

# Holt VC Primary School



## HEALTH & SAFETY POLICY

<b>Policies and Procedures Document</b>	<b>11</b>	<b>Version 3.0</b>
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### 1. Relationship of this document to other policies and procedures

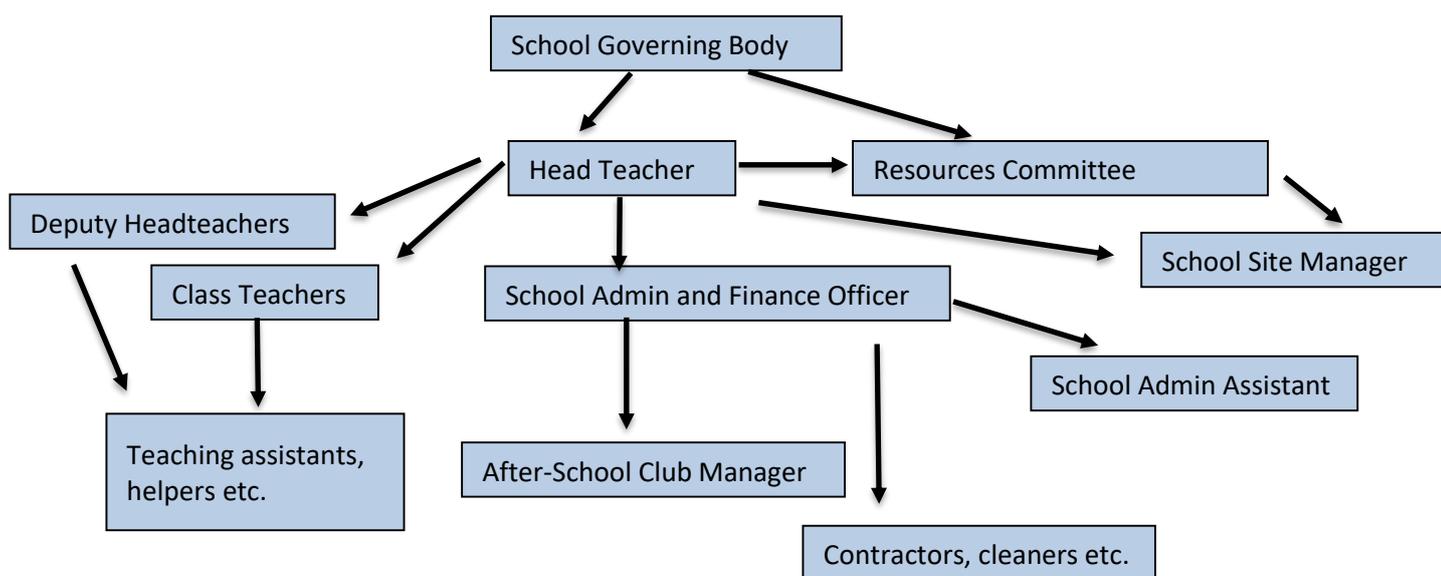
This policy should be read in conjunction with the policy and procedure documents listed in Appendix 1 which have been adopted by Holt VC primary school. Many of these can be found in Wiltshire Council Health and Safety Manual or on the Holt Primary school website – see Appendix 1.

### 2. Statement of intent

- The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
- The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities.
- The Governing Body believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- The Governing Body and the school will take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities and must be aware that they share in the responsibility of maintaining health and safety for themselves and for others.

### 3. Leadership and responsibilities

The organisational arrangements for people with health and safety responsibilities at Holt primary school are shown in the diagram below.



#### 3.1 The duties of the Governing Body

In the discharge of its duty, the Governing Body will:

- make itself familiar with the DfE document “Health and Safety: responsibilities and duties for schools” and the Local Authority “Health and Safety manual for schools”.
- take account of that guidance
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
- Appoint a ‘Health and Safety’ Governor’ to have an overview of health and safety matters and support the school in carrying out risk assessments and periodically assess the effectiveness of this policy and ensure that any necessary revisions are made. David Warren is currently the lead governor for Health and Safety (as at February 2021)

- establish an effective health and safety management structure within the school and monitor and evaluate the Head Teacher's performance on health and safety matters
- bring to the attention of the Local Authority any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.
- So far as is reasonably practicable the Governing Body will ensure the Head Teacher makes arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive:
  - comprehensive information on this policy
  - a copy of other relevant policies or procedures referred to in this document (or advice where these are available e.g. on the school website)
  - instruction and training so that they may understand their H&S responsibilities and carry out their duties in a safe manner without placing themselves or others at risk

### **3.2 The duties of the Head Teacher**

- As well as the duties which all members of staff have (see below) the Head Teacher has the general and specific responsibilities set out below. Through delegation, these responsibilities will be appropriately shared with other senior members of staff, (as shown in the above organisation chart). These responsibilities are:
  - to manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured
  - to comply with LA policy and duties under the Local Management of Schools Scheme
  - To bring any health and safety concern outside of their own control or any health and safety responsibility that is unable to be met to the attention of the Governing Body and the Local Authority H&S manager
- The head teacher has the following specific responsibilities:
  - to assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable
  - to develop and distribute school-specific policies and procedures on local health and safety issues
  - to monitor and secure compliance with the school's policy and control measures identified through risk assessments
  - to ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures
  - to inspect the school site and property of any unsafe condition to make safe in a timescale commensurate to the level of the danger and where necessary, bring to the attention of the H&S governor
  - to arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means
  - to consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site
  - to investigate all accidents, near misses and episodes of work-related ill health
  - to monitor and evaluate the health and safety performance of staff
  - to have and practise emergency and contingency plans
  - to provide the means for consultation with staff on health and safety matters
  - to supply an annual health and safety performance report of standard indicators to the Service Director (Resources, Improvements and Young People).
- The Head Teacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

### **3.3 The duties of supervisory staff - Deputy head teacher(s), School admin and finance officer, School admin assistant**

- In addition to the general duties which all members of staff have (see below), supervisory staff will be directly responsible to the Head Teacher, or the member of staff nominated by the Head Teacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- As part of their day-to-day responsibilities they will ensure that:
  - safe methods of working exist and are implemented throughout their area of responsibility
  - health and safety regulations, rules, procedures and codes of practice are being applied effectively
  - staff, pupils and others under their jurisdiction are instructed in safe working practices
  - new employees working within their area are given instruction in safe working practices
  - risk assessments are conducted in their area of responsibility as required by the Head Teacher or as necessary
  - regular health and safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary
  - positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
  - all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only
  - appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
  - hazardous and highly flammable substances in the department in which they work are correctly stored and labelled and exposure is minimized
  - they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety
  - all health and safety information is communicated to the relevant persons
  - they report any health and safety concerns to the Head Teacher.

### **3.4 The duties of all members of staff**

- All staff are expected to familiarise themselves with the health and safety aspects of their work.
- All staff are required to read the school Health and Safety policy and to seek clarification on areas of concern.
- All staff have a responsibility to:
  - take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work
  - follow agreed working practices and safety procedures
  - report any accident, near misses and incidents of violence, including verbal abuse or any hazard
  - ensure health and safety equipment is not misused or interfered with.

### **3.5 The duties of hirers, contractors, visitors and others**

- The Head Teacher, School Finance and Admin Officer will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- When the premises are used for purposes not under the direction of School staff then the principal persons in charge of the activities will be expected to maintain safe practices and take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.



- When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
  - introduce equipment for use on the school premises
  - alter fixed installations
  - remove fire and safety notices or equipment
  - take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

### **3.6 Staff consultative arrangements**

The Governing Body, through the Head Teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union will be offered a role in these consultations.

## **4. Fire and Emergency procedures**

### **4.1 Fire alarm system and fire appliances**

- Arrangements will be made for the fire alarm system and fire appliances to be serviced and tested annually by a competent contractor and records kept of the tests.
- The fire alarm will be tested monthly and a record kept in the fire alarm logbook by the Admin Assistant.

### **4.2 Fire drills**

Fire drills will be arranged at least 3 times a year and a record kept. Pre-school will be warned in advance and will also evacuate their building. The purpose of fire drills is to evacuate everyone to a designated assembly area as quickly as possible where they will be checked against the attendance registers. Suitable arrangements will be put in place for evacuating those with disablement or with special educational needs.

### **4.3 Clearing the premises in an emergency**

The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. The plan will indicate actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss. In the event of an emergency, the premises will be cleared in accordance with the fire drills above. It will be the duty of the Deputy head teacher to:

- check the buildings are cleared
- check that all pupils, staff and visitors are accounted for
- ring the emergency services

For further information, please refer to Appendix 1 Procedure 70: Fire Evacuation Procedures

### **4.4 Lockdown procedures**

The school has produced lockdown procedures that would be activated in response to any external or internal incident that poses an immediate or imminent threat to staff, pupils or other site occupants.

Typical, albeit infrequent, instances when a lockdown might be appropriate include:

- an incident or civil disturbance in the local community which might impact on the school
- an intruder on the site with the potential to pose a risk to pupils, staff and visitors
- a warning being received regarding a local risk of air pollution
- a major fire near to the school

For further information, please refer to Appendix 1 Procedure 98: Holt Lockdown Procedures

### **4.5 Critical Incident Management Plan**

A Critical Incident is a sudden, unexpected event that causes a level of shock, trauma and distress on a scale beyond the coping capacity of the school or setting. Examples may include the sudden, unexpected death of a student or staff member; violent death or serious harm to someone within the immediate community; a serious accident/event involving several students; an incident with a high media profile or one involving a number of schools

Holt has implemented (and customised) procedures contained in the Wiltshire County guidance document – Planning for and managing Critical Incidents in schools, dated September 2018. The Critical Incident Team Leader is **Mrs J Hodge**.

For further information, please refer to Appendix 1 Policy 79: Holt Critical Incident Management Plan

## 5. Accidents and incidents

### 5.1 Reporting incidents to the Local Authority

Effective risk assessment and management should reduce the occurrences and seriousness of accidents. However, accidents will occur and the following types of accident and incident must be reported to the local authority – see Accidents and Incidents flowchart at Appendix 2

- **Accidents to employees or contractors**
  - any type of accident or incident in which an employee or contractor is physically injured
  - any incident in which an employee is subject to threatening, intimidating or aggressive behaviour from a pupil or other person as a result of being a school employee
  - any incident in which an employee is subject to excessive verbal abuse from a pupil or other person as a result of being a school employee
  - If the physical injury or emotional distress occurred through any form of physical or verbal assault or aggression (including intimidation/posturing/gestures/insults/innuendo) then the 'Violence/Aggression to Employee form' will be used instead. See also Appendix 1 Policy 77: Violence and aggression in schools
- **Accidents to pupils or members of the public**
  - any type of accident in which a pupil or other member of the public is physically injured as a result of the condition or lay-out of the premises, the use of any equipment or materials, or the supervision or management of any situation
- **General**
  - any road traffic accident during a work journey (not commuting) even if damage only;
  - any other near miss incident in which someone could have been hurt.

The school must record each of these events – see Accidents and Incidents Report Form at Appendix 3 -and report it to the Local Authority using the appropriate version of the electronic forms found on the Right Choice website

It is important that the person responsible for incident reporting **Mrs J Hodge** reads and becomes familiar with the whole of this section, as inaccurate reporting can lead to prosecution by the HSE, delays in industrial injury benefit payments and, most importantly of all, the potential for a recurrence.

### 5.2 Bullying and other incidents

- Holt school is committed to providing a safe, supportive, caring environment for all children so that they can learn in a happy, secure atmosphere, building positive and confident relationships with both adults and children. **Bullying of any kind is unacceptable at our school.** If bullying does occur, all pupils should be able to tell their teacher and know that incidents will be dealt with quickly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell a member of staff. The school anti-bullying policy describes the signs, symptoms, school procedures, outcomes and a variety of approaches to raise awareness of bullying and how to prevent it. For further information, please refer to Appendix 1 Document 60: Anti-bullying policy
- Any less serious event than those in 5.1 above or those involving pupil/student accidents that have occurred for reasons beyond the school's management control as described above will not be reported to the local authority but will be separately recorded in a minor injuries book and relayed to parents if necessary.
- Note that the school is required to report certain injuries to the HSE under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). (See [www.riddor.gov.uk](http://www.riddor.gov.uk))

For further information, please refer to Appendix 1 Policy 55: Physical Restraint Policy

## **6. Risk assessment and management**

### **6.1 Risk assessment procedures**

It is already well established under the general requirements of the Health and Safety at Work etc. Act 1974 that a duty of care is owed to employees, pupils and other third parties alike. Risk Assessment is a process for people responsible for the day-to-day running of the school to check that they are fulfilling all of their legal obligations.

Holt school uses the forms provided by Wiltshire Council to conduct and record a systematic assessment of all of its premises and activities. The process:

- identifies hazards – what could foreseeably cause injuries or harm?
- considers the existing precautionary measures that are in place
- assesses the level of residual risk i.e. gauges the likelihood of it happening and the severity of the harm
- makes a judgement about whether this level of risk is acceptable
- leads to the identification of any additional precautions necessary to reduce the risk to a level that is as low as is reasonably practicable.

This quantification of risk, albeit a subjective one, is the key to determining whether or not a school is currently meeting its duty of care.

### **6.2 Recording risk assessments**

Wiltshire Council offers 2 approaches to the recording of assessing and managing risks.

The first approach, mainly associated with premises risks, uses forms which can be downloaded from the Right Choice website. The Preliminary Risk Assessment Forms (RA2-7) and the Risk Assessment Record Form (RA0), are used to assess the risks to employees, pupils or others from the potential dangers inherent in particular parts of the building and grounds. The forms are:

- Form RA2 is for identifying risks in teaching rooms
- Form RA3 is for identifying risks in circulation and common areas
- Form RA4 is for identifying risks in toilets, showers, cloakrooms and changing rooms
- Form RA5 is for identifying risks in offices and general rooms
- Form RA6 is for identifying risks in kitchens
- Form RA7 is for identifying risks in playgrounds, playing fields and car-parks
- Form RA0 is to record the assessment of any identified risk.

For further information, please refer to Appendix 1 Forms A: LA risk assessment forms (RA2 to RA7)

In the second approach The LA has produced a series of generic on-line risk assessments for many of these common and other more complex risks. These include different forms for going swimming, trees, employee well-being contractors on site, driving school transport, fixed outdoor play equipment, infection control, school security arrangements, vehicle movements on the school site, visiting farms etc.

For information on how to access these forms, please refer to Appendix 1 Forms B: LA on-line risk assessment forms

## **7. First aid procedures**

Holt primary school conforms to the LA guidance on first aid found in the LA Health & Safety manual. Children and adults in our care receive high quality first aid provision. Clear and agreed systems ensure that all children are given the same care and understanding in our school. This care extends to emergency first aid provision and the administration of medicines to dealing with asthma, epipens and long-term medication. A separate lockable fridge is available for medicines.

Key to the effective administration of first aid are fully qualified staff, and in Holt school these people are:

- Qualified first aiders who have attended a 3-day course, at the end of which is an examination in the practice and theory of first aid: **Mrs J Hodge and Mrs J King**
- Qualified paediatric first aiders (PFA) who have attended a 2-day course, at the end of which is an examination in the practice and theory of paediatric first aid: **Mrs J Moore, Mrs J Holder, Ms K Maguire, Mr P King and Mrs J King**

For further information, please refer to Appendix 1:

- Document 68: First Aid Policy
- Document 31: Supporting pupils with medical conditions policy

## **8. Off-site visits**

We believe school visits can be of substantial benefit to the education and development of pupils. For many they offer opportunities to broaden their horizons and enrich their experiences. At Holt we try to strike the right balance between protecting pupils from risk and allowing them to learn from school trips. Striking the right balance means:

- staff focusing on managing real risks when planning trips
- those running trips understanding their roles, are supported in their roles and are competent to lead or take part in them
- opportunities are experienced to the full.

We abide by HSE guidance on school trips, which states:

“It is important that those running school trips act responsibly by:

- putting sensible precautions in place, and making sure these work in practice
- knowing when and how to apply contingency plans where they are necessary
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).”

The school adheres to the Procedures for the transportation of children on school visits by staff and parents set out in Appendix 4.

For further information, please refer to Appendix 1 Document 80: Educational Visits Policy

## 9. Safety and security

### 9.1 Security

Entry to the school buildings for visitors (including contractors) is via the front door, which has a coded entry system. Once visitors have been allowed in to reception they must sign the Visitors book. They will then be given a badge which identifies their status and the procedures set out in the following document will then apply:

- School visitors' policy and procedures: see policy document 56 at Appendix 1

### 9.2 On-line safety

With the increasing use of computers in classrooms, on-line safety is paramount. The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety has been delegated to the Online Safety Officer, **Mrs H Greenman**. Online safety is a focus in all areas of the curriculum and staff reinforce online safety messages across the curriculum.

For further information, please refer to Appendix 1 Document 59: School On-Line Safety Policy.

### 9.3 Safeguarding and child protection

Holt Primary School is committed to safeguarding and promoting the welfare of children. We will fulfil our local and national responsibilities as laid out in the following key documents:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2020)
- The Procedures of Wiltshire Safeguarding Children Board

The school's "Safeguarding and Child Protection policy (See Document 28 in Appendix 1) sets out how this is achieved. The aim of this policy is to ensure:

- all our pupils are safe and protected from harm
- safeguarding procedures are in place to help pupils to feel safe and learn to stay safe
- adults in the school community are aware of the expected behaviours and the school's legal responsibilities in relation to safeguarding and child protection.

The designated safeguarding lead is: **Mrs J Hodge**. The deputies are: **Mrs J Smith and Mrs H Greenman**.

The nominated safeguarding governor is: **Katie Jackson**

### 9.4 Grounds maintenance

The grounds are maintained by a professional grounds' maintenance company. The school additionally employs tree professionals to conduct a survey of all the trees in the school grounds every 18 months. The tree survey report identifies prioritised work that needs to be done on the trees and it is the responsibility of the School Finance Officer to ensure that the designated work is carried out within the required timescales.

### 9.5 Premises maintenance

A spreadsheet of required / planned maintenance and repairs is kept by the school and reviewed at meetings of the Premises and Safety committee. Day-to-day maintenance needs are logged by staff in a file at reception and that this is also considered at each Premises meeting, although urgent works are communicated to the Chairman of that meeting as and when necessary. All electrical equipment is routinely checked before use and inspected and tested annually.

### 9.6 Catering and food safety

The contract for supplying meals to the school at lunchtime is currently held by Lataca, who are responsible for the safety of the food arriving at school. The meals are disbursed by qualified catering staff at school.

## 10. Other policies and procedures related to Health and Safety

Some of the other topics which impact on Health and Safety are shown in the table below, together with the generic policies / procedures and a reference to Appendix 1, which identifies where some documents can be found.

<b>Topic</b>	<b>Policy / Procedure</b>	<b>Ref.</b>
After-school club	After school club procedures	99
Asbestos	LA asbestos policy	App 1.3
Cleaning arrangements	The cleaning contract is held by School Finance Officer	
Hazardous substances (COSHH)	The school conforms to COSHH guidelines on the control of hazardous substances as set out in the LA Health and Safety manual	App 1.3
Lettings	The Lettings Policy is shown in Appendix 1. The School Finance Officer holds contracts for all current lettings.	81
Lone working	Holt lone working procedures	97
Swimming in LA pools	The LA offers guidance in a document entitled "School swimming in pools at Wiltshire Council owned and managed Leisure Centres"	App 1.3

## Appendix 1: Referenced Policies and Procedures

The following tables list some of the school policies and procedures mentioned in this document, with the policy/document numbers and where the documents can be found. If you are unable to access the LA Health and Safety manual please email the clerk ([clerktogovernors@holt.wilts.sch.uk](mailto:clerktogovernors@holt.wilts.sch.uk)) and he will email you a downloaded copy of the desired policy.

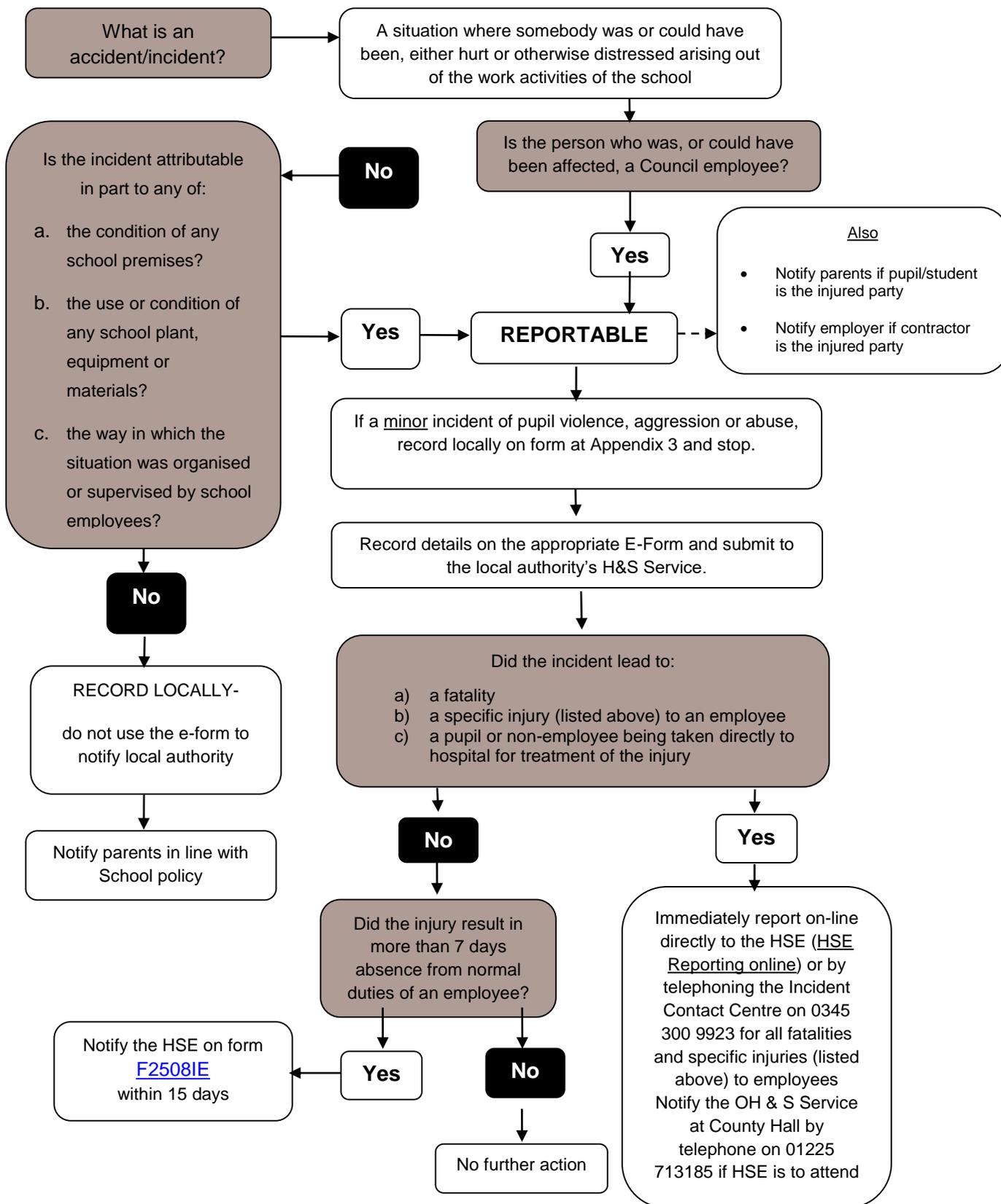
1.1 HOLT SCHOOL POLICIES		
No.	Policy	Where policy can be found
60	Anti-Bullying Policy	All these policies can be found on Holt VC Primary School share point. Copies can be printed or emailed on request.
56	Code of Conduct for Volunteers & Visitors to the School	
79	Critical Incident Management Plan	
80	Educational Visits Policy	
68	First aid Policy	
81	Lettings Policy	
59	On-Line Safety Policy	
28	Safeguarding and Child Protection Policy	
56	School Visitors Policy	
31	Supporting Pupils with Medical Conditions	
77	Violence and Aggression in School	

1.2 HOLT SCHOOL PROCEDURES		
No.	Procedure	Where policy can be found
99	After-school club procedures	All these policies can be found on Holt VC Primary School share point. Copies can be printed or emailed on request.
70	Fire evacuation procedures	
97	Holt lone working procedures	
98	Holt Lockdown procedures	

1.3 LA POLICIES, PROCEDURES & FORMS ADOPTED BY HOLT SCHOOL – on Wiltshire Right Choice website		
Policy	Asbestos Policy	Wiltshire Health and Safety Manual on the <a href="#">Wiltshire Right Choice website</a> (see Intro above)
Guidelines	Hazardous substances (COSHH)	
Guidelines	School swimming in pools at Wiltshire Council owned and managed Leisure Centres	
Forms A	LA risk assessment forms (RA2 to RA7)	
Forms B	LA on-line risk assessment forms	

## Appendix 2: Accidents & Incidents Flowchart

### Is an Accident or Incident Reportable?



## Appendix 3: Accidents & Incidents Recording Sheet

Nature of Incident: Accident / Near Miss / Incident of Assault or Abuse (circle)

### 1. Injured Person

Forename:		Last Name:	
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Status: Employee / Pupil / Member of Public / Contractor (circle)

If employee, give occupation:			
If contractor, give company name:			
If member of public, give address and contact details:		If under 18 give age:	

### 2. Incident Details

Description of incident eg what happened, what was the person doing?			
Where did it happen?			
Incident date:		Time of Incident (if known):	
Type of injury: e.g. cut / bruise		Part/s of body injured:	
First aid given?	YES / NO	Went straight to hospital?	YES / NO
Causes / contributory factors:			
Preventative measures already taken:			
Names of witnesses:			
Name of person completing form:			
Have you informed the Headteacher about this accident / incident?			YES / NO
Headteacher's comments:			

**Hand this completed form to your Admin Office so that an Online Incident Report can be raised.**

## **Appendix 4: Procedures for the transportation of children**

For many of our school trips e.g. to swimming lessons, we use a local minibus or coach driven by a professional driver. The guidance below is adhered to when arranging transportation of children by school staff and/or parents on school trips.

### **By staff:**

On some occasions it may be necessary to transport children.

- Children may only travel with staff who have 'work use' car insurance.
- If a child should need to be transported to hospital then an ambulance should be called.
- If a child's injury is not deemed serious enough for an ambulance to be called or a parent is unable to get to the school quickly, then two members of staff may transport the child to hospital and meet the parents there.
- Staff may not smoke in their car whilst transporting children.

### **By parents:**

On some occasions such as sports events or school trips, it may be necessary to ask parents to transport children other than their own.

- No parent will be allowed to transport other children without the prior permission of the other parent.
- Parents/carers may not smoke in their cars when they are transporting pupils.
- All transporting parents will:
  - Fill in 'Transport Verification Form' which checks Driving Licence, MOT and insurance.
  - Have a current valid DBS.
  - Ensure that children who require a booster seat have one.
  - Act responsibly and drive within the law.

Any unlawful incidents which are reported to the school, e.g. using a mobile phone whilst driving, will be passed on to the police.