.

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2.4 Insurance

The School has robust trip insurance that should cover most trips. Always check with the Compliance Officer about insurance cover where the trip is with a new provider, the trip is new to the School or the trip is a higher risk activity. There may be additional requirements from the insurance company to cover the trip that need to be agreed before booking.

Trips Organisers should not book additional insurance through the travel companies without speaking to the Compliance Officer.

Insurance cover information must be shared with parents for overseas trips, ideally included with the consent letter.

Culford's travel insurance policy and insurers contact information can be found in the Trips Folder located in the Health and Safety Folder in Google Drive and trip organiser/leaders must ensure they have this information at all-times throughout the trip. The insurance company must be contacted as soon as access the insurance cover is needed, particular around medical care outside the UK. You must get confirmation from the insurers that the medical tests, treatments, accommodation or equipment is covered.

The Trip Coordinator should contact the Compliance Officer on their return with details of the events if they have accessed any insurance provision during the trip.

2.5 Finance and Billing

1. Trip leaders should arrange a meeting with the Finance Manger before booking a trip, so as to manage the financial aspects of the trip.
2. [Billing@culford.co.uk](mailto:billing@culford.co.uk) should be notified before communication goes out to parents with details of the trip, costs, billing requirements, estimated number of pupils and a contact name for any queries.
3. Deposits should be collected before any cancellation deadlines and full amounts should be collected before the trip departs.
4. Communication to parents should be explicit in how they are to be billed. Parents should only pay for the trip in response to a Culford Invoice. They must not send deposits or the full amount to the finance department outside of payment for their monthly bills.
5. To bill parents for trips, colleagues should email a charge sheet to billing@culford.co.uk together with details of the event, costs, and a contact name for any queries. Trips can be billed monthly to parents who can pay termly; therefore billing should be a term or more in advance of the trip where possible.

Trips billed to pupils are expected to break even; deficits may be recovered from department or house budgets as appropriate. Small surpluses will be held to offset future losses. Significant surpluses should be avoided and will be reimbursed to parents.

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2.6 Communication to Parents and Pupils

Parents must be given full written details regarding the organisation of the trip, including those involving short trips during the day.

Such details should specify the purpose, destination and location of the visit; the programme; relevant dates and times; travel and accommodation; standards of behaviour expected of pupils; staffing; special clothing required; insurance cover; travel vaccinations required, telephone numbers; emergency procedures for contacting parents and the cost of the trip along with any payment schedules. A consent form must also be attached for applicable trips, as detailed above.

Trips outside the UK should detail passport and visa entry requirements for British passport holders. International pupils may need different communication as they may need additional travel visas that attract further costs to the trip.

A meeting could be planned to cover relevant issues and to give parents the opportunity to ask questions.

2.7 Communication to Colleagues

The trip organiser/leader should be confident that all staff taking part in the trip are conversant with the details of this policy, in particular the code of conduct, supervision requirements, emergency response, safeguarding and safety requirements. Should the trip leader become incapacitated, other staff will need to ensure that pupils and staff on the trip are safe.

Communication about trip arrangement and requirements for staff may include confirmation that staff have read and understood this policy along with a trip meeting where arrangements and contingency planning can be discussed.

2.8 Transport

Road vehicles

All coaches, minibuses and people carriers can be booked via the Sports Centre. An approved driver must be used for Culford vehicles and the Passenger Vehicles Handbook must be adhered to, including how to report and get assistance in the event of a vehicle accident.

There should be a minimum of two adults in a vehicle transporting pupils and pupils should remain seated in the rear of the vehicle. Consideration must also be taken when driving long distances. You may need to plan for a relief driver.

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If traveling outside the UK, please check that the school vehicles are legal to drive. For example, our minibuses are not legal in France as they are not fitted with tachographs, however a people carrier would be. If you are unsure, contact the Compliance Officer for further guidance.

Where the use of a colleague's own car is required for a trip, this must be discussed in the first instance with the Trip Coordinator and the Compliance Officer to ensure safeguarding, insurance and health and safety requirements are met. Parental permission will always be required for this type of transport. This type of transport is only approved in exceptional circumstances and is not the norm.

3.0 Arrangements

3.1 Legal obligations and standards of care while in the UK

Staff involved in school trips should be fully aware of the standards of care demanded of them by the law. Such standards are those which, from an objective point of view, can reasonably be expected from staff generally applying skill and awareness of children's problems, needs and susceptibilities. The law expects that a teacher will do that which a parent with care and concern for the safety and welfare of his or her own child would do, bearing in mind that being responsible for up to twenty pupils can be very different from looking after a family. The legal duty of care expected of an individual teacher is, therefore, that which a caring teaching profession would in any case expect of itself.

3.2 Legal obligations and standards of care outside the UK

Trip leaders should contact should contact the embassy or tourist office of the country or countries concerned to check how the law of those countries may differ from that of the UK. Some countries have expectations of adults supervising children and young people which may differ from those in the UK. It is very important to build this consideration into planning and indeed even into whether the visit should go ahead.

Particular attention is needed with regard to foreign laws on hazardous activities. For example skiing can attract heavy legal penalties both for the skier and for any adult supervisor if laws are not followed. Advice should be obtained on the safety approval regimes governing any activity centres you intend to visit abroad and the regulations governing safety of accommodation. Only centres and residential facilities satisfying these local standards should be used.

3.3 Supervision of Pupils

Trip leaders must decide if pupils are allowed to be unsupervised at any point during the trip and should take into consideration if the pupils in each group are responsible enough to adhere to the school rules.

- Pupils should be in groups of four or more unless with an adult and must obey all school rules, especially those pertaining to good conduct in public places and no alcohol and smoking;
- Check ins with the trip leader are required at least every two hours as a minimum either in person or by mobile phone as agreed;
- Every unsupervised group should have the trip Leader's mobile phone number on them and a mobile phone of their own to use;
- They should also have clear instructions on where to rendezvous and at what time. At each rendezvous the adult responsible must see each individual pupil. If a pupil cannot make a rendezvous and is unable to make contact with the trip leader by telephone, one pupil can remain with him or her whilst two others return to meet the trip leader and get help.
- Pupils below the Sixth Form should only be allowed out at night when accompanied by adults.
- **Sixth form** pupils should be in groups of four or more and should only be allowed out unaccompanied in the evenings where the party leader judges it safe, and they must strictly obey any restrictions placed upon them. Such groups must adhere to the curfew time set, which in any case should never be later than midnight.
- Pupils returning from evening outings should be individually accounted for by the adult responsible. The word of a pupil must never be taken for another pupil's safe return.
- Pupils disobeying any of the above rules, or who endanger either their own or anyone else's safety or the safe running of the trip by way of their behaviour, whether such behaviour breaks these rules or not, will be subject to disciplinary sanctions dependent on the circumstances, which may include being sent home immediately.

3.3.1 Supervising teachers and their own children

Staff supervising a trip may consider whether to take their own children on the trip if they are members of the school and in the correct age group for the trip. When a member of staff takes children on a School trip a duty of care is owed to the whole group. If staff take their own children on such a trip there may be a conflict between that and acting as a parent. This should be considered in the risk assessment. If possible, the leader of the trip should seek to enhance the staff: pupil ratio. A member of staff accompanied by his or her child or children should not normally assume a role in charge, or as second in charge of the trip. If possible staff should travel separately from their own children and not take direct charge of them. Teachers' children who are not members of the school or not among the relevant pupil group should not normally be taken. Staff intending to take their own children on a trip must seek permission on each occasion from the trip coordinator. The overall risk inherent in the trip will be considered by the trip coordinator before permission is granted.

3.3.2 Sports trips

Culford follows the guidance of [NSPCC's Child Protection in Sport Unit](#) in regards to trips and travel which includes checking governing body guidelines. Regardless of the overall ratios, a minimum of two supervisors should be present.

Residential sports tours using host families should be for pupils in the Sixth Form only and pupils should be placed in pairs.

Tournaments that are booked as out of school activities can be supported by Culford Sports Coaches as long as a thorough risk assessment has been undertaken and it has been approved by the Assistant Head Co-curricular and the Assistant Head Pastoral. Coaches, Tutors and Housemasters/Mistresses must not assume it is the norm and give permission without following this process. Tournaments are pupil, staff and venue specific, safeguarding and health and safety risks will be as part of the risk assessment.

3.3.3 Duke of Edinburgh Awards (DofE)

Pupils participating in the DofE will be trained and equipped for extended periods of limited supervision; this includes emergency procedures and first aid. Groups will be issued trackers for expeditions to aid remote or close supervision. Although unsupervised periods during daylight hours are planned whilst out on expeditions; these may be extended due to unforeseen circumstance such as poor weather or navigational errors.

D of E Award Level	Minimum number of participants in group	Maximum planned number of hours unsupervised
Bronze	4	3 hours
Silver	4	5 hours
Gold	4	6 hours

3.4 Safety

In the event of an adverse occurrence, such as weather or disruption to travel, the trip organiser in discussion with the Trip Coordinator must be prepared to cancel or rearrange the trip to ensure that pupils and staff are not placed in any unnecessary danger.

Part of trip planning includes using reputable venues, accommodation and third party contractors that take the safety of their customers seriously. It is essential that at a venue or accommodation, Culford staff are familiar with the emergency procedures, where the quickest exist routes are, who will have responsibility for sweeping rooms, where the assembly points are and how will they confirm everyone is accounted for.

Trips abroad can have extra risks and need a higher level of risk assessment.

Schools should make sure any organisation that is providing activities holds the LOtC Quality badge or similar local accreditation.

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If the trip includes significant risks, such as challenging terrain, going to remote places or extreme climates, follow the guide to the British Standard for adventurous activities outside the United Kingdom as the basis for the planning and risk assessment. Organisations employed by the school should follow this too. If they have LOtC Quality Badge then they follow this standard.

Schools should consider the Foreign and Commonwealth Office's detailed guidance on safer adventure travel and volunteering overseas and foreign travel advice when organising visits abroad.

4.0 Emergency Planning

Contingencies plans for emergencies must be part of the planning process. Trip leaders must have a school contact in place to support them in the event of an emergency. The School contact is usually a member of the Senior Leadership Team. The trip leaders must ensure they have asked the relevant member of the SMT before the trip to ensure they are able to act at the School contact.

All overseas trips should, where possible, have a member of staff or a pupil who is able to speak the language of that country and can act as an interpreter in an emergency.

In the event of an emergency, plans should ensure that all colleagues and pupils are safe from further danger and that all necessary steps have been taken to provide rescue, medical care and hospitalisation of anyone who is injured or missing. If abroad, procedures given under medical insurance must be followed. In case of a fatality or crime the police must be notified.

The emergency contact at Culford must be notified immediately. Staff should give details of their location, what exactly has happened to whom and what has been done so far. The emergency contact will contact the Head and arrangements for parents and others to be informed will commence.

Trip leaders and colleagues should follow the school emergency procedures by not engaging with the media in the event of an emergency. The school contact will notify the Head should media communication be necessary.

4.1 Accident reporting

Staff must make careful notes about the accident/incident and record using the Smartlog online portal as soon as it can be accessed. Details should include:

- names of those involved or injured
- extent of injuries , if known
- what led up to the incident
- who was supervising
- what instructions were given
- any third parties involved and
- other relevant details

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- photos or videos of the incident that may be useful. This is often easier when trying to explain an incident.

If possible, pupils should not contact home until contact has been made with Culford. Staff must refer any press or media queries to the Head.

4.2 First Aid Arrangements

Trip leaders should send their trip list to the Medical Centre Team who will prepare a dedicated first aid kit for the trip to meet the needs of those traveling. There should be a minimum of one qualified first aider on the trip and a pediatric first aiders for Early Years trips.

All accompanying teachers should be aware of emergency procedures, including how to contact emergency services, and have a list of pupils, contact numbers and medical information. An accident report must be completed via that Smartlog portal as soon as possible.

Each trip should have a member of staff responsible for overseeing any first aid and medical care that may be needed for the group. This person does not need to deliver all the first aid or medical care, this person will be responsible for ensuring that first aid and medical needs can be met during the trip.

Trip lists will highlight any pupils with medical issues, however, it is not enough to generate the list and request a first aid kit where there are more serious medical conditions to be considered, such as diabetes, epilepsy, anaphylaxis, eating disorders, self-harm or mental health conditions.

During planning stages and when drafting the risk assessment, trip leaders will need to consider overnight care, activities that may not be compatible with a medical issue or the frequency of medical care needed. A dedicated care plan may need to be in place for the trip for more complex issues. A meeting to discuss these pupils and any training requirements for the staff attending the trip should be arranged with the Medical Centre Team who will be able to support you with this.

5.0 Risk Assessment

A risk assessment must be carried out for each trip. It is important to strike the right balance between protecting pupils and colleagues from risk and allowing them to learn from school trips.

Trip leaders should focus on managing real risks when planning trips and assessing risk. Risk can be identified through previous experience, talking to other colleagues who may have run similar trips.

The trip organiser/leader is required to write a risk assessment for their trip. This must be amended to be unique to your trip covering both health, safety and safeguarding risks. These should include travel, activities, equipment, venue, first aid and emergencies. The correct ratios for that particular

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trip must be evident in the risk assessment and the Compliance Office is available for any queries you may have about your risk assessment.

Visits to local venues such as bowling, the cinema or shopping may not need a separate risk assessment for each visit where one already exists and is up to date. However risk assessment is not just about the destination but also the people taking part, changes to an existing risk assessment might be needed for different groups of pupils with different needs across a period of time.

Colleagues participating in the trip should understand their roles and be competent to take part in the trip. Copies of the risk assessment should be given to all staff so that everyone can be clear about the nature and level of risk management required for each individual trip and how to respond in an emergency.

5.1 Third Party Risk Assessments and Liability Insurance

Before booking a visit, the group leader must obtain a written or documentary assurance that providers such as tour operators, venues or accommodation providers have themselves assessed the risks and have appropriate safety measures in place. A copy of their public liability insurance will also be required.

Reputable companies will often have their risk assessments and liability insurance available to you either on their website or upon request.

5.2 Adventure Activities License

Trip leaders will need to ensure that providers of UK based activities that are higher risk have an Adventure Activities License. The licence supports that the activity provider follows good safety management practices. Particularly for those under 18 years of age.

Overseas Adventure activities do not have to be licensed however trip leaders should satisfy themselves with the safety of these activities by requesting risk assessments and insurance from the provider.

For more information <https://www.hse.gov.uk/aala/index.htm>

Climbing	Watersports	Trekking	Caving
<ul style="list-style-type: none"> ▪ Rock climbing ▪ Abseiling ▪ Ice climbing ▪ Gorge walking ▪ Ghyll scrambling ▪ Sea level traversing 	<ul style="list-style-type: none"> ▪ Canoeing ▪ Kayaking ▪ Dragon boating ▪ Wave skiing ▪ White-water rafting ▪ Improvised rafting ▪ Sailing ▪ Sailboarding ▪ Windsurfing 	<ul style="list-style-type: none"> ▪ Hill walking ▪ Mountaineering ▪ Fell running ▪ Orienteering ▪ Pony trekking ▪ Off-road cycling ▪ Off-piste skiing 	<ul style="list-style-type: none"> ▪ Caving ▪ Pot-holing ▪ Mine exploration

6.0 Traveling Outside the UK for School Trips

For overseas trips where there is no local knowledge, the organiser must use an accredited tour company or conduct a familiarisation trip. When using an accredited tour company, parents must be made fully aware of the company's cancellation policy.

For exchanges, the trip leader should liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. They should use their professional judgement to satisfy themselves that the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. Parents should be aware of the agreed arrangements. The trip leader should have a list of pupils and their host families with contact details. Pupils must have easy contact access with the trip leader throughout the trip.

6.1 Visa and Entry Requirements

Trip leaders need to make themselves familiar with the entry requirements for British and International pupils and staff when traveling outside the UK.

[The British Council](#) has up to date signposting for trip leader on what to consider when traveling to other countries.

Vaccination Requirements

Many countries still have entry requirements with regards to vaccination status and COVID status. Parents are responsible for checking which travel vaccines their child needs for travel, this applies to both day pupils and boarders and must be communicated to parents well in advance of the trip

Day pupils - parents should check what their child needs and arrange for the vaccines to be given outside school.

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Boarders - parents should check what their child needs and then email the medical centre requesting arrangements those particular vaccines.

Visas

Culford has many boarders and pupils studying at the school who do not hold a British or European Passport. Some Boarders will be traveling to the UK on a Student Visa sponsored by Culford. Trip leaders must check entry requirements for any pupil and staff with such passports or visas where trips are outside the UK as additional travel visas may be required.

The process for gaining the correct Visa much be started as soon as you are able as it can take many months for the visa to be approved.

The administration burden for applying for a visa is extensive and parents will have to pay the additional fees for the visa application. This can be hundreds of pounds and must be factored in to the cost of the trip for international pupils. You may need to communicate this on an individual basis to parents who would be affected.

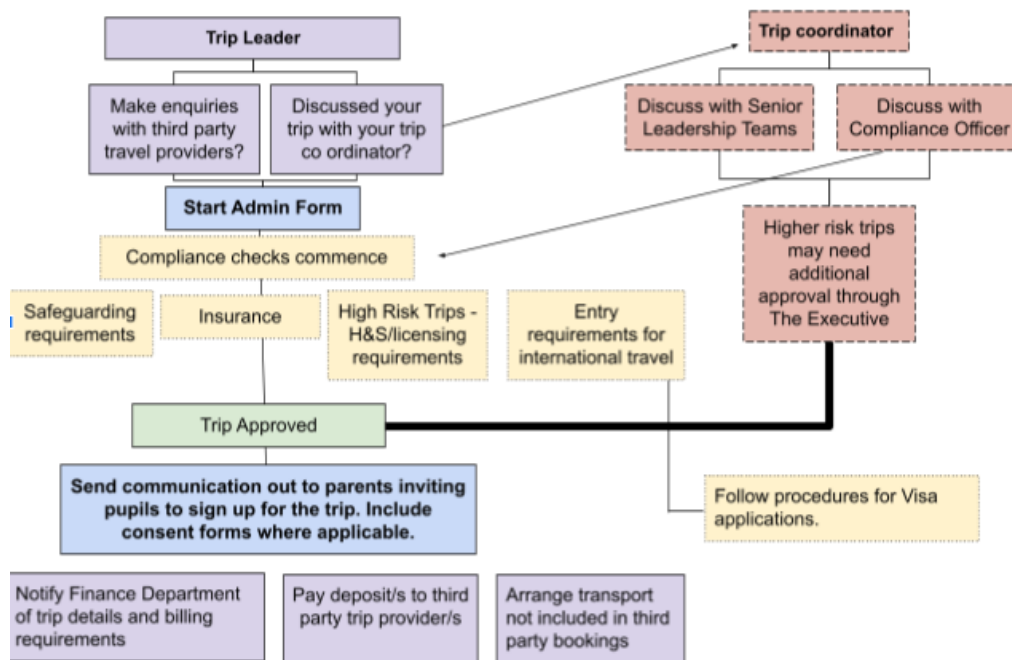
Pupils and boarders may need to be escorted to the appropriate Embassy or High Commission to complete the process in advance of the trip and trip leaders should liaise with parents and HsMs.

Annex C has guidance for trip leaders to follow on how to begin the process.

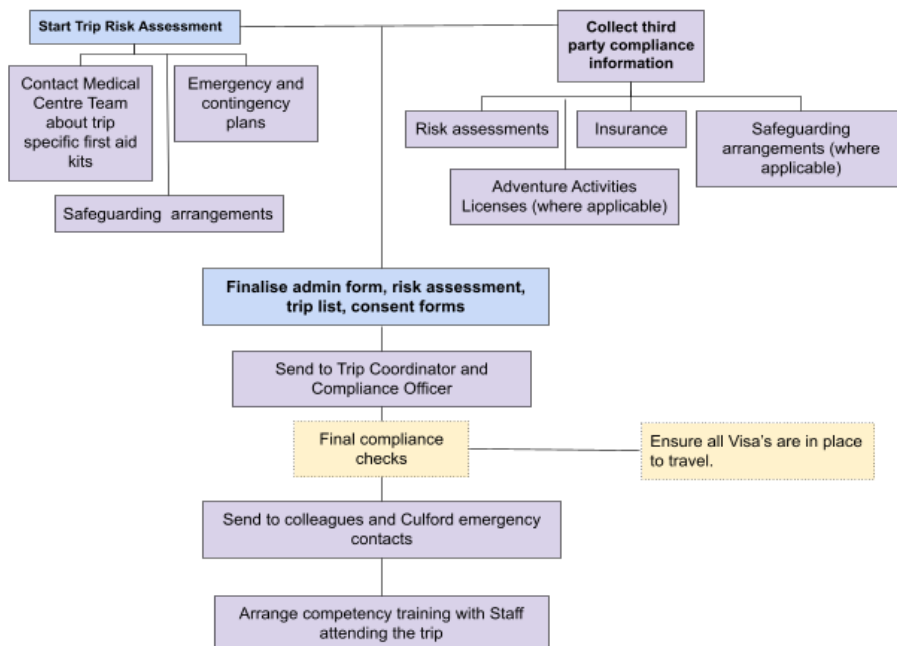
A list of ways in which to explore options for contacting overseas offices by country can be found on [GOV.UK](https://www.gov.uk).

Annex A –Trip planning flow chart

Part 1



Part 2



Annex B - Administration Check List

All administration forms and insurance information can be found in google drive/ health and safety/ trips

1	Arrange meeting with Trip Coordinator to discuss arrangements, ratios, risk assessment, check insurance cover and visa requirements.	
2	Send draft Admin Form to Trip Coordinator for approval – (AD HOC, DAY, PERIOD)	
3	Send draft letter to Trip Coordinator for approval	
4	Create trip number and add to trip register	
5	Start visa application process for non-UK pupils	
6	Start trip risk assessment	
7	Arrange a meeting with the Medical Team to discuss any pupils with medical issues that many need special consideration.	
8	Request third party risk assessments and insurance (for higher risk activities including local COVID safety measures)	
9	Third Party Public Liability Insurance details (for activity trips and higher risk events)	
10	Confirm evidence of Adventure Activities License (where applicable)	
11	Admin office to send approved letter via Culford post to parents (consent form, insurance information and any relevant information should also be attached).	
11	Notify Finance Department of trip details and billing requirements	
12	Check consent spreadsheet to confirm all have been received from parents	
13	Send final admin, RA forms to trip coordinator for approval	
14	Arranged transport	
15	Check that all pupils have the correct medical cover before travel	
16	Send approved trip paperwork to relevant colleagues	
17	Designated first aiders identified	
18	Contingency plans in place and shared with other colleagues in school and those attending the trip	

Annex C – Visa applications

The trip leader must start this process as soon as possible and not less than three months before travel.

VISA CHECKLIST FOR TRAVELERS TO EUROPE - Non-EU passport holders			
PUPIL NAME:			
1	Visa application form	Parent to complete School will check and print out a copy for the guardian to sign.	See template FORM parents to complete

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2	Passport - pupil	Copy for School Original for appointment	Admissions for copy Pupil/House Staff
3	Birth certificate	An unabridged birth certificate showing biological parents their names. Translated, if not in English.	Admissions
4	UK Residence permit (BRP card)	Copy of both sides Original for appointment	Admissions Pupil/House Staff
5	Passport - parents	Original or Certified copy through a local or international notary service	Parents
6	Proof of guardianship	Hard copy with original signature	Admissions
7	Letter of Guardianship	Guardian's agreement Hard copy with original signature	Admissions
8	Legal guardian's passport	Original or Certified copy through a local or international notary service	Guardian
9	Consent to travel	Consent to Travel Form Hard copy with parents' original signatures	See template FORM parents to complete
10	Letter of enrolment	Hard copy, on letterhead signed by Culford member of staff, original signature required.	See template Culford to complete and sign
11	Latest 3 months of UK current account bank statements	Must include: name of applicant's legal guardian, address and end balance dated within the last month on the day of visa application submission; balance needs to show a minimum amount of £ 50.00/day of stay in the Schengen Area + outstanding accommodation and travel fees	Parents or pupil
12	Letter of invitation or equivalent	To be issued from the host in the country for sports trips or booking information through the travel agent.	Trip Leader
13	Letter from the coach/person traveling with minor	Hard copy, on letterhead signed by Culford member of staff, original signature required.	See template FORM Organiser to complete and sign
14	Passport of the coach/person	Photocopy	Trip Leader
15	Confirmed return travel tickets	Must include minor's name and travel dates to and from the Schengen Area	Trip Leader
15	Confirmed accommodation reservation	Must include the minor's name, travel dates and accommodation address details.	Trip Leader
16	Travel insurance	Must clearly show the minor's name; valid throughout the complete territory of the Schengen Area and must cover the entire period of the minor's intended stay in the Schengen Area; the minimum coverage for medical emergency and repatriation (in case of death clause included) must be €30.000.	Compliance Office See template FORM

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3. Fire Safety Policy

This guidance is applicable to all premises under the control of Culford School and details the approach to the control of risk from fire.

1.2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

1.3 Guidance

- 1.3.1 The School has in place procedures for:-
- (a) carrying out fire risk assessment;
 - (b) preventing fires;

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- (c) evacuation in the event of a fire;
- (d) maintaining and checking all fire detection, alarm and fighting systems.

1.3.2 The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures;

1.4 Fire Risk Assessment

1.4.1 All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person, the person undertaking the assessment should liaise closely with Heads of Department and report any major findings to the Bursar.

1.4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

1.4.3 A copy of the fire risk assessment report will be available in the Health and Safety Folder in Google Drive and employees' attention brought to any hazards found in the assessment.

1.4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

1.4.5 Regular assessments will be made by all staff to ensure that the walkways are kept clear of obstruction and tripping hazards.

1.4.6 The fire service are aware of the location and type of radiation the school stores as part of their emergency profile held on their central system. This can be access along with floor plans by any fire watch responding to a call out.

1.5 Fire Detection

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

1.6 Fire Alarm

1.6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

- 1.6.2 The fire alarm system in each location is to be tested weekly with the date and time recorded in the Log Book. This will be managed by the Operations and Estate Manager. The alarm will be activated using a different activator point each week, where this is practicable.
- 1.6.3 The fire alarm system will be serviced by a competent contractor.
- 1.6.4 Records of these tests and servicing are maintained and held by the Operations and Estate Manager.

1.7 Fire Fighting Equipment

- 1.7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.
- 1.7.2 Fire extinguishers and other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher.

1.8 Emergency Lighting

- 1.8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.
- 1.8.2 Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Operations Manager.
- 1.8.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor.
- 1.8.4 Records of testing and servicing of emergency lights will be maintained by the Operations and Estate Manager.

1.9 Emergency Procedures

- 1.9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire.

- 1.9.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency.
- 1.9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed.
- 1.9.4 The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.
- 1.9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the member of staff they are visiting or the organiser when attending a school event when notified.
- 1.9.6 Staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for confirming everyone is accounted for after arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Fire Coordinator and then onto the attending Fire Officer in charge. It is the responsibility of the School to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- 1.9.7 **SUMMONING THE FIRE BRIGADE:** The following buildings have Fire alarm panels that connect to a monitoring station upon activation of an alarm:
- Culford Hall
 - Hastings and Skinner
 - William Miller/ Bristol Myers
 - Senior School Library
 - Prep School
- All other fire panel activation of alarms will require a 999 call to emergency services upon hearing the alarm. If in doubt, call 999 on discovery of a fire.
- 1.9.8 Fire drills will be held every term at the School. We also practice a night-time evacuation of the boarding houses.
- 1.9.9 Written records of fire / evacuation drills will be maintained which is kept by the Compliance Officer.

1.10 Fire Training

- 1.10.1 Staff will be informed in relation to:-
 - (a) action to take if they discover a fire, including how to activate the fire alarm;
 - (b) action to take on hearing the alarm, including location and use of exits and escape routes;
- 1.10.2 Pupils will be informed of exits and escape routes
- 1.10.3 Fire Marshals will be trained in:-
 - (a) emergency evacuation procedures;
 - (b) use of fire extinguishers; emergency procedures; and
 - (c) how to spot fire hazards.
- 1.10.4 Visitors and contractors:-
 - (a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
 - (b) For events with large numbers of attendees, such as open days, concerts parents evenings, emergency procedures will form part of the event risk assessment, will be agreed between the Compliance Officer and the event organiser and any colleges who will support evacuation of the event.

1.11 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the School will:-

- 1.11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);
- 1.11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- 1.11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- 1.11.4 Consult regularly with the Fire marshals;

- 1.11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and
- 1.11.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works. (a hot permit system is in place at the school that includes a fire watch period)

1.12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

4. Definitions/Acronyms

Competent Person: A person with sufficient training, experience, knowledge to do the risk assessment, possessing theoretical and practical knowledge that enables conclusions to be drawn and/or actions to be taken.

Hazard: A source of potential harm or a situation with the potential to cause harm.

Likelihood: Used as a general description of probability or frequency.

New or Expectant Mother: A person who has informed their employer that they are pregnant, have given birth within the previous 6 months or are breastfeeding.

Reasonably Foreseeable: An occurrence where there is sufficient probability for a reasonable person to anticipate it happening.

Reasonably Practicable: The relationship between the extent of risk and the cost measures necessary to avert it.

Residual Risk: Risk remaining after implementation of risk treatments.

Risk: Chance of something happening that will have an impact, measured in terms of severity and likelihood.

Risk Analysis: The estimation of the level of risk associated with identified hazards.

Risk Assessment: The overall process of risk identification, risk analysis and risk evaluation.

Risk Control Measure: Workplace safety precautions, practices or actions (e.g. existing process, engineering or other device, administrative, PPE etc.) designed to minimise negative risk.

Risk Evaluation: Process of comparing the level of risk against pre-determined standards, target risk levels or other criteria.

Risk Identification: Process of determining what, where, when, why and how something could happen.

Risk Reduction: Actions taken to lessen the likelihood, negative consequences, or both.

Risk Treatment: Process of selecting and implementing measures to modify risks.

Severity: Outcome or impact of an event positive or negative expressed qualitatively or quantitatively.

V5.7

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Stakeholder: An individual or group, who may affect, or be affected by, a decision, activity or risk.

Suitable and Sufficient: An assessment that is appropriate to the nature of the work and proportionate to the risk, ignoring insignificant risks. Assessment process should identify all those affected and utilise information resources from legislation, guidelines and industry best practice.

Young person: A person under the age of 18.