Bassett House School
S11 – Health & Safety Policy

Revised September 2026

Executive Summary

Bassett House School is committed to ensuring the health, safety, and well-being of its students, staff, visitors, and all individuals within its premises. This policy outlines the school's approach to managing health and safety responsibilities and ensures compliance with relevant health and safety legislation.

The Health and Safety Policy is designed to create a safe learning and working environment, prevent accidents, and minimise potential hazards. It covers a wide range of areas, including the maintenance of school buildings and grounds, safe use of equipment, safe handling of substances, emergency procedures, and promoting a culture of safety awareness among staff and students.

Key objectives of the policy include:

- Providing a safe and healthy environment for all students, staff, and visitors.
- Identifying and mitigating risks associated with activities and facilities.
- Ensuring staff are appropriately trained in health and safety practices.
- Establishing clear protocols for responding to accidents, emergencies, and illnesses.
- Continuously reviewing and improving health and safety standards.

The policy is reviewed regularly to adapt to new health and safety regulations, emerging risks, and the changing needs of the school community. The leadership team at Bassett House School is dedicated to fostering a safety-conscious culture and ensuring that health and safety are integrated into all aspects of school life.

By upholding this policy, Bassett House School aims to provide a safe and supportive environment for students and staff to thrive academically and personally.

Context

This policy has been prepared with regard to the non-statutory DfE advice (Health & safety: Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (April 2022) and the Health and Safety at Work etc Act 1974). It also reflects the requirements of the statutory framework for the Early Years Foundation Stage 2026.

Introductory statement

The governors of the schools in the ownership of Duke's Education recognise that under the Health and Safety at Work etc Act 1974 they have a legal duty to ensure, so far as is reasonably practical, the health, safety and welfare of all the schools' employees.

The governors also recognise that they have certain duties towards the public, pupils and others who use the school premises from time to time.

The governors accept these duties and responsibilities and will continue to promote standards of health, safety and welfare that comply fully with the terms and requirements of the Act. The governors consider health and safety to be a school responsibility that is at least as important as any other function of any of the schools.

In particular, it is the governors' intention:

- to maintain safe and healthy workplaces and safe systems and methods of work, to protect staff, pupils and others, including the public in so far as they came into contact with foreseeable hazards;
- to provide and maintain a safe and healthy working environment for the staff and adequate facilities for their welfare;
- to provide all staff with the information, instruction, training and supervision needed to work safely and efficiently;
- to encourage full and effective concentration on safety matters; and
- to monitor and review all measures needed to ensure satisfactory health and safety standards.

All employees have responsibilities too. Employees must:

- take reasonable care of their own and others' health and safety;
- cooperate with their employers;
- carry out activities in accordance with training and instructions; and
- inform the employer of any serious risks.

Links to other Health & Safety Policies and Risk Assessments

The governors have identified certain areas of risk that, in order to manage and mitigate risk, are addressed by specific policies or risk assessments (RAs) or both. These policies, which may pertain to health and safety, pupil welfare and/or safeguarding, are reviewed regularly. In addition to risks mentioned elsewhere within this policy, these include:

- Security of the schools' sites and alarm systems
- Fire plus see the school's risk assessments updated each year
- Educational visits and standard risk assessment template that must be completed for educational visits
- Legionnaires and standing instructions to maintenance teams for regular hot water cleansing
- Working at heights plus appendices
- Manual handling
- Kitchen and Food
- Supervision and duties

- Electrical testing and PAT
- Swine flu and meningitis
- First Aid and Administering Medicines .

A RA might be prepared for an activity and agreed by all to be comprehensive and to list effective strategies for mitigation of risk. It is then all too easy to file the RA and to forget about it. However, all such standing RAs will nonetheless benefit from regular revisit and scrutiny. Such standing RAs should be dated and revisited on an annual, biennial or three yearly basis. It is school policy that no standing RA should exceed three years without being scrutinised again, revised and updated with the new date of scrutiny and revision shown thereon.

Any major risk will be considered by the head of school and the managing governor. Where the managing governor or a head identifies a material risk that merits recognition and management by means of an RA, or even through a specific school policy, the head or managing governor will ensure that a draft of such an RA or policy is prepared promptly for review and implemented with dispatch (noting and ensuring the provision of any relevant training of staff that may be necessary).

Guidance on the preparation of RAs or any policy is always available from the managing governor. In addition, staff are referred to the policy on Risk Assessments.

Organisation

The governors

The governors are ultimately responsible for health and safety within the school. They will be assisted in their duty by the Head and the health and safety (H&S) committee at the school.

H&S Committee

The membership of the committee includes the Head, Deputy Head (chair), Head of Finance and Operations, Maintenance Team, and reports to the managing governor termly.

The role of the committee is to:

- Discuss matters concerning health and safety, changes in regulations.
- Monitor the effectiveness of health and safety within the school.
- Review accidents and near misses; discuss and agree preventative measures
- Review and update risk assessments,
- Update, monitor and approve trips on EVOLVE
- Discuss training requirements
- Monitor the implementation of professional advice
- Review associated policy guidance and update as necessary
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

he School Office Manager records the minutes of the meeting. The minutes of the H&S Committee are always to be sent to the managing governor within two working days of the committee meeting. In the event of a serious matter, the minutes and/or any report should be circulated to all the governors.

In addition, H&S is a standing item on the agenda at the Senior Leadership Team Meeting and termly Governors' meetings.

The Head

The Head will be responsible to the governors for health and safety matters concerning all areas of the school and the Deputy Head acts as the school's lead for health and safety.

General notes

External consultants are on occasion employed to advise on matters of health and safety within the school.

- Structural surveyors are retained when necessary to give advice on the external fabric of the school.
- Engineers and technicians monitor and service the school's plant, equipment, including boilers and pumps, annually or as otherwise required.
- All gym and fitness equipment are serviced annually by an external providor.
- The school maintains an asbestos register and the Head of Finance and Operations is responsible for ensuring that it is kept up to date and for any sampling or removal before major works take place. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work. Scancross (Environmental Services) Limited, a specialist firm of asbestos risk surveyors, is also retained as and when necessary.
- A qualified planning supervisor is used when appropriate in order to ensure compliance with the Construction (Design and Management) Regulations 2015 (CDM) whenever major work is undertaken.
- Under s.2 of the Health Act 2006 and in common with almost all work premises, smoking is not permitted on the school premises nor may anybody smoke within the school grounds. The group also prohibits the use of nicotine vaporising inhalers, commonly known as e-cigarettes or e-pipes.
- Specialists in occupational health are consulted in cases of work-related health problems. (A list is maintained by the managing governor.)

The maintenance team

The maintenance team is responsible to the Head of Finance and Operations for:

- Ensuring that the school's grounds and premises are regularly inspected and that high levels of safety standards are maintained throughout.
- Reporting directly to the Head of Finance and Operations should any hazard be identified.
- Isolating any such hazards, pending interim measures being taken to rectify the situation.

In the event of major remedial work or a query then the head will consult the managing governor.

The maintenance team is responsible for ensuring:

- That equipment and machinery is not left unattended where it could be used by unauthorised persons.
- That repairs or maintenance work on buildings or equipment is completed safely and that the use or access is prevented until work is complete and that all tools and debris are removed.

- That unauthorised persons, particularly pupils, do not have access to work areas where power tools or other potentially dangerous equipment are stored or used.
- That all 'in use' maintenance equipment is safe to use and that any defects are reported promptly.
- That there is safe, correct and authorised use of power tools and sharp instruments and that protective clothing is worn where necessary
- All staff have access to an online Maintcall system where any matters of safety may be brought to the immediate attention of the maintenance team. This recording system also allows patterns to be identified.

Cleaning staff

The cleaning staff are responsible for ensuring that:

- Floor areas are clean and not slippery, and that wet-floor signs are used when necessary.
- All cleaning and hazardous substances are placed in designated locked cupboards.
- All cleaning equipment is properly maintained and safe to use.
- The school is cleaned adequately and hygiene standards are maintained across the sites.
- In time of particular contagion, and as directed by the head, the cleaning of hard surfaces etc and other preventative measures to reduce cross-infection are carried out.

All teaching staff

All teachers have responsibility to the head for their pupils including:

- Ensuring safe entry and egress from classrooms
- Ensuring fire precautions and drills are correctly carried out
- Ensuring the supervision of pupils at all times
- Ensuring close supervision of pupils using tools, sharp instruments and hot materials
- Ensuring that strict personal hygiene standards are maintained after using the lavatory and before eating
- Ensuring strict personal hygiene standards are maintained following the handling of animals
- Ensuring that all equipment and materials or ingredients or substances in the science, art, and physical education departments are safe to use and have been properly maintained
- Ensuring that all school rules and regulations are observed for school trips and outings, as detailed in the Trips and Visits Policy.

All employees

All employees, whether members of the academic or the support staff, have a responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions. All members of staff have a duty to comply with the statutory provisions in the Health and Safety at Work etc Act 1974 and whilst this policy will remind individuals of these duties and responsibilities, the head has the right to expect everyone to act as responsibly as required by sections 7 and 8 of the Act and to work safely and efficiently, including in particular:

- Making an assessment before lifting any unusual or heavy load and avoiding lifting any load that might pose any risk of causing injury, and
- Not standing on chairs or step ladders to put up display wor
- In case of any doubt, staff should refer to any safety leaflets on these matters, held within each school's staff room, or refer to the Head of Finance and Operations
- Use protective equipment provided to meet statutory obligations.

- Report promptly any hazards or incidents which have led to, or which may lead to, injury or damage through the MaintCall system (maintcall@houseschools.com)
- Adhere to the school's procedures and policy for ensuring a safe and healthy workplace.
- Assist in any investigation of an accident or dangerous occurrence or incident.

Accidents

It is a legal requirement that some accidents are reportable to the health and safety executive under RIDDOR.

Details can be found at http://www.hse.gov.uk/riddor/index.htm and the 'Injuries in schools' section within http://www.hse.gov.uk/riddor/do-i-need-to-report.htm.

RIDDOR reports are completed by the Deputy Head. Where necessary, the Deputy Head may require assistance from Class Teachers to complete the report to the HSE. This is an automatic requirement where it is necessary both to take any pupil for hospital treatment and also that treatment is given and also that it is the fault of the school. Otherwise, there is no obligation to report. If a child were to trip over themselves while running about in the park but the supervision was adequate and it was a perfectly normal and safe place for children to be running about, then even if the child were to need hospital treatment the event would not need to be reported via RIDDOR.

All accidents, whether or not these result in an injury, should be reported to the School Office Manager. The School Office Manager will complete an entry in the Accident Book. This will also be recorded on CPOMS and the Deputy Head and Head will be alerted automatically.

Staff involved in or witnessing an accident will be asked to write a full report and this placed on CPOMS.

For further information about RIDDOR reporting, please see this document: http://www.hse.gov.uk/pubns/indg453.pdf.

If a pupil is injured and if the Class Teacher is not already aware, he or she should be informed.

In the first instance, the School Office Manager should contact the parents or emergency home contact and inform them that an accident has occurred and, if the child has been taken to hospital, give the name and telephone number of the contact there. After parents or emergency contacts have been informed, the School Office Manager will alert the Deputy Heads and Head.

If a member of staff is injured, the head should contact the closest relative.

An investigation should be made to establish causes. Careful consideration should be given to remedial measures and where material these should be documented and referred to in the minutes of the next Health & Safety meeting.

Procedures for investigating an accident

The investigation is to be carried out by the Deputy Head. The following guidance is followed:

- Avoid careless interviewing techniques when obtaining information from witnesses. Do not ask questions in such a way that the witness is led into saying what the questioner appears to want to hear.
- It is usually preferable for the witness to be allowed to tell the whole story without interruption, then guided back to those areas where clarification is needed.
- Establish whether witnesses actually saw what happened or if they saw the outcome of the accident and inferred subsequently what had led up to it.
- Remember that some witnesses may be unwilling to give accurate information because of fears of being blamed in some way, or by being disloyal to colleagues. (Explain that the reason for the investigation is to try to avoid recurrence.)
- Do not jump to conclusions, no matter how obvious they may appear to be.
- Use an aide-mémoire to ensure that all relevant information is collected. Not all the points will be relevant in each case. Useful questions include:
    - Where did the accident happen?
    - When did the accident happen?
    - Who was injured? Nature of and site of injury.
    - Who else was involved?
    - Who witnessed the accident?
    - What was the injured person doing at the time of the accident?
    - If not usual why was the person doing it? Was the action rare, occasional, habitual?
    - Were protective measures available and appropriate? Were they used? If not, why?
    - Was the person adequately trained to do the activity?
    - Was a defect or design fault in the premises involved? If so, are similar situations to be found elsewhere in the building?

The amount of time and effort put into an investigation should be proportionate to the potential severity of the consequences of a recurrence, not to the severity of the injury in the case itself. All work-related accidents and illnesses will be reported to the Health & Safety Committee.

First Aid and the appointed first aider

All teaching staff at Bassett House School obtain an appropriate qualification in first aid. A number of senior staff and administration staff hold the full First Aid at Work qualification. In the EYFS at least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present and on any off-site visits.

The responsibility for first aid supplies is allocated by each head to one member of staff (the appointed first aider). Each appointed first aider will be responsible for maintenance of first aid supplies. First aid boxes are kept in the school office, and in other locations.

Staff who hold a current first aid certificate are responsible for administering first aid in the school. Minor injuries are dealt with in the school office. The accident book is kept in the office and must be filled after each accident. A coloured slip reporting the details is sent home with each pupil who has had an accident in school. Children with an injury to the head will receive the coloured slip in an envelope clearly marked so that it is immediately apparent to parents. Form teachers are responsible for ensuring these slips are delivered to parents. (See First aid policy).

The Head or, in his absence, the Deputy Head will decide if an injury requires hospital treatment and then arrange suitable transport. A member of staff will accompany the child to hospital taking health notes and also a mobile phone.

The office manager or Head will contact parent/guardian of the child to inform them that the child has been taken to hospital.

If any injury is serious, the Head will inform the governors and the bursar. The latter will inform the school's insurance company. The procedure for accident investigation, as detailed in the accident section, will be carried out if appropriate.

It is school policy that all teaching staff should hold either the full First Aid in the Workplace qualification or the two day Paediatric First Aid qualification and that whichever of these is held it should be kept current by attending as necessary a refresher course within the required time frame to allow extension of the certification of the employee.

Kitchen and catering

Health and safety aspects of each school's catering are the responsibility of the school's lead chef, who follows the applicable provisions of the Food Standards Agency's Safer food, better business for caterers handbook.

In regards to the kitchen, the school's adherence to health and safety in catering and cleaning is subject to regular external inspection by the relevant borough's environmental health officer (EHO) and any recommendations are and will be complied with promptly.

In addition, occasional internal audits are commissioned by the Holroyd Howe in conjunction with the school's chef also arrange for:

- Training of the kitchen staff to approved national hygiene standards and that these are kept current
- Professional advice from a dietician on healthier food, menu planning and special diets as needed.
- The deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces and areas etc each term.
- Appropriate pest control measures to be in place with a professional pest control firm.

The school chefs are given detailed information about children and staff with specific allergies or dietary requirements and for such children adapt the daily menu accordingly. Allergen notification at the point of serving is in place.

Other than the Head, Deputy Head, maintenance staff or a governor, non-kitchen staff are not ordinarily permitted to enter the kitchen and may only do so with the consent of the school chef.

The water from all cold taps labelled with a 'drinking water' sticker is suitable for drinking.

Hot drinks must always be transported in covered mugs.

Birthdays

Children are discouraged from holding birthday parties during the school week, so they are permitted to bring a cake into school on their birthday which the teacher will share amongst the class. Staff must check if the children in the class have allergies (especially nuts) before distributing any cake. Check also on any children who are not permitted cake of any kind. Bassett House School has a strict "no nuts" policy.

Only a member of staff may carry or use a knife to cut the cake. Children may not collect any knife from the kitchen.

Fire precautions

See the specific and more comprehensive Bassett House School Fire Policy.

In brief:

- A specialist risk assessment firm acts as an adviser to BHS and visits the school's premises every two years. Fire precautions and emergency procedures have been adhered to in accordance with this firm's advice.
- The professional fire risk assessment is updated every year, with a full revision every three years. The assessment is updated more frequently if significant changes are made to the interior of buildings or new buildings are added to the school's estate.
- The alarm system, together with all smoke detectors, is tested four times a year by Lee Security Limited. Emergency lighting is tested termly by the maintenance staff and annually by an electrical contractor.
- Extinguishers are examined annually by a qualified contractor
- Fire alarms are tested weekly during term time. Luminaires and smoke systems are tested each term.
- Fire drill regulations are as detailed in the fire policy.
- Evacuation procedures and routes are on display in each room in the school.
- Fire evacuation practices take place twice each term.

The object of the practice is to give everyone in the school confidence in both the warning systems and the evacuation procedures and to teach staff and pupils the following points:

- Action to be taken on discovering a fire;
- Action to be taken on hearing the alarm;
- How to raise the alarm and location of activation points;
- How to call the fire brigade;
- Location and use of fire appliances;
- Appreciation of the need for fire doors and why they should remain shut;
- Knowledge of escape routes;
- How to evacuate the building quickly and quietly;
- Location of, and procedure for reporting to, the outside assembly point.

The following points are also relevant:

- Fire instructions are to be clearly displayed at suitable points and adjacent to firefighting equipment throughout the school buildings.
- A fire prevention log is to be maintained by the Deputy Head, containing the following information: periodic fire practice dates; time taken to evacuate; comments on effectiveness.
- The Head will log the information regarding: 'In-House' fire precaution briefings and staff training; the periodic fire alarm tests; maintenance records of the firefighting equipment; emergency lighting.

- Means of escape: all staff are responsible for ensuring that all fire exits, stairways, corridors and means of access and egress are to be maintained in good condition and clear of obstructions. If this cannot be done, the area should be closed to traffic, with notices and barricades erected.
- Fire and means of escape are to be a standing item for each meeting of school's H&S Committee.

Invacuation procedures

See the specific Invacuation policy for a more comprehensive guideline

In brief:

- There are two levels of invacuation
    - Level 1 - Danger Outside the School
    - Level 2 - Danger Inside the School
- Depending on the level of invacuation, children and staff will be moved into secure classrooms where they will remain until the 'All Clear Message' is received.
- Alerts will be made by using air-horns and a WhatsApp Broadcast Channel.
- Invacuation procedures will practiced twice a year through a scheduled drill
- An Invacuation Team will meet in the Head's office where possible.
- Emergency services will be contacted immediately and the Invacuation Team will follow their guidance.

Invacuation Team includes:

- Head
- Deputy Heads
- PA to the Head
- Office Manager

Maintenance of premises and equipment

Electrical equipment

The school has current electrical test certificates for all its buildings. It uses a NICEIC qualified electrician to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.

All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305.

All portable electrical equipment is to be examined regularly by the IT team and external electrical contractors to ensure that all cables and plugs are in good condition. Any appliance not in good order is to be removed from use immediately until repaired. No personal electrical equipment is to be used in school without authorisation by the head.

The IT team will check plugs, cables, and starters, and the maintenance team is responsible for changing and replacing light bulbs.

PAT testing on the equipment in use at BHS is tested annually by an external company. In addition, all circuits in the school are protected by residual current detectors (RCDs) which are tested by a qualified electrician each year in August. RCD test triggers are tested every half term by the maintenance team.

Electrical tasks that require specialist expertise will be carried out by the retained school electrician. Staff are always responsible for reporting directly to the head if they should observe anything they consider to be a hazard, electrical or otherwise.

Boilers and pressure vessels

Gas fired boilers are examined and serviced annually by an authorised gas contractor. Any other work on gas boilers and appliances is also carried out by registered 'gas safe' engineers.

Members of the public

Due care is to be taken of all visitors to the school. In particular, no-one should be allowed into the building unless authorised. The front door should always be answered by the office staff. All visitors should be acquainted with the school rules in the event of a fire.

All visitors should sign in using the provided sign-in application located in both 60 Bassett Road and at 73 St Helen's Gardens. A visitor's badge should be issued. On departure, visitors must sign out and return any lanyard.

On arriving in school, all staff must sign themselves in on using the provided sign-in application located in both 60 Bassett Road and at 73 St Helen's Gardens, including if coming into the school building at weekends. On leaving the building staff must sign themselves out.

Physical education and sport

A qualified member of staff should be on hand during any physical education or sport activity. Close supervision is to be given when potentially dangerous or hazardous equipment, such as vaults, horses, etc are in use. Faulty equipment is not to be used under any circumstances.

Hazardous substances

It is not anticipated that staff will be using hazardous substances with children in the school. If, exceptionally, a teacher does wish to use a hazardous substance in an experiment, then he/she should discuss details with the Head and seek approval in advance. It will be necessary in such circumstances to complete a risk assessment and for this to be approved by the Head.

The cleaning staff are responsible for ensuring that all hazardous substances used for cleaning or any other purpose are locked away and remain locked away from children's access at all times.

Diseases associated with animals

Other than with the consent of the managing governor, pets are not routinely kept at the school, but occasionally a child asks to bring in his or her pet for the day. On occasion, eggs are incubated to hatch in school or reptiles such as tortoises kept. There is a high responsibility connected with the keeping of pets, both for their well-being and safety and for the safety of and hygiene of the pupils.

Staff should refer to 'Be Safe' ASE Publications for a list of animals that the managing governor may permit in the school.

Infectious diseases

When a child or staff member is diagnosed with an infectious disease, the following guidance will be followed to state the number of days they should be absent from school before they can safely return.

https://www.gov.uk/government/publications/infectious-diseases-schools-and-other-childcare-settings/how-long-should-you-keep-your-child-off-school-checklist-poster-text-version

When head lice are discovered, the case should be reported to the school office. Children found to have head lice or worms may be sent home and should not return until the infestation has been treated and eradicated.

Illness

If a pupil reports to a member of staff he/she is feeling unwell, that person should consult with the pupil's form teacher and the school secretaries to consider whether or not the child's parent should be contacted. Except in an emergency, no child should be sent home before the head has agreed that this is necessary.

The school secretaries are responsible for ensuring that the school has an emergency number for each pupil in the school.

If the parents cannot be contacted, the form teacher and the school secretary should agree on whether it is more appropriate for the pupil to return to class or remain in the office. Sick children are never to be left on their own.

No medication is to be administered to the child unless it has been handed to the office by the parent with written instructions regarding dosage and the parent has completed and signed an 'administering medicines form'. This excludes inhalers and Epipens, which may be kept in the office or on the child (according to the parents' wishes), providing the appropriate form giving continuous authority has been completed and signed.

Medicines and pupils

When children are unwell, the best place for them is at home with an adult. A sick child will not be able to cope with school activities and if the illness is infectious there will be a serious risk of other children and staff becoming ill.

Occasionally, a doctor regards a child fit to return to school provided prescribed medicine is taken. There are also children with long term illness who can only attend school if medication is either given during the school day or is available in an emergency. A small proportion of epilepsy sufferers require drugs at specific times and some asthmatics require medication during an attack. There are legal implications involved when agreeing to administer drugs and therefore the following rules must be observed.

The parent must be responsible for giving written permission by completing an 'administering medicines form' and for providing the medicine in question in a suitable container, clearly labelled with the child's name, directions for administration and for replenishing supplies if necessary. The medicine must be kept safely in the school office.

Upon administration, the time and dosage should be recorded on the 'administering medicines form'. Unused medicine is to be returned to the parent.

When a child suffers from an allergy or disease such as epilepsy or asthma, it is important that all members of staff who may come in contact with the child are aware of the problems and of any limitations that need to be applied to the child's activities and what to do in an emergency. All asthma sufferers should be supplied with the appropriate inhaler with their name and dosage clearly marked on the label.

A list of pupils with specific medical needs should be regularly updated and shared with the staff. This task is carried out by the Office Manager. Care should be taken to ensure that data are used in an appropriate manner. Staff must ensure that they know the particular needs of their pupils. Any relevant medical information for each pupil can be found in the medical file kept in the school office or on ISAMS and is supplied on a medical information list issued to every member of staff.

Outings, trips and out of school activities

Introduction

School trips and outings are very much a part of the programme of extra-curricular activity offered to pupils and the following rules are not intended to act as a constraint. However, the Lyme Bay disaster in 1993 and the subsequent official report emphasised the need for control with a clear set of rules to govern all school trips and out of school activities. The following rules are intended to cover all visits away from the school during term time and trips during the holidays which are organised and run by members of staff acting on behalf of the school.

All trips and outings can be categorised as either routine or hazardous and all must be approved in advance. Specific guidance on supervision, welfare, emergencies and awareness of insurance are also included in this document. Staff are expected to be familiar with Health and safety: Advice on legal duties and powers (February 2014), which may be found at the following link:

https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

Routine outings

Routine trips and visits are generally those visits that can be undertaken in the course of a day, such as:

- Visits to other schools and meetings, if less than one day;
- Bringing together pupils from a wide area, e.g. sports meetings;
- Visits to the theatre, concerts, art galleries, museums, university lectures etc;
- Short visits of less than one day in the area of the school.

The staff member organising the trip must obtain permission from the head to enter the event in the school diary giving adequate notice (which will vary according to the day, time, duration of the outing and composition of the party).

An outline of the trip and risk assessment will be completed by the educational visits coordinator (EVC), at least one term before the visit via the EVOLVE system for an initial scrutiny. Further detail is then added to the outline to provide further information about the trip. The EVC via Evolve will then complete the form to ensure it is well planned and safe. The final approval will be by the Head via EVOLVE before the visit takes place.

Residential trips

The Head or representative will visit the location (or centre) of all residential trips and ensure that a copy of the centre's risk assessment is examined for adequacy and retained on file at the school. The staff member/members in charge of any trip/activity should make a visit of reconnaissance personally, to carry out a thorough risk assessment of the proposed site or location.

An outline of the trip and risk assessment will be completed by the EVC at least one term before the visit via the EVOLVE system for an initial scrutiny. Further detail is then added to the outline to provide further information about the trip. The EVC via Evolve will then complete the form to ensure it is well planned and safe. The final approval will be by the Head via EVOLVE before the visit takes place. The head will then be required to give their approval via EVOLVE. With residential trips, the final approval must come from the Governor's. The head will submit the downloaded EVOLVE documents to share with Governor's for their approval.

Hazardous activities

Special approval is required for all trips and visits which involve a night's absence from home or which at any time involve hazardous activity such as, but not limited to:

- Climbing
- Sailing
- Parachuting
- Pot-holing
- Canoeing
- Riding a horse
- Skiing
- Wind-surfing
- Ice skating

This list is not exhaustive and staff will be expected to err on the side of safety. However, these activities are not automatically prohibited and in the right circumstances and with appropriate supervision can be very beneficial for children: rather, if any of these or another activity with unusual risk is to be contemplated, then it is simply that the risks of the activity must have been assessed carefully and managed to an appropriately low level, with appropriate and abundant professional supervision to hand.

Supervision (Also see EYFS Supervision and Duty of Care Policy)

The party leader must be a member of staff. Other adults may act as additional supervisors as long as at least half the supervisors are members of staff and before departure all adults are briefed according to the risk assessment. Volunteers who accompany trips, usually parents, are not required to have a DBS clearance to undertake such activity; therefore staff need to be aware of this and must not allow volunteers to have sole charge of any child. The usual number of adults to accompany each party is as follows but different levels may be decided upon depending on the type of trip, the age of the pupils, public transport/private coach and other relevant circumstances. If in any doubt, staff should consult the head before writing the risk assessment.

For day visits:

- Nursery and Reception – one adult to every 4 children. The ratio of qualified staff to children as outlined in the EYFS Statutory Framework 2026 must also be followed. If in any doubt staff should consult the head before writing the risk assessment. There must always be a member of staff qualified in Paediatric First Aid on every visit involving EYFS children.
- Year 1 and Year 2 – one adult to every 5 children
- Years 3 to 6 – one adult to every 10 children, though there should be at least 2 adults on each trip.
- On every trip at least one adult should have an appropriate first aid qualification.

For residential visits:

- One adult for every 10 pupils and at least one extra accompanying adult.
- In each case the party leader must be clearly nominated and must have the appropriate qualifications and experience for the trip planned.
- It is the party leader's responsibility to ensure that all supervisors are aware of the extent of their responsibilities and have a list of the pupils for whom they are responsible as well as of the party as a whole.

What to take

A first aid kit should always be taken on all outings and trips. This must be checked before departure.

Medication for children who have specific medical conditions

On residential visits two inhalers/epipens unique to each child should be taken (ie one to act as a spare). On the risk assessment it must state which adult is to be responsible for ensuring medication for specific children is collected from the classroom or school office, taken on the trip and administered if necessary. This adult is also to be responsible for returning the medication to where it is normally kept.

In addition, on all residential trips the leader should take an aural digital thermometer, which has been checked before departure to ensure it is in working order.

Welfare

On residential visits or trips abroad one adult is to be nominated as being responsible for welfare matters, including medical and first aid.

Emergencies *(see also Crisis and Serious Incident Management)*

In the event of an emergency, no member of staff should speak to any television, radio or newspaper reporter or any member of the media without express permission from the head or a governor.

In the event of an emergency, arrangements must be made for the parent of the child to be informed and, if necessary, for him or her travel to the scene.

Similarly, arrangements should be made for liaison between the party and the parent, during the trip.

Insurance

Parents will normally be informed of the insurance and extent of cover i.e. whether it is the school's insurance only or specific holiday insurance which is mandatory for overseas visits.

Review

Policy reviewed	September 2026
Next policy review	August 2027