

Health and Safety policy

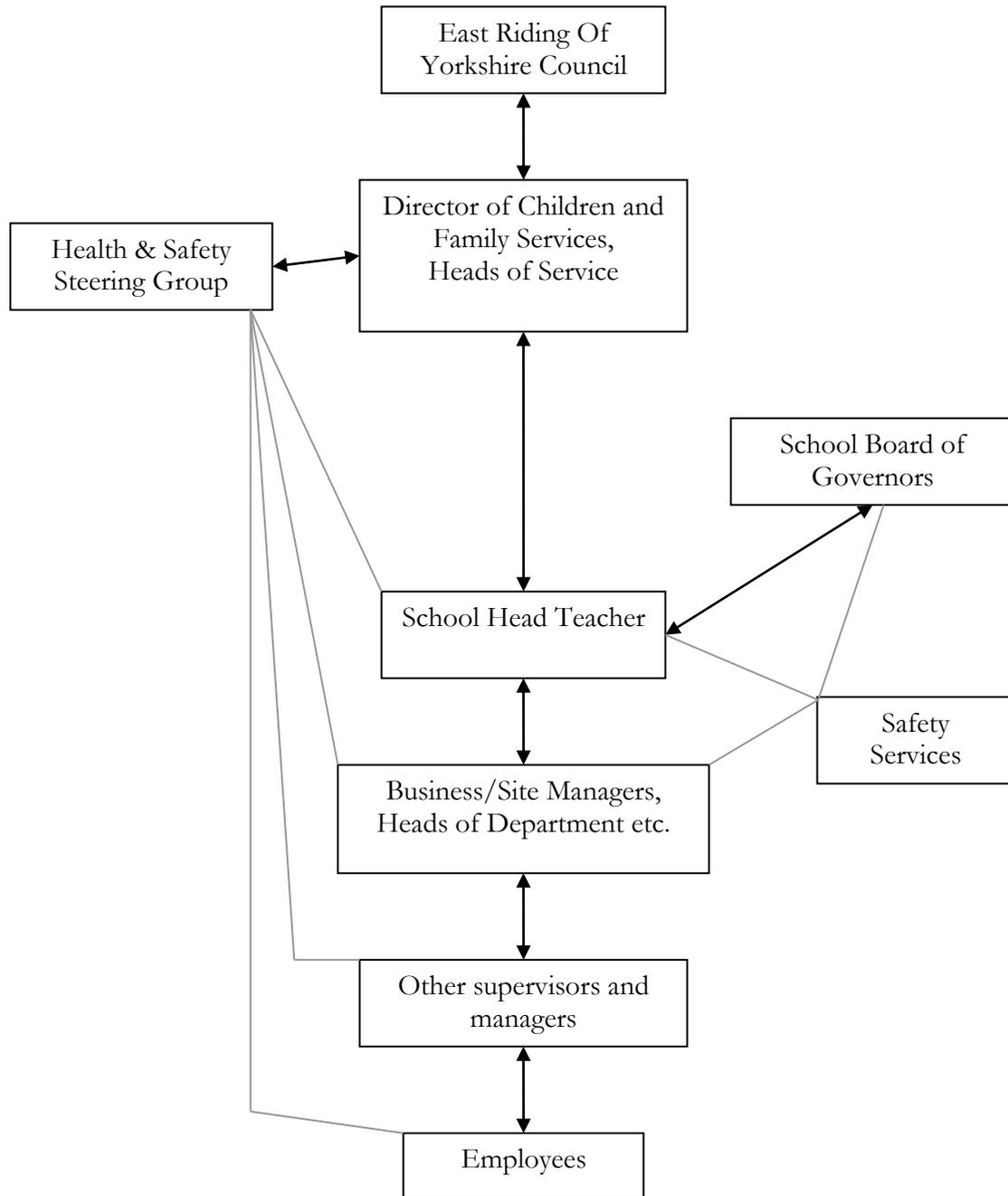
Reviewed:	January 2018
Adopted by Governors	Full Governing Body
Full Governors Meeting:	15 th March 2018

Kings Mill School & Residence



Organisation for Safety

Lines of responsibility



Lines of authority/accountability



Available lines of guidance & support

Kings Mill School & Residence recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

It is the intention of Kings Mill to promote standards of health and safety provision, which will minimise risks and to avoid accidents and ill health.

It is also appreciated that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

In particular the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities
- Consult with employees or their recognised representatives about health and safety matters.

Roles and Responsibilities

School Governors

Governing bodies must act as a corporate body.

The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In foundation and voluntary aided (VA) schools the governing body as the employer has overall responsibility for health and safety matters. In community and controlled schools the local authority has overall responsibility.

In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school
- A school health and safety management plan is agreed and implemented in line with the Council policy
- Risk assessments are carried out

- All health and safety matters within the school are effectively managed;
- that the governing body has a Health & Safety Committee, the roles and aims of which are to:-
 - a) meet termly and allow the committee representatives to bring the associated health & safety problems within the work place to the attention of management in a formal company procedure and a record of recorded minutes of the meeting.
 - b) monitor the health and safety of the site. See Appendix 1 and 2.
 - c) the committee will investigate all accidents within the work place and analyse the causation factors and the control measures implemented to reduce all accidents in the work place. This includes site inspections, risk review and oversight of all monitoring.
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.

The overall and final responsibility for health & safety for ***Kings Mill School and Residence*** is that of the ***Kings Mill School & Residence Governors***.

The day-to-day responsibility for ensuring this policy is put into practice is delegated to the **Head teacher** and **Health and Safety Co-ordinators**. Governors complete termly site inspections and attend the health and safety meetings in a monitoring role.

Headteacher

The Headteacher, under the direction of the governing body is responsible for implementing the corporate and directorate health and safety policies and the school's health and safety policy. To achieve this, the Headteacher must: -

- Produce and maintain a school specific health and safety policy and supporting safety procedures. Guidelines from Safety Services should be used in the event that the school does not introduce their own
- Ensure that all health and safety matters within the school are effectively managed
- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors
- Arrange for appropriate consultation with employees in the workplace;
- Ensure all new employees receive a suitable and sufficient safety induction
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain it and where necessary to ensure safety, inspect it appropriately with records of inspections maintained
- Ensure relevant statutory inspections take place within their school
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure

- Ensure that an educational visits co-ordinator is appointed and that visits are managed safely
- Ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

Managers are responsible and will be held accountable for achieving compliance with this policy within their area of service delivery.

They are responsible for the duties delegated to them by the Headteacher.

In particular they have the following responsibilities;

Health and safety coordinator and site manager

- Responsible for the Health and Safety of all students, employees and visitors
- Responsible for identifying all substances, which require a Control of Substances Hazardous to Health (**COSHH**). For undertaking **COSHH** assessments and will be responsible for ensuring that all actions identified in the assessments are implemented. The coordinator will be responsible for ensuring that all relevant employees are informed about the **COSHH** assessment and will check that new substances can be used safely before they are purchased
- Responsible for ensuring that all employees working at locations under control of other employers are given relevant health & safety information
- Ensure that Induction training is arranged all new employees.

Administrator staff

- Responsibility for the Health and Safety of all Support Staff & Admin Personnel and Cleaning. This also includes visitors.

Residence senior care officers

- Responsible for the Health and Safety of all students, Residence employees and visitors

Cook / School Meals service

- Responsible for the health and Safety of all kitchen employees.

Site Manager.

- Responsible for the school and grounds maintenance, and supervision of cleaning staff
- Responsible for the identifying all equipment/plant needing maintenance
- Responsible for ensuring effective maintenance procedures are implemented and maintenance records are maintained
- will check and routinely inspect plant and equipment and that any new plant and equipment meets health & safety standards before it is purchased
- Responsible for identifying all substances, which require a Control of Substances Hazardous to Health (**COSHH**). For undertaking **COSHH** assessments and will be responsible for ensuring that all actions identified in the assessments are

implemented. The coordinator will be responsible for ensuring that all relevant employees are informed about the **COSHH** assessment and will check that new substances can be used safely before they are purchased

- Responsible for ensuring that all employees working at locations under control of other employers are given relevant health & safety information.
- Responsibility for pool management and treatment of the water and management of the system.
- Responsible for all schools transport on our site, the parking and safe loading/unloading of pupils in the spaces provided and safe arrival and departure of all transport and pupils.
- Responsible for organising and working with any contractors required on site for minor works and maintenance procedures.

Employees

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work Act and take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager
- Through the Employee Development Review process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.

Visitors and Students

All visitors are signed into the Entrysign visitor management system on arrival.

Visitors on planned and longer term contacts including students on placement, teacher placements and volunteers receive an induction on site safety delivered by SLT.

All visitors and students are expected to follow the advice given notably:-

NOT to interact with children in various ways, for example handling and physical intervention

Have a clear DBS and report any accidents.

Speak with the safeguarding team in respect of any concerns.

NOT take photographs.

Sign out on leaving the premises

Volunteers and students will receive the full induction programme training should they plan to be with us long term.

Arrangements for the Management of Health & Safety

Policy and Guidance

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in the Directorate and Corporate Health and Safety Policies.

Health & Safety Advice

Advice is available from the council's safety services section and in addition to visits, email and telephone advice, has a range of guidance documents and resources available on their Insight Intranet pages.

The Health & Safety Law poster is displayed on the Health and Safety notice board and leaflets pertaining to the work conducted by the school will be issued/available from Health and Safety coordinator along with memo's to staff regarding risks.

Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing
- Ensure that health and safety is a standing item on all team and management meetings
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations form a school Health and Safety Committee.

Training

All employees, including temporary and agency employees will receive:

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
 - Emergency procedures
 - First aid arrangements
 - Accident reporting
 - Hazard/safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the premises/site
 - Safeguarding children
 - Intimate care
 - Fire Evacuation
 - Other relevant information

- Competency based training – relevant to the individual’s role and development needs will be identified by managers and headteacher and delivered by the most efficient means, e.g. specialist courses or local in house team discussions
- Training will be identified following the initial induction procedure and there after future staff development will be identified during the staff annual appraisal or by SLT that includes safeguarding children, Team Teach. Further identification of training will be given if any changes are made to an employee’s job role or when an employee requests further job role training.

Specific jobs requiring special training are: -

- First Aider
 - Moving & Handling
 - Swimming Pool Plant Operators Certificate
 - Pool safety for staff
 - Administration of Emergency Medication
 - Minibus drivers
 - Health and Safety at work
 - Physical Intervention
 - Safeguarding on line courses
 - Educational Visits
 - Fire evacuation
 - Moving and Handling children
-
- Records of competencies, skills and training will be kept for management purposes.

Audits

The school governors and headteacher are expected to ensure that the school’s health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement.

Inspections

Periodic health and safety inspections (including Fire Safety) will be carried out by the headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.

Results of inspections, including any remedial actions, will be recorded. (see Appendix 2)

Risk Assessments

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

Specific areas /activities requiring risk assessments include:-

- Whole School / Residence sites - pool, buildings, corridors, fire.
- Class risk assessments.
- Pupil risk assessments.
- Students, injured staff, staff medical issues.
- Individual Pupil assessments
- Educational Visits
- Moving and handling for specific pupils
- Expectant workers, return to work and post-operative risk assessments.
- AIIF reporting
- Team Teach

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Risk Assessments will be reviewed on a yearly basis or when the work activity changes, whichever is soonest.

Risk Assessments will also be reviewed immediately following an accident in the work place.

Risk assessments are available on the network server W/health and safety/risk assessments or at http://eridingsuperceded.eastriding.gov.uk/educ_visits/risk.shtml#gra

Accidents, First Aid and Work – Related ill Health

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

The Health and Safety coordinator will arrange health surveillance, this includes individual and specific risk assessments. Records will be kept.

The first aid boxes are kept in the School staffroom, Residence staff office, Pool changing room and school health room.

A list of appointed first aiders is located on the health and safety notice board and around the school.

Medication.

Medication is stored on site, it is signed in and out, and it is administered by key staff during the day and night, and countersigned on administration.

No medication is held in school during the holiday periods.

All pupils have a medical plan and those with epilepsy have an additional plan for safety. The medication agreements are signed by parents/carers. All medication is sent home every term for parents to update

Medication bags are monitored on a regular basis.

Parents are responsible for updating school/residence of medication changes and giving accurate information on medical care plans. It is the schools policy to have good accurate information from consultants, doctors and parents on pupils receiving medication, why, what and how much. It is the parents/carers responsibility to inform us of changes.

Emergency Procedures

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits. The detailed procedures are available in the **CRITICAL INCIDENT POLICY**, together with the training provided to staff and governors.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat. We have included educational visits and lock down procedures within this policy.

A central file is held in the main office. In the case of fire or critical alert it is removed by the administration team. It is updated with specific telephone numbers and codes for school closure or reporting critical incident.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

The Health and Safety coordinator is responsible for ensuring the fire risk assessment is undertaken and implemented alongside Local Authority appointed inspectors.

Escape routes are checked by Site Manager every day and break glass points weekly on rotation. Alarms are tested by site manager every week and recorded in the fire logbook.

Fire extinguishers are maintained and checked by Rosse Systems, Fire Services every 6 months and Caretaker will record in the fire logbook.

Emergency evacuation, following the PEEP's plans drawn up with Fire services will be tested at least every term and be recorded in the fire logbook.

Staff have training in hands on fire extinguisher use to open a blocked evacuation point only.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Further guidance and documents are available:

<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/accidents/>

All accidents and cases of work-related ill health are to be recorded in the appropriate accident book. The accident book is kept in the main school office.

Employment of Young or Vulnerable People

The safety of young (under 18 years) and vulnerable people (under 25 years) has to be subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Other Statutory Arrangements and Regulations (Thorough Inspections, Water Hygiene etc.) We are asbestos free.

Where relevant, the headteacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition.

Contractors and Self Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which places duties on Clients (the school), designers, contractors etc. The 'Schools Self Help Contract Monitoring Form' must be submitted to Safety Services. Further guidance can be obtained from Safety Services

<http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/construction-design-management/>) or Infrastructure & Facilities.

Safeguarding and Security

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a policy - located server W/whole school policies
- a central safeguarding file with all relevant policies and practise held in the main office.
- All staff are trained at induction and then at foundation level ERSCB for safeguarding children. Governors do Foundation level plus safer recruitment for interviewing. There is separate safeguarding incident reporting system and CRB checking procedures.
- Security measures – The whole site is fenced or hedged with additional fencing added to some walls. The residence and school buildings have security coded doors with fitted door bells for visitors to use. The main buildings have double thumbnail doors locks to provide safe access to play areas but secure the exterior doors. The car park has a double gate for pedestrians and vehicles coming on site and remains closed most of the day. Classrooms have double security handles on most classes and access to the rear playground is through classrooms or the side of the school .Access to one side of the school is denied. The car park is out of bounds unless accessing vehicles.
- vulnerable areas that are well supervised
- Appropriate disclosure and barring checks - Contractors on site are approved and DBS checked by the local authority, read our on-site requirements schedule and can be checked by school staff on arrival.
- Visitor signing in and identification arrangements - Visitors are inducted, give a proforma of what they cannot do and have to carry a visitor badge.

Transport / Travel

School Minibuses maintained by school. They include Quattro clamps, belt cutters, triangles and luminous jackets for breakdown of vehicles, first aid boxes, log books, booster seats at varying heights and movable seating.

The buses are regularly serviced off site and maintained.

All drivers are responsible for carrying out a vehicle check prior to driving. They must complete the drivers log book and report any defects.

All Drivers are trained through the Midas scheme including wheelchair clamping and hoist use, by Passenger services instructors. All driver licences are checked by our office.

Passenger services are responsible for planning for arrival and departure of children to all sites.

The Health and Safety coordinator and Kings Mill staff work with Passenger services to provide training, for drivers and PA's in behavioural techniques and signing skills.

Meetings regarding pupil transport behaviour are facilitated

On-site inspections of drivers and passenger assistants are carried out by our patch manager

We follow a programme of independent travel skills for older pupils and those identified as meeting the criteria for travel.

Health & Safety Policy

Arrival and Departure are staffed and managed by Kings Mill until a child is on the minibus and secured or handed over to staff from a minibus by a passenger assistant.

Educational Visits

Are planned by staff and follow the ROVER format agreed with the county educational visit consultant. We augment the planning with a proforma for completion on all residential trips and a sign off system.

All category 3 and 4 trips require to have external agreement including residential trips and trips that are assessed as adventurous. The school Educational Visits coordinator (EVC) checks all trips and can act as Headteacher up to level 3 overnight and adventurous.

Governors are required to approve all category 3 and 4 trips.

Each trip coordinator provides a file to be checked by the EVC for the school.

See Appendix 3 and 4.

Monitoring

To check and confirm our working conditions, and ensure our safe working practices are being followed, we will: -

- **Actively**: Carry out termly inspections and complete reports for submission to the health and safety subcommittee. These will be in the form of either on the spot checks/visits or by requesting for a safety representative to conduct an inspection on a work process. There is a master monitoring record for school and residence kept centrally along with all the service records by external companies. **Appendix 1.**
- **Reactively**: The health and safety coordinator and school Administrator, with responsibility for HR are responsible for investigating all accident and sickness absences that occur. Inspecting all accident will be a way of reviewing the company safety systems and an increase of work absence due to ill health by employees suffering similar ailments may identify a problem with their jobs causing ill health. Risks and maintenance issues are identified by all staff and recorded in the Health and Safety book for immediate action or long term planning.
- Serious safety breaches are recorded on the authority AIIF forms. The Health and Safety coordinator (s) is/are responsible for acting on accident investigation findings to prevent a recurrence.
- We have a planned schedule of monitoring and recording when this is done every year. See Appendix 2.

Governors Health & Safety Site Inspection
Kings Mill School and Centre.

Date.

Conducted

New Car Park	
Entrance/Car Park	
Front of school	
Residence	
Rear passage to Playground	
Hall	
PE Cupboard	
Music Cupboard	
Art Cupboard	
Passageway to emergency exit	
Swimming pool	

Kitchen	
Main corridor	
Class 1.	
Class 2.	
Class 3.	
Class 5.	
Class 4.	
Class 6.	
Girls toilet	
Small sluice	
Large sluice	
Class 6	
Main Playground	
Quiet Area	
Area near caretaker shed	
Student Centre.	Inspected by.
Entrance.	Date.
Classes.	
Outdoor area.	
Kitchen Area.	
Staff room.	

Also check the following.

Fire File school/residence.

Monitoring sheets for the site.

Classroom risk assessments and advice.

Risk assessments for lift.

Pool.

Rebound room.

Kitchen areas.

Sensory room.

Lifts.

Bullying areas.

Visits and trips.

COSHH advice sheets to cleaners.

Kings Mill School weekly Health & Safety Check (outside).

Date		Main site.
Inspected by		
		✓ Tick if OK/ X if action required
Front gates		
Car Park		
Main foot path		
Play area at front of school		
Rear car park.		
Residence play area.		
School entrance		
Fire exits not blocked from the outside.		
Any issues;		
Emergency action – inform leadership team .		
Maintenance/ repair – inform caretaker.		
Reviewed by health & safety Officer		

Going on an Educational visit from Kings Mill.
November 2017

Open a **Rover form** using your password and ID.

Complete the Form going through each section until section 17 and 17a.

Send Andy a copy of the form as the head teacher.

andy.tearle@kingsmill.eastriding.net for all category 1 and 2 visits. This is 95% of all visits.

For overnight or out of country (cat 3 and 4) then send to Andy as the Educational visits coordinator and Gail as the head teacher at.

kingsmill.head.specialschool@eastriding.gov.uk.

The county consultant is taff.bowles@eastriding.gov.uk as the county EVC for all category 3 and 4 visits; this automatically occurs if you send your Rover form to me and Gail. **Do not** send it yourself it will go automatically and **MUST** be done in the sequence I have described. Taff will give his view on it when he signs his agreement and you can always e mail him for advice. I will update you as the process continues.

You will get a final hard copy signed by me, Gail, Taff and the chair of governors.

Right now you need to do the **risk assessments**.

Generic and specific. Click on risk assessments and complete the ones you need. The specific one is pertinent to that trip. You must print them off so you have a Rover form and risk assessments in your pack; remember to sign the risk assessments and include everyone on your trip.

Ok. Now use the checklist that is enclosed.

You can add late details to your Rover by opening it and clicking late amendments. However, you must print out this copy.

Enjoy your educational visit.

Yours. Andy.

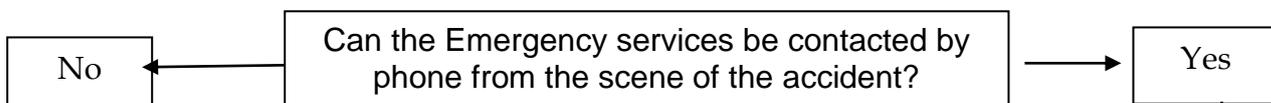
Completed and signed off ROVER form.	
Copy of letter to parents.	
Replies of letters signed by parents.	
Pupil's list use class copied forms.	
Staff list.	
Generic risk assessments	
Specific risk assessments	
Itinerary of trip/visit.	
All emergency and dinnertime medication must be taken.	
<u>For residential trips also include.</u> Full details of the place you are staying and you need an EV2 completed for outdoor and adventurous activity.	
Copy of parental consent for a school visit. Include sleeping arrangements letter.	
Medical care plans.	
Volunteer form disclaimer reply slips.	
Staff code of conduct forms completed	
YOU will need some medication administration sheets that are completed by staff member who give and witness the administration. These sheets do not need to be in this pack but must go with all the medication taken.	
Present the full folder to Andy who will get it signed off. REMEMBER this file stays in school or residence for emergency help by the admin team. You take the details for direct contact with parents, all medication, money, tickets, booking e mails and additional equipment.	
Take form VGA 14.1 in case there is an emergency.	
Complete form VGA 14.2 Emergency contact numbers and ensure one copy Goes with the group.	
PRESENT ALL THIS INFORMATION TO ANDY IN FILE.	

ACCIDENT AND EMERGENCY PROCEDURE (FORM A1)

Serious Accident/Emergency

e.g. requires outside assistance – doctor/Hospital, mountain rescue etc.)

- ↓
- ❑ Establish nature and extent of emergency.
 - ❑ Ensure your own safety and that the rest of the group are accounted for, safe and supervised.
 - ❑ Provide urgent first aid required to preserve life and prevent situation worsening.
 - ❑ Assign other roles/responsibilities to other staff and group members.
 - ❑ Agree who will be responsible for notifying Emergency Services.
 - ❑ Ensure NO unauthorised telephone calls – prevent use of mobile phones etc.



↓

Send responsible persons (preferably more than one) with written message

- ❑ Give incident details inc. precise location (use accident report form in first aid).
- ❑ Ensure messengers have directions where/how to locate phone/access help.
- ❑ Instruct action to take afterwards.

↓

Phone Emergency Services

- ❑ Give incident details inc. precise location.
- ❑ Clarify action already taken.
- ❑ Agree what action is planned/required.
- ❑ Do not change plans without further notification.
- ❑ Ensure services can locate and access site

↓

Phone Overall Group Leader (if not already present) – see telephone numbers overleaf

- ❑ Give full details, as above for Emergency Services.
- ❑ Agree staff roles/responsibilities and strategy for safe evacuation/return of casualty and group.
- ❑ Decide who is responsible (usually Group Leader) for further notification e.g. Headteacher.
- ❑ Check contact details and agree contact times. Do not change plans without further notification.

↓

Evacuate casualty to doctor/hospital, accompanied by responsible adult.

- ❑ Ensure accompanying adult has money, and can contact and be contacted (e.g. check mobiles).

↓

Ensure continued supervision, support and reassurance for all group members.

- ❑ Abort activity if appropriate, and return to base with rest of group.



Do not allow anyone in the group to contact or give statements to the Media

- ❑ Do not divulge name of casualty.
- ❑ Do not give interviews/statements - refer all enquiries to the LA Press Office (see overleaf).

Record full written details of the incident as soon as possible afterwards

- ❑ Include names, addresses, signatures and statements of any witnesses
- ❑ Keep any equipment involved in the incident for any subsequent enquiry (photos may also help)

The Overall Group Leader (or delegate) should notify the following a.s.a.p. (in an order appropriate to the circumstances – keep a record of the time contact is made):

- ❑ Other group leaders involved on the visit
- ❑ Emergency Home Contact (s)
- ❑ Headteacher/Manager (or Deputy, if not available)
- ❑ Parent(s) of the casualty(ies) (and other parents if appropriate)
- ❑ The manager of the accommodation base (if applicable)
- ❑ Tour Operator/Reps (especially if abroad)
- ❑ Insurance company (especially if abroad)

References

Kings Mill Critical Incident Policy 2017.

Kings Mill Safeguarding Children Policy 2017.

Kings Mill Administering Medication Policy 2017.

East Riding corporate Health and Safety Policy 2017

Guidance on infection control in schools. Public Health England.

East Riding Council School Closure Contacts 2017/2018.

Rover on-line, website for educational Visits

Safeguarding Induction is on server W and accessible at all times.

W:\Induction Powerpoint\Induction for safeguarding at Kings Mill.odp