

NORTHFIELD PRIMARY & NURSERY SCHOOL

HEALTH AND SAFETY POLICY



**STATEMENT OF INTENT**

The Governing Body of Northfield Primary & Nursery School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school's activities.

The school is committed to continually improving its health and safety performance.

This Statement includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Signed .....

Signed .....

(Chair of Governors)

(Headteacher)

Date .....

Date .....

Other sources of Health and Safety Information:

- NCC Health and Safety Portal
- Education Visits Policy Documents
- Asbestos Log
- Legionella Log
- Fire Log

## **2. ORGANISATION**

### **2.1 Responsibilities of the Governing Body**

The Governing Body is responsible for:

- Complying with the County Council's Health and Safety Policy and Arrangements.
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises are maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

### **2.2 Responsibilities of the Headteacher**

The Headteacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the school's work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.

- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and attend the school's health and safety committee (where appropriate).
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Local Authority / Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

**Note: In the absence of the Head Teacher / Principal these responsibilities fall to their immediate deputy.**

### **2.3 Responsibilities of the Health and Safety Co-ordinator (head teacher)**

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher / Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and ensure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority / Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training. (Delegated to office manager)

- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction. (Delegated to the site manager)
- Attend the school's health and safety committee (where appropriate).

**Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Deputy Head Teacher.**

## **2.5 Responsibilities of all Employees**

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority / Trust, Governors / Trustees and Head Teacher / Principal on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Head Teacher / Principal any serious or immediate danger.
- Reporting to their Head Teacher / Principal any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

## **3 ARRANGEMENTS**

### **Co-ordination and Communication**

#### **Health and Safety Co-ordinator**

The Senior Member of Staff in the school with special responsibility for Health and Safety Matters ( Health and Safety Co-ordinator ) is:	Head Teacher
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## Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	None
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## Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Mr D. Annis	Site Manager
David Woodcock	Governor
Andrew Bradley	Governor
Kirsten Evans	Governor
June Ryan	Governor
Shirley Miller	Governor
Titane Andrews	Governor
Jayne Bradley	Chair of Governors

A selection of pupils from pupil parliament are also involved in the health and safety audit.

## Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Deputy Head Teacher
A copy of the emergency plan is available at:	On TEAMS in all staff Northfield under Policies and a copy in Mrs Gear's room

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	Person Responsible	Deputy
	Head Teacher	Deputy Head Teacher
Summoning of the emergency services.	Office Manager	Clerical Assistant Kelly Moody Admin Assistant Laura Williams on a Friday
That a roll call is taken at the assembly point	F1 teacher (F1) N. Elliott (F2 & KS1) N. Corrigan (KS2)	Stacy Burton (F1) L. Parker (F2 & KS1) H. Hyatt (KS2)
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Head Teacher	Deputy Head Teacher

**Note: The priorities are as follows:**

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

#### Locations of Main Service Isolation Points

<u>Service</u>	<u>Isolation Point</u>
KS2 Gas meter	Building 1 room 48 (KS2 former coal bunker).
KS2 Gas Cut off Valve	Building 50 room 1 (KS2 kitchen entrance).
KS2 Water Mains	Building 50 room 5 (KS2 kitchen).
KS2 Electric Mains	Building 1 room 25 (Electric cupboard next to office).
KS1 Gas meter	Building 2 room 45 (Wooden box adjacent to old coal bunker).
KS1 Gas cut off valve	Building 2 room 43 (Boiler House).
KS1 Gas cut off valve	Building 51 room 1 (KS1 kitchen, centre console).
KS1 Water Mains	Building 2 room 3 (Office)
KS1 Water Mains	Building 2 room 43 (Boiler House).
KS1 Electric Mains	Building 2 room 3 (Office).

#### Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	<b>Site manager</b>
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#### Accidents and Medical Arrangements

##### Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry on the online first aid log saved on the server (0-First Aid) as soon as possible after the event:

	<b>Person Responsible</b>
Accident reports must be drawn to the attention of the Head Teacher / and a record kept on a spreadsheet saved on the server (0-First Aid)	Mrs Greaves
	Mrs Cutt
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Mrs Greaves and Mrs Cutt

There is also guidance in the folder regarding concussion and incidents that are RIDDOR

reportable.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### First Aid

The following employees are **first aiders**:

Name	Location/Extension	Date of Expiry of Certificate
Mrs C Faulkner (First Aid at work – 3 days)	KS2	January 2026
Mrs Metherell (First Aid at work – 3 days)	KS2	September 2026
Mr E Dudley (ITC Level 3 Award First Aid for Schools)	KS2	October 2026
Mrs K Greaves (ITC Level 3 Award First Aid for Schools )	KS2	November 2026
Mrs K Kanalas (First Aid at work - 3 day course)	KS2	October 2027
<b>Mrs H Cutt</b> (ITC Level 3 Award First Aid for Schools)	KS1	January 2028
Mrs K Faulkner (Forest School First Aid)	KS2	July 2028
Mrs K Smith (Forest School First Aid)	KS1	July 2028
Mrs C Faulkner (Forest School First Aid)	KS2	July 2028
Mrs K Faulkner (Paediatric First Aid)	KS2	July 2028
Mrs C Faulkner (Paediatric First Aid)	KS2	July 2028
Mrs K Smith (Paediatric First Aid.)	F2	September 2027
Mrs C Marron (Paediatric First Aid.)	KS1/2	October 2026
Miss T Jones (Paediatric First Aid)	F1	July 2028
Mrs H Cutt (Paediatric First Aid)	Y1	September 2027
Miss S Wallace (Paediatric First Aid)	F1/2	July 2028
Mrs G Moon (Paediatric First Aid)	Breakfast Club	July 2028
Mrs K Starbuck (Paediatric First Aid)	Breakfast Club	July 2028
Miss S Burton (Paediatric First Aid)	F1	July 2026
Mrs Sharon Braithwaite (Paediatric First Aid)	KS1	July 2028
Kirstie Fidler (Emergency First Aid at Work 1 day)	F1	October 2026
Elliott Dudley (Emergency First Aid at Work 1 day)	KS2	October 2026
Person responsible for ensuring first aid qualifications are maintained:		Office Manager
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:		Office Manager

The other TAs and Midday Supervisors in school at the time of the training completed a one day Emergency First Aid for Schools training in February 2023 which will expire in February 2026.

All TAs have had basic first aid training and nominated staff from each key stage have had training in the use of epipen for use with specific children if they have an allergic reaction.

The names and photographs of current first aiders and appointed persons emergency aiders are displayed in the office.

First aid boxes and first aid records are kept at the following locations in the school:

Location of First Aid Box(es)	Location of First Aid Records
F1	All records kept online on the server 0-First Aid. Lunchtime leaders to fill in First Aid book which is then transferred by L. Williams to the online form.
First aid bum bags in KS1 staffroom	
Inside and just outside computer suite in KS1	
Corridor outside Y5 classes KS2	
Corridor outside Y3 classes KS2	
Grab bag in office	First aid bag (for off-site visits)
A termly check on the location and contents of all first aid boxes is carried out by:	Admin Assistant (L. Williams)
Use of first aid materials and deficiencies should be reported to:	Admin Assistant (L. Williams)
To refill first aid bag (for off-site visits)	Class teachers and TAs
Address and telephone number of the nearest medical centre / NHS GP:	Oakwood Centre Church Street, Mansfield Woodhouse 01623 435555
Address and telephone number of the nearest hospital with accident and emergency facilities:	King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Notts 01623 622515

### Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	SENCO
A copy of the medicines policy is available at:	Policies file in TEAMS under All Staff Northfield
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First: The TA in the child's class will administer the drug
	Deputy: Teacher

Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: TA in that particular child's class, unless there is a specific TA allocated to that child. Office staff to alert the member of staff administering the medicine if parent/carer fills in medication form at the office
	Deputy: Class teacher
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	SENCO

Saved on a spreadsheet on the server (0-First Aid) are logs for the administration of medicines and personal and intimate care.

Please see Supporting Pupils with Medical Conditions at School Policy.

For the accident procedure, please see Appendix A

### **Hazard Identification and Control**

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Head teacher with support from staff, staff responsible for the extra-curricular, extra-mural activities and the site manager as appropriate
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### **Hazard Reporting and Follow Up**

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	Site Manager
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	Site Manager

### **Repairs and Maintenance**

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	Site manager
Defective furniture should be taken out of use immediately and reported to:	Site manager
The person responsible for ordering repairs and	Site manager

maintenance:	
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## Information, Instruction and Training

### Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	Head Teacher and Site Manager
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	Digital signature via FORMS Office Manager
The health and safety notice board is sited:	KS2 staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	Site Manager
The HSE Health and Safety Law Poster is displayed:	KS2 staffroom and KS1 office area
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	KS2 staffroom and KS1 office area

### Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	Head Teacher delegate to staff member carrying out induction
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- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	Office Manager
Person responsible for compiling and implementing the school's annual health and safety training plan:	Head Teacher and Site Manager
Person responsible for reviewing the effectiveness of health and safety training:	Head Teacher and Site Manager

Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	Head Teacher
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## Premises

### Asbestos

Person with overall responsibility for managing asbestos:	Site Manager
The asbestos register is kept at:	With the Property Handbook in the Site Manager's cupboard
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	Site Manager
The disturbance procedure is displayed in a (staff only) area, at:	One in each staffroom
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	Site Manager
The LAMP is kept in:	Site Manager's cupboard

### Legionella

Person with overall responsibility for managing Legionella:	Site Manager
The Legionella risk assessment is kept at:	With the Property Handbook in the Site Manager's cupboard
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Site Manager
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	NCC appointed representative
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	Site Manager
The log book is kept in:	With the Property Handbook in the Site Manager's cupboard

### Fire

Person with overall responsibility for managing fire safety:	Head Teacher in conjunction with Site Manager
The fire risk assessment is kept at:	Property Handbook in the Site Manager's cupboard
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	Site Manager
Person responsible for routine maintenance and servicing of fire safety equipment:	Fire Service
The log book is kept in:	Property Handbook in the Site Manager's cupboard

For fire drill procedures please see appendix B.

## Security

### Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc.	First: Site Manager
	Deputy:

### Visitors

On arrival all visitors must report to:	The reception office
Where they will be issued with; <ul style="list-style-type: none"> <li>An identification badge once they have digitally signed in</li> <li>Relevant health and safety information</li> </ul>	

### Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	Head teacher in conjunction with the site manager
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### Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	N/A
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### Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependent on individual requirements of a project)	Site Manager
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	Site Manager
Person responsible for selecting contactors and vetting contractors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	Head Teacher and Site Manager
Responsibility for liaison and monitoring of contractors:	Site Manager

### Work Equipment

#### Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
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Person(s) authorised and competent to operate and use:	Staff
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### Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager

### Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Site Manager
Person(s) authorised and competent to operate and use:	Site Manager

### Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	N/A
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### Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	N/A
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	N/A
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	N/A
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	N/A

### Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A
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### Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	N/A
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### Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Contract Cleaners
Person(s) authorised and competent to operate and use:	Contract Cleaners and Site Manager

### PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head teacher on advice from the LA
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Class Teacher
Contractor responsible for annual full inspection and report:	G M Services

### Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Head teacher on advice from the LA
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	Person on duty
Contractor responsible for annual full inspection and report:	G M Services

### Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	N/A

### Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	Staff users Report faults using hazard reporting method.
Person(s) authorised and competent to operate and use:	Staff

### Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	Site Manager
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	Site Manager

Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	Site Manager
Person(s) responsible for carrying out formal visual inspection and testing:	Site Manager
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	Site Manager

### Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Name	Job Title
Stacy Smith	Office Manager
Kelly Moody	Clerical Assistant
Laura Williams	Admin Assistant
Natascha Amoa-Sakyi	Admin Assistant

Person responsible for implementing the requirements of the DSE risk assessment:	Site Manager
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### Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"> <li>• Correctly and safely maintained</li> <li>• Regular inspections are carried out</li> <li>• Remedial action is taken or if necessary the pool is taken out of use where necessary</li> <li>• Appropriate records are kept</li> </ul>	N/A
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	N/A

### Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Office Manager
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	N/A

Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	N/A
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	Office Manager

## Substances and Personal Protective Equipment

### Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	Location / Extension
Science		N/A
Art		N/A
Caretaking	Site Manager	Cleaning store cupboard
Cleaning	Site Manager	Cleaning store cupboard
Catering	Notts CC	Kitchen office
Grounds Maintenance	Notts CC	Site manager cupboard
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Site manager's cupboard
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		Site Manager
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		Notts CC

### Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	N/A as disposable Goggles etc – checked by first aiders
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	N/A

## Housekeeping and Waste

### Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they

are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the Site Manager to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Site Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Head Teacher

### Waste Management and Disposal

Waste will be collected daily by:	Site Manager & Cleaners
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Site Manager
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Site Manager

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Site Manager
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	Site Manager
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	Site Manager

### Manual Handling

#### Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	Site Manager
Person responsible for monitoring the safety of manual handling activities:	Site Manager & Head Teacher

## Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	SENCO
Person responsible for monitoring the safety of manual handling activities:	SENCO

## Educational Visits

The Educational Visits Co-ordinator at the school is:	Hayley Hyatt KS2 and Elliott Dudley Foundation & KS1
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	Education visits co-ordinators
The Educational Visits Policy is located at:	On TEAMS in all staff Northfield under Policies

For more information regarding educational visits please see appendix C.

## Inspections (External & Internal)

### Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	N/A
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## Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority / Governing Body / Trust	Head Teacher & Site Manager
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## Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	Site Manager
Person responsible for ensuring follow up action on the report is completed:	Site Manager & Head Teacher

## Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	Head Teacher & Site Manager
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Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	Head Teacher & Site Manager
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Signed ..... Headteacher

Date .....

Signed ..... Chair of Governors

Date

Updated by: J. Jenkins

To be reviewed: September 2026

## **APPENDIX A**

### **Accident Procedure**

If a child is ill at school or has an accident, if necessary, the teacher/TA/office staff will contact parents/carers and inform Mrs Cutt or Mrs Greaves as appropriate. Children's emergency contact numbers are on ScholarPack. Any child sustaining a bump to the head should take home a 'bumped head' note informing the parent/carer of this and, if appropriate, a phone call to the parent/carers. Any child sustaining an injury should take an accident note informing the parent/carer of this. These notes are kept with the First Aid box.

If a child has an accident in school which gives cause for concern, staff should inform the head teacher/office manager/ Mrs Greaves/ Mrs Cutt and recorded on the accident spreadsheet.

Major injuries must be reported immediately. It is essential to try and contact the parent/carer before a child is taken to hospital. However, if this is not possible, an ambulance should be called or the child taken for treatment as soon as possible. A parent/carer or First Aider must always accompany the child. Any person transporting a child in their own car must ensure that they are covered on their insurance policy. Staff who are currently insured to transport pupils are Mr Fieldwick and Mrs Burgin.

### **Playground**

All teachers are provided with a bum bag containing gloves, gauze swabs and plasters. These should be taken out on the playground at all times. Children requiring minor first aid may be dealt with by the adult or sent in to Mrs Cutt, Mrs Greaves or Mrs Metherell/ Mrs C Faulkner. Children requiring more major treatment should be taken in by one of the adults who should return to the playground immediately. Where possible major bleeding should be stemmed by the child using gauze swabs. Any blood or vomit on the playground must be reported to Mrs Cutt or Mrs Greaves for cleaning.

### **Classrooms**

Minor First Aid issues may be carried out by the class teacher/TA as they occur using the contents of the teacher's bag. More serious incidents should be reported to Mrs Cutt or Mrs Greaves.

### **Lunchtime**

These procedures also apply at lunchtime and the senior lunchtime leaders are responsible for ensuring that teachers are kept informed if any child has been unwell or had an accident during the lunchtime period.

### **First Aid First**

In order to protect staff and children strict rules should be adhered to when dealing with all accidents or injuries involving body fluids. These are as follows:

- Open wounds must be kept covered at all times.
- Plastic gloves must be worn.
- Any used gloves, swabs, dressings etc. must be double bagged in the black sacks provided for this purpose and placed either in the offensive waste bin situated in F1 or the disabled toilet in KS2.

These sacks can be found in the sink cupboard in each staffroom, along with aprons and a bucket as well as in the foundation kitchen. The site manager will empty the bins at the end of each day and will ensure that these are disposed of safely.

- If there has been a spillage of blood, urine or vomit this must be cleaned up as soon as possible. Vomit should be sprinkled with Trigen granules, (unless outside where it should be washed away with water as the powder can cause a hazard if blown by the wind) left for 15 minutes and then collected up with paper towel. The area should then be sprayed and wiped down using the Trigen spray. The site manager will need to be informed if carpeted areas are affected as these will need to be shampooed as soon as possible. Trigen is kept in the site manager's store, the foundation unit and each staffroom.

### **Cuts and Grazes**

Clean the wound using water and gauze pads. Do not use cotton wool. Apply direct pressure to stop the bleeding.

If adhesive plasters are used at home then they may be applied at school as necessary. A list of children who are allergic to plasters is kept in each first aid box.

### **Bumps and Bruises**

Apply a cold compress using an ice pack wrapped in a cloth. If there is a serious bump to the head check for signs of concussion:

- Brief or partial loss of consciousness
- While the child is unconscious breathing may be shallow.
- The face may be pale and the skin cold and clammy. The pulse may be rapid and weak.
- During recovery the child may feel nauseated or vomit.
- On recovering consciousness, the child may not remember any event just before or after the incident. Ask the child's name/the day/location. If he/she is unable to answer correctly, suspect concussion.

If a child has been unconscious (even if only for a few seconds) he/she should be sent home and the parents/carers told to seek medical advice.

Any child sustaining a hard bump to the head at school should take home a "Head Injury Note". These are kept with the first aid boxes.

### **Nose Bleeds**

- Do not plug the nose or tilt the head back.
- Sit the child down with the head well forward (over sink if possible). Loosen tight clothing around the neck.
- Tell the child to breathe through their mouth and to pinch the soft part of the nose (just below the "bone"). If the child cannot manage to "pinch" properly you must do it for them.
- Ask the child not to sniff or cough.
- Keep the child's head bent forward and keep pressure on the nose for about 10 minutes.

- While keeping pressure on the nose gently clean the nose and mouth using a gauze swab and water.
- When bleeding has stopped tell the child not to blow their nose or rush around for at least 1 hour.
- If, after 20/30 minutes the bleeding has not stopped, parents/carers should be contacted.

### **Asthma/Inhalers**

Asthma should always be taken seriously.

For ease of access and to encourage independence, inhalers are kept in the classrooms. In Foundation 1, all inhalers are kept in the kitchen.

When a child has an asthma attack it is important for staff to stay calm and reassure the child (as panic will make the attack worse). Administer the child's (blue) reliever inhaler. If the attack continues 5 minutes after receiving a dose from the reliever inhaler, a further dose should be given and an ambulance called.

In the event of a severe attack where a child is unable to use their inhaler an ambulance should be called immediately.

Parents/carers are requested to complete a school asthma plan if their child is on the asthma list. A copy of which is kept in the first aid box in each class.

## **APPENDIX B**

### **Fire Drill Procedures**

Fire Drill is practised at least once a term and this fact entered into the school's Fire Log Book which is kept in the office.

All staff should make themselves aware of the whereabouts of the nearest fire alarm and extinguishers in case of emergency.

The procedure for evacuating school is as follows:

- The school fire alarm will be activated (automatically or manually depending on whether the sensors are activated).
- The office manager will telephone immediately for the fire brigade (not on practice drills).
- On hearing the alarm all staff and children will evacuate the building by the nearest door and assemble at the back of the playground (F2 and KS1 children the KS1 playground, KS2 children, the KS2 playground). F1 children line up near the main gate. All signs of panic, excitement or disorder should be discouraged as well as all talking amongst the children. Evacuations should be orderly and without undue haste as this in itself could lead to accidents. If classes are in the computer suite or Art studio, they will exit via the nearest emergency exit, taking the gate key with them which is kept to the right of the emergency exit door. They will then line up on the playground.
- In F1, F2 and KS1 each teacher is responsible for checking cloakrooms/toilets on the way out. In KS2 the teachers will be aware if any children are out of the classroom. The children know that if they hear the fire alarm they leave school through the nearest fire exit and join their class on the playground.
- No attempt should be made to recover personal belongings by either staff or children.
- Each teacher must escort their children out of school, closing the outer door on their way. Register whiteboards will be taken out by each teacher. Mrs Theaker/Mr Brehaut will take the gate keys to KS1.
- On reaching the playground the children should be assembled into lines and the register called to ensure that all children are out of the building. Each member of staff will be asked if all children are present.

A similar procedure is followed by lunchtime leader staff with the senior lunchtime leaders being the person in charge to check the children on the field.

The Senior Lunchtime Leaders will report any discrepancies in numbers to the head teacher so that they can be dealt with immediately.

To ensure all staff are accounted for, staff and visitors need to sign in and out using the electronic signing in system.

### **Fire Evacuation Arrangements for Disabled People**

The employee, pupil or visitor concerned must be consulted and their disabilities taken into account. This will involve discussion between them and the Class Teacher, SENCO and Head Teacher, as

appropriate. It is the responsibility of the Class Teacher to inform the necessary parties if a visitor to their class has a disability, so the necessary action can be taken. The following will need to be considered to achieve the safe evacuation of disabled persons:

- How the alarm will be raised
- If the alarm will alert all employees to evacuate
- What physical means of escape are available to disabled employees
- How the evacuation is to be facilitated
- What training employees will need

### **Emergencies**

In the event of an emergency such as gas leak, electrical fault, water, storm or flood damage, the person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head Teacher, Deputy Head Teacher or in their absence, a member of the senior leadership team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

***Note: The priorities are as follows:***

- ***to ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate;***
- ***to call the emergency services when appropriate;***
- ***to safeguard the premises and equipment, if this is possible without putting persons at risk.***

## APPENDIX C

### Educational Visits

#### The Duty of Care Appendix

**"When teachers are responsible for the care, custody and control of the children of others they are said to be in "loco parentis". This means that they must take the same care that a reasonable, prudent and careful parent would take in the same circumstances".**

Notts County Council Guidelines 1993

Educational visits are regarded as an extension of the school situation and the same legal liabilities apply. In the case of an accident the Authority assumes liability on behalf of teachers carrying out their duties. However, each teacher is responsible for ensuring that proper procedures are followed and supervision and discipline of the children is carried out to a satisfactory standard.

#### Staffing and Supervision

During the entire duration of a visit there should be a firm structure for the adequate supervision of children at all times. Although some supervision may be undertaken by adults on the visit who are not teachers, the teaching staff have overall responsibility. When parties are separated each group is still the responsibility of, and should be under the supervision of, a qualified teacher. Generally, a ratio of 1 teacher to 20 children should not be exceeded. On many occasions Teaching Assistants can fulfil this same supervisory role as teachers. This is at the discretion of the Head Teacher and must be discussed prior to each visit taking place. Other adults, e.g. parents, students, etc. should also be included in the visit, bringing the overall ratio for adult/child to a much smaller number, generally 1:6 for Y1-Y3, 1:10-15 for Y4 -Y6. In the Foundation Stage, the recommended ratio is 1:3 for F1 and 1:4 for F2. The behaviour and health needs of the children must be taken in to consideration when confirming the number of adults. A minimum of two members of staff are required on residential visits. 1 professionally qualified member of staff or adult for every 10 participants. Mixed gender groups should have at least 1 male and 1 female member of staff, where possible. A Teaching Assistant who works 1:1 with a child should not be counted in the overall ratios for the group.

#### EVOLVE

Most school visits now need to be recorded on EVOLVE system. For approval purposes, visits are classified in three different categories:

##### **Category A visits (recorded in house and approved by Nominated Managers)**

These are visits and activities that are generally perceived as being routine events presenting low levels of risk eg walks in the local environment, sports activities at the Manor school. A school specific risk assessment which refers to the LA generic risk assessments should be written adding additional control measures as appropriate for participant needs or the visit in general. An EV1 should be completed and shown to the EVC and then signed by the headteacher.

##### **Category B visits (approved by Nominated Managers but also recorded on EVOLVE)**

These visits include trips to Perlethorpe, day visits to museums etc. These need to be recorded on EVOLVE. Staff need refer to, and work within, the LA generic risk assessments pertinent to the planned excursion and complete a specific risk assessment for the planned event/activity.

### **Category C visits (require LA approval via EVOLVE)**

This is the most complex and demanding activity level, where participants and staff may be involved in residential visits, adventurous activities, activities with higher than normal risks and trips to higher risk environments. Examples of these visits include residential visits or activities that require an overnight stay. Information for approval purposes must be submitted to the LA via EVOLVE at least 4 weeks in advance of the proposed excursion. (Please note that if the pupil is a 'Looked After Child,' authorisation will need to be obtained via the social worker for Category C visits.)

All risk assessments must contain control measures for dealing with dogs should they be encountered on a school visit.

While written risk assessments must be completed before the visit, risk assessment does not end as the visit begins. **Risk assessment is a vital and ongoing process and a responsibility of the Visit Leaders throughout each visit.** It is not normally a written procedure; rather it is the process of sound judgements being made by competent people managing risk during events and activities.

### **Checklist for staff when organising an educational visit for children**

1. The main reason for any school visit should be on educational grounds. Staff make a preliminary visit yourself to check out suitability, safety, facilities, cost etc.
2. Consult the Head Teacher with the initial idea.
3. Make the appropriate bookings, including transport:
  - i) A seat should be provided for each pupil. The "3" to "2" seating arrangement whereby 3 children share a double seat should never be used. Staff are aware which seats are not to be used by pupils eg seats facing the side and not the front, seats closest to the emergency exit.
  - ii) A written confirmation should be requested from the bus operator of the hire arrangements, the times of use and a statement that the vehicle will be operated in accordance with legal requirements. A copy of the bus company's risk assessments need to be sent to school.
  - iii) The operator must be advised that the driver must not smoke during the journey.
  - iv) Seatbelts should be requested when booking transport. If motorway travel or similar high-speed roads are involved, then seat belts must be fitted.
4. Let the cook know about lunches, so that she can prepare a packed lunch for those children eligible for free school meals.
5. Inform parents at the beginning of the year of planned visits and estimated costs so they can budget. These will be on the school website.
6. Send parental/carers consent forms. Complete the necessary risk assessments and these should be handed to the EVC to check and then to the Head Teacher who will retain it for the school records and return a copy to the teacher leading the visit.
7. Residential visits and visits that involve water eg pond dipping, paddling in the sea, need approval from the LA. A school specific risk assessment should be sent to them 28 days prior to the visit.
8. Write to parents/carers informing them of the visit and giving them as much information as possible. This should include:
  - purpose of the visit
  - dates and times of departure and return
  - transport arrangements

- catering details
- cost of visit and spending money arrangements
- recommended clothing, equipment and footwear
- supervision arrangements

9. Obtain parental consent form using the form EV4 for a residential visit, and a school contacts form for all other visits. (A consent form for local visits, Mansfield Woodhouse will be sent out annually). No child may go on a visit unless the form is returned to school. These forms should be taken on the visit and returned to the office after the visit.

10. Organise generous supervision for the children by enlisting the help of parents/carers. Parent helpers should not take groups of children away from the teacher, but should be responsible for a small group of children within the class group as a whole.

11. Ensure that, where appropriate, any parent helpers have obtained a DBS check. (This will be necessary if they will be left unsupervised with the pupils, if they are volunteering in schools on a regular basis – 3 or more times in a 30-day period or if the visit is a residential and they will be staying overnight). Provide the parent helpers with a list of children’s names for whom they are responsible and any other relevant information about the visit. It is essential to have a meeting with parent helpers prior to the visit taking place, to discuss arrangements, safety requirements and accepted behaviour from the children.

12. If the trip requires more than one coach there should be a list of children that are on each of the coaches. A copy should be left in school.

13. Take the following things with you:

- 1) First Aid kit
- 2) Teachers own bum-bag
- 3) Class list
- 4) Copy of medical form for each child
- 5) Medication for those children who are on permanent medication e.g inhalers
- 6) Bucket, paper towels, tissues, disinfectants, bottles of water
- 7) Changes of clothes including underwear (for children who have accidents!)
- 8) Packed lunches and drinks
- 9) Mobile phone, just in case!
- 10) Red Emergency card for Educational Visits

14. In the event of a child having an accident or becoming ill whilst on the visit, consult the advice of a doctor, if serious enough, or in an emergency dial 999. Phone the school so that the parents can be contacted by the head teacher. If a child needs hospital treatment the teacher or teaching assistant should accompany the child until the parents arrive. Always ensure the safety of the other children while this is happening.

15. At all times, insist on sensible, safe behaviour from the children in order that everyone enjoys, learns from and is safe, on their educational visit.

### **Swimming Pools**

At some point in KS2 children have the opportunity to attend school swimming sessions at Rebecca Adlington Pool each week. Large and small pool sessions are available in order to help non-swimmers and the more able. Children go by bus. Swimming things should be brought to school in a named plastic bag.

## Class Supervision

The teacher(s) accompanying the group is responsible for discipline and safety and for the organisation of swimming groups. Advice should, of course, be taken from a swimming instructor where appropriate. Inhaler

Specific responsibilities for class supervision are as follows:

1. To accompany the children to and from the swimming pool.
2. To check all the children onto the premises
3. To be responsible, as far as is reasonably practicable, for class supervision in the changing rooms, as well as in the pool areas. Children should be reminded to use the toilets, footbaths and showers before leaving the changing rooms.
4. Ensure that no child enters the pool until instructed. It is vital that a qualified lifesaver is on the poolside before the children enter the pool side.
5. Teachers should not enter the water but should give any necessary instructions from the poolside.
6. To ensure that inhalers are on the poolside with the adult observing the child's group
7. Note the importance of adhering to the number of ratios  
PLEASE UNDERSTAND THAT OUR INSTRUCTORS MUST ADHERE TO THESE RATIOS  
Teaching Ratio (Instructor: Pupil)  
1:12
  - Non-Swimmers: Those who cannot satisfy the requirements of a beginner.
  - Beginners: Those who can swim THREE (3) to FIVE (5) metres, on their front and back, or those who can swim TEN (10) metres, but are unable to maintain a good stroke.
  - All Key Stage One Pupils: Irrespective of ability.1:20
  - Improving Swimmer: Those who can swim at least TEN (10) metres, on their front and back, with a good stroke.
  - Competent Swimmer: Those who can swim at least 25 metres competently, on their front and back, and can tread water for TWO (2) minutes.1:8
  - Disability Swimming Groups: This is the minimum requirement; individual risk-assessments must be carried out in all cases.
8. To be in control of pupils at all times.
9. To ensure that the drowning horn is demonstrated during the initial visit and is repeated periodically.
10. To ensure that all children leave the water and check all children off the premises and back to school.

## Observers

Four parents/adult helpers (plus one reserve) should be nominated to act as observer and these people will be responsible for the safety horn in case of an emergency (two for each pool plus one reserve). Teachers should ensure that the children are aware of the horn and its purpose and what they should do when the horn sounds. Practices will take place at the pool.

Specific guidelines are available (see APPENDIX D) for observers and a copy should be given to any parent acting in this capacity.

## **Swimming Instructor**

Duties and responsibilities of the swimming instructor are as follows:

1. To instruct children in all aspects of swimming on a group, class or individual basis according to the needs of the children and any scheme of work set out by the school.
2. To instruct across the whole ability range, from confidence building exercises to competent swimmers.
3. To be involved with the testing of standards for swimming awards as required by any scheme of work set out by the school, or as requested by the teacher.
4. To be aware of the location of all apparatus for safety, First Aid and resuscitation purposes and to be skilled in its use.
5. To provide lifesaving and resuscitation cover, including preparedness and ability to enter the water should circumstances necessitate.
6. To be responsible for the correct use and storage of the equipment used during the school swimming programme.
7. To bring to the notice of the teacher in charge any potential or actual safety or discipline problems.
8. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

It should be noted that the poolside area is limited to the teacher, swimming instructor and observer. All other parents accompanying the children should view from the balcony.

## **Jewellery**

In the interest of Health and Safety it is important that all jewellery is removed before swimming. This should be done before leaving school. In exceptional circumstances, such as during the healing period, reasonable adjustments can be made, so children can wear small stud earrings when swimming. Parents need to sign a disclaimer form if this is the case.

## **Goggles**

Children should be discouraged from wearing goggles as these are not considered to be either necessary or suitable by the Education Department. Goggles should only be used during a normal swimming lesson if the Nottinghamshire County Council proforma has been signed by a parent. These proformas can be obtained from the school office and should be returned to the Head Teacher after completion. If, during the course of a swimming lesson, the instructor or teacher considers the use of goggles to be dangerous, then they should no longer be worn e.g. when diving.

Teachers should make sure that the children's hair is tied back.

## **Children who are Excused from Swimming**

Swimming is part of the National Curriculum and as such is an important element of the curriculum. Pupils should only be excused on medical grounds and a note / explanation from

parents/carers is required. It is important to keep the head teacher aware if this becomes a recurring problem. Children with athlete's foot or verruca need not now be excluded from swimming, nor is there any need for the affected area to be covered. Children who are excused from swimming should go to the baths with work to complete whilst they are there, unless they have broken bones as per their individual risk assessment.

### **School Closure Days**

Staff should inform the office manager if swimming is not required for any reason so that the pool can be informed and transport cancelled.

### **SAFETY ON SCHOOL TRANSPORT**

The following procedures exist to ensure the safety of the children:

- Each child should have their own seat. The practice of 3 children to a double seat should never be used.
- If seat belts are available they must be worn (Most coaches from reputable companies now have seat belts; double decker buses are exempt from seat belts)
- Children should sit down at all times during the journey.
- Children must be counted on and off the bus each time.
- Teachers should sit towards the back of the bus in order to ensure they can see all of the children clearly.
- Children must not touch the emergency exit equipment. An adult must always sit beside the emergency exit.
- When sitting upstairs children should not sit on the front, or rear seat, nor should they sit on the seat directly opposite the stairs.

### **Booster seats**

- Public transport is exempt from the law regarding booster seats
- If a child is under 12 years of age and under 1.35metres (approx 4' 5") in height, it is the responsibility of the driver to fit booster seats and to ensure that they are used **however**, if the trip is an emergency then the law is exempt
- If parents/carers come to collect children other than their own, it is their responsibility to have a booster seat

## **APPENDIX D**

### **Observer Guidelines**

Please read and note this information for guidance on poolside:

- Observers should wear a coloured tabard on poolside at all times
- Please use the correct footwear on poolside
- Please bring the warning horns to the poolside
- Instructors will notify observers of all alarms and their activation points.
- Keep your eyes on the children at all times. Stand at the required area
- Do a head count at the beginning, during and at the end of the lesson
- No food poolside, plastic water bottle only
- Please ensure you have read and understood the roles and responsibilities of the observer
- No mobile phones on poolside
- Before you leave the poolside, please make sure all pupils have left the area.

Thank you