

# **SAINTFIELD HIGH SCHOOL**



# **HEALTH AND SAFETY POLICY**

**September 2017**

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# **Saintfield High School**

## **HEALTH AND SAFETY POLICY**

It is the policy of Saintfield High School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and to encourage a safety culture within the school.

The employing authority's policy statement of September 2006 has been adopted, and is complemented by this establishment's specific policy statement.

Where reasonably practicable this policy will seek to provide and encourage:

- A safe place of work, safe access to it and safe egress from it;
- Use equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage and transport of articles or substances likely to cause harm;
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work;
- A healthy working environment;
- Adequate welfare facilities.

A no smoking policy will operate within the school and its' grounds. The use of s-cigs is also prohibited.

Whilst the school accepts that Health and Safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full co-operation, advice and support of the EA.

## **RESPONSIBILITIES**

- The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal.
- The day to day responsibility for Health and Safety issues will be delegated to the Vice Principal in the absence of the Principal.
- There will be a Health and Safety Team to assist the Principal.

The Health and Safety Team will meet as necessary. The team will report to the full Board of Governors at least once per year.

## **BOARD OF GOVERNORS**

In the discharge of their responsibilities the Governors will ensure:

- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control.
- The prompt and efficient maintenance of all equipment and all non-structural repairs.
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all equipment and materials either purchased or acquired by them are suitable and safe for their intended use.
- That both teaching and non-teaching staff are issued with a copy of this Health and Safety Policy.

## **PRINCIPAL / HEALTH AND SAFETY TEAM / BUILDINGS SUPERVISOR**

The Principal, Buildings Supervisor and Health and Safety Team will ensure:

- That risk assessments have been carried out to assess all significant risks within the school. (Principal and/or Building Supervisor)
- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery. (Principal)
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely. (Principal)
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control. (Principal + Health & Safety Team + Buildings Supervisor)
- The maintenance of procedures for the safety of all persons using the premises under their control. (Principal + Health & Safety Team + Buildings Supervisor)
- That all staff are aware of any instructions or safety advice pertaining to their particular discipline which have been issued by the EA, Department of Education or other relevant statutory body. (Principal)
- That adequate arrangements exist for carrying out regular fire drills, and that all staff participate in and are aware of such arrangements. (Health & Safety Team)
- The Health and Safety team consult regularly with staff regarding defects within classroom/corridors. Reports are given to the Principal regarding all defects and hazards which are his/her responsibility, and that other defects and hazards are reported to the appropriate officers in the EA. Staff are consulted (Health & Safety Team + Buildings Supervisor)
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises. (Buildings Supervisor)
- That all accidents to teaching staff are reported promptly to the EA. (Principal)
- That all staff, both teaching and non-teaching, operate safe working practices in the execution of their duties. (Principal + Health & Safety Team + Buildings Supervisor)

In the absence of the Principal, the Vice Principal will assume responsibility for the day to day administration of the Health and Safety Policy.

## **TEACHING STAFF / NON-TEACHING STAFF**

Each member of the staff has a responsibility to exercise care and attention regarding their own safety and of the pupils under their control. In the discharge of this responsibility, each member of staff shall:

- Ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel in school.
- Observe all safety instructions and advice issued by the EA, Department of Education or any other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards effecting Health and Safety to the Health and Safety Team.
- Co-operate with the Principal and the Health and Safety Team on all other matters relating to Health and Safety.
- Report all accidents to the Principal.
- Complete the necessary documentation prior to school visit

## **BUILDINGS SUPERVISOR**

In the discharge of his/her responsibility the Buildings Supervisor shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment, and report any defects or hazards to the Principal.
- Encourage staff under his/her control (e.g. cleaners) to employ safe working practices.
- Assist the EA to develop safe working practices, and arrange for their adoption.
- Instruct new employees in appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Health and Safety Team.
- Report all accidents involving themselves or the cleaning staff to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

## HEALTH AND SAFETY LAW IN NORTHERN IRELAND

- Your health, safety and welfare are protected by law. Your employer has a duty to protect and keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or safety representative.
- A poster in the staffroom gives further details of key points in Health and Safety Law.
- Details of HSENI publications can be found on HSEBI's home page on the World Wide Web: <http://www.hse-ni.org.uk>

## GENERAL SAFETY WITHIN THE SCHOOL BUILDING AND SCHOOL GROUNDS

- 1 Pupils are required to keep to the left hand side of the corridor when **walking** through the building using the **one way system in corridors and stairs**. There should never be any running in the school corridors. (see Code of Behaviour in homework diary)
- 2 Staff supervise corridors between classes. Any classes lining up outside classrooms should be quiet and orderly.
- 3 Pupils are required to report damage to school property without delay.
- 4 A Health and Safety Checklist is regularly issued by Mrs Crowe, Designated Teacher for Health & Safety, to the staff and faults documented.
- 5 Staff should report any urgent health and safety issues to Mrs Crowe immediately. In the absence of Mrs Crowe, report issues to the Vice Principal.
- 6 In snowy conditions, snow balling is not permitted on the school grounds or in the vicinity of the school.
- 7 Should severe weather conditions occur procedures are set in place for the emergency closure of the school. (Appendix 1)

## A QUICK GUIDE TO GENERAL HEALTH AND SAFETY MATTERS

- **Each classroom has a printed notice beside the door which explains the emergency procedure route if an alarm sounds.**
- The alarm bell is the school bell or hand bell rung continuously.
  - ~ Pupils will leave their schoolbags in the classrooms and quickly but calmly make their way to the assembly point under the supervision of their teachers.
  - ~ All classroom doors should be left unlocked.
- A list of Staff First Aiders is enclosed in this information pack.
- Medication of any kind should not be given to pupils unless there is an agreement between home and school, refer to Medical Policy.
- **All practical subject areas have individual health and safety policies.**
- Car Park ~ care is required when driving into or out of the car park at the beginning and end of the school day ~ lower speed to “Dead Slow”. Give way to pupils approaching or on the pedestrian crossing.
- If an accident occurs stay calm, send for help immediately and ensure that any pupils involved are comfortable and safe.
- All accidents should be reported to the **Mrs Maxwell** where the appropriate forms should be completed
- In any doubt ~ ring the **Vice Principal** extension 204 or **Mrs Maxwell** extension 201.
- Building Supervisors are informed in matters involving to Health and Safety within the school premises.
- All members of staff can access Confidential Medical information of all pupils Years 8-12 on staff drive.

## FIRST AID TRAINING

Staff have undergone refresher First Aid at Work Courses

In any situation where First Aid is required all staff know to remain calm, make the injured person comfortable, keep all other pupils safe and calm and send for help immediately.

The names of the Staff First Aiders are:

Mrs Roy	~	HE Prep Room	Ext 234
Mrs McClurg	~	Science Prep Room	Ext 231
Mr Elliott	~	PE Department	Ext 243
Mrs Irwin	~	PE Department	Ext 244



# SAINTFIELD HIGH SCHOOL

## Emergency Evacuation Procedures

### Members of Staff –

On hearing the Alarm Bell or Hand Bell **ring continuously**, follow these procedures:

- 1 Ask class to stand and, in an orderly manner, leave the building to the ASSEMBLY POINT in the School Playground led by teacher. Each room's emergency evacuation route is located by the exit door.
- 2 Pupils are not to collect bags or belongings but leave the room immediately – **leave doors closed but unlocked**
- 3 Proceed to the Assembly Area in the Playground.  
Line up in Form Classes in alphabetical order of surname facing the school with Year 8 next to the ramp wall at left hand side of playground—progressing to Year 12.  
  
Roll call of pupils – Roll books will be collected from and returned to **Mrs Fletcher** by Form Tutors **as soon as possible**.  
In the absence of a Form Tutor, books should be collected by Heads of School.
- 4 Lifts will be out of action so should not be used in the event of a fire.
- 5 All **fire doors will be closed by sweepers** as they move through the buildings.
- 6 **Form Tutors must remain supervising their classes until further instructions.**

## **Emergency Evacuation Procedures**

### **LISOWEN BUILDING**

**All in the Lisowen Courtyard Area** ~ offices, staffroom, Board Room leave through the front entrance of the school, turn left and proceed past the assembly hall through underpass and into playground.

**Lisowen 1 and 2** ~ Turn right out of classroom. Exit building at end of corridor into car park. Turn right when in car park .Walk round side of Science L1, L2 and L3 to Assembly point in play ground

**Lisowen 3** ~ exit through greenhouse and into playground.

**Lisowen 4, 5 and 6** ~ exit through the Belfast Road exit and to Assembly point in playground

**Lisowen 7, 8 and Library** ~ down stairs and exit through emergency door under stairs into side car park, past L2 and L3 to playground.

**Lisowen 10, 11 and 12** ~ turn left, down stairs and exit through Belfast Road exit.

**Lisowen 14 and 15** ~ exit to playground and on to Assembly Point.

**Lisowen Cloakrooms (Girls)** ~ exit left into car park. Exit building at end of corridor into car park. Turn right when in car park .Walk round side of Science L1, L2 and L3 to Assembly point in play ground.

**Lisowen Cloakrooms (Boys)** ~ exit right, left through Belfast Road exit and down steps onto playground.

**Assembly Hall and Changing Rooms** ~ exit through the emergency door at front of hall, down steps and left through underpass into playground.

**Greenhouse**—proceed to playground.

**Sports Hall** – Use emergency exits in the sports hall and assemble in the play ground

### **RAVARA BUILDING**

**Ravara 1, 2, 3, 4 and 5** ~ exit through Belfast Road emergency exit and up steps to playground.

**Ravara 6, 7, 14, 15 ,16, 17, 18 and 19** ~ exit via the stairs at the **Belfast end** of the building, through the Belfast Road emergency exit and into the playground.

**Ravara 8, 9, 10, 11 and 12 and Girls Cloakroom** ~ exit along corridor, down the stairs at the **Canteen end** of the building and **left** along the side of computer rooms to the playground.

**Ravara Cloakroom (Boys)** ~ exit right to playground.

## **CAHARD BUILDING**

**Cahard 1 and 2** ~ preferred route is out of the Main Exit past the assembly hall, through the underpass and into the playground. If this is not possible then leave by emergency exit and along the side of computer rooms to the playground.

**Cahard 3** ~ leave by emergency door, right along the side of computer rooms to the playground.

## **SCHOOL CANTEEN**

Exit front door or emergency door and along the side of computer rooms to the playground. Staff and supervisors to oversee evacuation.

## **SPORTS FIELD, HOCKEY PITCHES, LEISURE CENTRE & DAY TRIPS**

Notification will be via telephone from the school office. Pupils to remain on pitches supervised by a member of staff. School office will contact staff via mobile phone to complete a roll call.

Sweepers: Lisowen Building ~ **Mrs M<sup>c</sup>Clurg** will sweep Lisowen  
(downstairs and upstairs)

Ravara Building ~ **Mr Mageean (1st, 2nd and 3rd floors)**

Cahard Building ~ **Mr D Bolton**

- Bell
- **Mrs Maxwell** will liaise with **Ms Lecky** to establish location of fire.
  - **Mrs Maxwell** will contact **Mrs Payne** in office to inform her if it is an emergency or a drill
  - **Mrs Payne** phone Fire Brigade with information
  - ~ If necessary **Mrs Payne** phone staff at Leisure Centres and pitches
  - **Mrs Payne** meets and directs the Fire Brigade if necessary

**Mrs Fletcher** to take Roll books, staff sign in sheets, loudspeaker, Medical Kit, Emergency Pack and mobile telephone. **Mrs Fletcher** should also have a tick list of form teacher and a tick list of buildings. All tick sheet should be shown to **Miss Hynds** when completed.

All sweepers must inform **Mrs Fletcher** that all buildings have been evacuated.

*Note: Pupils who are normally assigned a classroom assistant should leave immediately with the rest of the class in an evacuation.*

If the school grounds need to be evacuated then pupils proceed with teachers to either the hockey pitch or to 1<sup>st</sup> Presbyterian Church Hall. Instructions will then be given.

## **LISTS REQUIRED IN AN EMERGENCY EVACUATION**

**1 Tick list 1 of all Form Classes – Mrs Fletcher**

**2 Tick list 2 of Buildings and sweepers– Mrs Fletcher**

# **EMERGENCY EVACUATION PROCEDURES**

## **Playground Assembly Point**

- 1 Roll Books given out by **Mrs Fletcher**. Form Tutors return books to **Mrs Fletcher** as soon as roll is marked and everyone present.
- 2 **All teachers who are not form tutors go to back of lines for supervision.**
- 3 All sweepers must inform **Mrs Fletcher** that all buildings have been evacuated.
- 4 **Mrs Fletcher** should pass both tick sheets to **Miss Hynds** who signals the end of the evacuation procedure.

# **EMERGENCY EVACUATION PROCEDURES**

## **Tick list 1 Mrs Fletcher**

### **PLAYGROUND ASSEMBLY POINT**

Roll books given out by Mrs Fletcher

<b>CLASS</b>	<b>TEACHER</b>	<b>ROLL CALL COMPLETED</b>	<b>SIGNED</b>
12BI	Mrs Birt		
12CH	Mrs Cheshire		
12ET	Mrs Elliott		
11SC	Mr Chisholm		
11AT	Mrs Artt		
11IR	Mrs Irwin		
10KI	Mr Kirk		
10EL	Mr Elliott		
10DE	Mrs Dempsey		
9CP	Mrs Cooper		
9CA	Mr Carter		
9MU	Mrs Mullen		
8MY	Mr Murphy		
8JA	Mrs Jackson		
8CR	Mrs Crowe		

In the absence of a Form Tutor, roll books should be collected by Heads of School.

Sheet should be forwarded to Miss Hynds on completion.

# **EMERGENCY EVACUATION PROCEDURES**

**Tick list 2  
Mrs Fletcher**

<b>BUILDINGS</b>	<b>SWEEPER REPORTED IN</b>	<b>TIME</b>	<b>BUILDING EVACUATED</b>
Lisowen			
Ravara			
Cahard			
Canteen			

Sheet should be forwarded to Miss Hynds on completion.

## **TRANSPORT**

Transport is a central element of school visits and it is important to check out all aspects of this thoroughly. SAFETY SHOULD BE CONSIDERED A PRIORITY AT ALL TIMES.

### **General Points**

- Transport should be fully accessible for all pupils including those with disabilities.
- Minibus should always be equipped with a First Aid Kit and a fire extinguisher and teachers-in-charge should know how to use them.
- Minibus must be well-maintained and roadworthy. Minibus is checked regularly by the Building Supervisors. It is the driver's responsibility to make sure that the vehicle is roadworthy. Failure to do so may result in the driver being held legally liable.
- Make sure minibus has provision for children experiencing travel sickness during the journey.
- Make sure that passengers remain seated at all times and seat belts are worn throughout the journey. The driver of the bus must officially announce to the passengers that seatbelts must be used.

### **Private Cars**

- Teachers and others who drive pupils in their own car must ensure their passengers' safety and must ensure that the vehicle is roadworthy and that they have appropriate licence and insurance cover for carrying pupils. Always check with your insurance company as to how many children you can carry and any special conditions attached.
- Avoid transporting a pupil on your own. Try to ensure another member of staff or pupil is present with you in the vehicle. If you do have to transport a pupil alone, ensure that the school is aware of this and the pupil is in the back seat. Make sure seatbelts are used. The driver of the car is responsible if a child under 14 years does not wear a seatbelt. Over 14, the individual passenger is responsible.



## **GUIDELINES FOR DRIVERS OF THE SCHOOL'S MINIBUS**

- The minibus is insured.
- The Building Supervisor is responsible for safety checks of the minibus and for overseeing the maintenance of the minibus. When returning from a journey, please inform the Building Supervisor if the fuel tank and/or windscreen washer bottle need filling.
- Be familiar with the Health & Safety leaflet on the use of the School minibus ~ see next page
- Driver and passengers must be restrained by seat belts before the bus moves off and these must not be released until the bus is stationary.
- Anyone who uses items from first aid box should replace them immediately.
- Pupils **MUST** not behave in a manner likely to distract the driver. If pupils are misbehaving the bus should be stopped in a safe location and the situation dealt with. The name of the offending pupils, in serious cases, should be passed to the Principal or Vice-Principal.
- Passengers **MUST** board and leave the minibus by the side entrance. (The rear entrance is for emergency use only).
- When parking the bus ensure that this side entrance **FACES** the pavement. (Pupils must not be allowed to alight into the middle of the road).
- Drivers must notify the School Office right away of any defect they have discovered or suspect (ie defective brakes, steering, tyres, etc) Tyres should be inspected before driving off.
- The laden bus should not exceed 50 mph.
- Any accident, or damage, involving the minibus must be brought to the attention of the Principal right away.
- The bus should be left securely locked (doors and windows) at the end of each journey. This is the responsibility of the driver.
- Encourage pupils to leave the minibus clean and tidy.
- Complete a seating plan before journey and hand this plan to Vice Principal.

**PLEASE COMPLETE LOCATION, PURPOSE AND MILEAGE SHEET AT THE END OF YOUR JOURNEY**

## HEALTH & SAFETY – USE OF THE SCHOOL MINIBUS

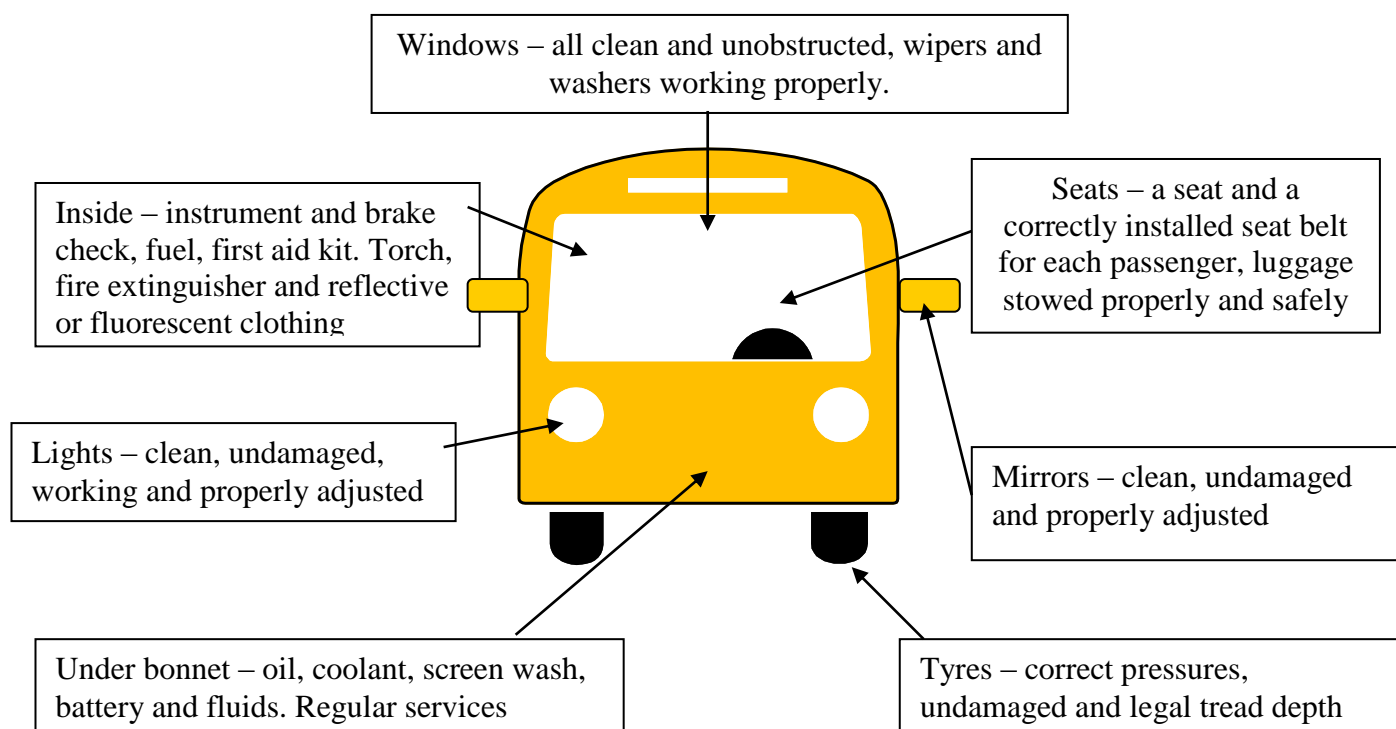
### Staff using the school minibus must ensure that:-

They fulfil the legal requirements to drive the bus.

Staff must disclose to the Principal any reason why they are not eligible to drive the minibus.

They are competent in driving the minibus. (Staff who are not familiar with the controls of the minibus should seek training from another staff member).

Essential equipment is on board prior to the journey taking place, e.g. first aid kit, fire extinguishers torch, etc.



The maximum capacities of the minibuses are not exceeded:

A visual check is carried out prior to a journey taking place to ensure there are no obvious faults, e.g. flat wheel, missing wipe blade, insufficient fuel, etc. Any faults identified must be reported to the caretaker immediately.

### **If in doubt – don't take it out!**

All pupils travelling in the minibus wear a seat belt at all times.

Pupils exiting the bus are supervised at all times.

# SAINTFIELD HIGH SCHOOL

## Minibus Checklist

Items to be checked	Frequency	Date checked		
Diesel	Weekly			
Oil	Weekly			
Water	Weekly			
Seatbelts	Weekly			
Lights/indicators	Weekly			
Cleaned inside	Checked weekly			
Wipers	Monthly			
Cleaned outside	As and when needed			
Tyre pressure	Checked regularly through the local garage			
Tyre tread	Checked for MOT			
First aid kit	Checked regularly			
Fire extinguisher	Checked regularly			

# EDUCATIONAL VISITS PROCEDURES

Forms for educational visits are kept in the staff room and on the staff drive.

All forms must be signed by the principal and passed on to Mrs Crowe before EV occurs.

## **BEFORE VISIT**

Complete the following planning and risk assessment forms:

EVO Notification of visit to Principal

Complete planning checklist using EV1

Complete risk assessment formula

Gain parental consent using consent form provided

Gather all relevant group information using EV Group Details

For categories 3-5 forward EVO to EA to seek authorisation (allow four weeks)

Brief parents/pupils by issuing:

A cover letter stating: Purpose of visit

Date

Depart/return times

Transport arrangements

Details of all activities

Special clothing

Consent Forms

Young Persons' Responsibilities sheet (see Mrs Maxwell)

## **DURING VISIT**

Remember First Aid Kit

## **AFTER VISIT**

Complete Incident Record Form

Complete Post Visit Review



## Notification of Educational Visit

To be completed by the Educational Visits Co-ordinator

<b>Name of School:-</b>	
<b>*Name and address of other school/s involved [if applicable]</b>	
<b>Educational objective of visit:</b>	
<b>Place[s] to be visited:</b>	

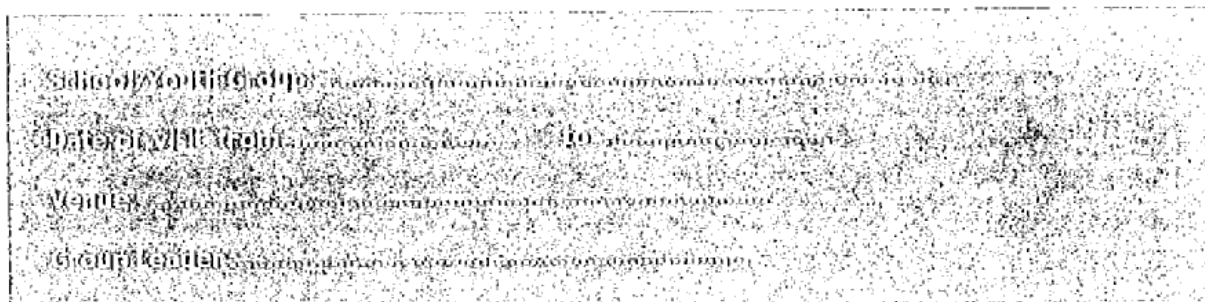
KEY STAGE GROUP:	Nursery	Foundation P1/P2	Key Stage 1	Key Stage 2	Key Stage 3	Post - 16
Tick						

Total Numbers of Young Persons Involved	Your School	Male	Female
	*Other School/s	Male	Female

<b>Proposed Date[s]</b>	<b>Category of visit:</b>				
	1	2	3	4	5
<b>From:</b>		<b>To:</b>		<b>Number of Days (incl):</b>	
<b>Estimated cost per young person: £</b>					
<b>Activities to be Undertaken:</b>					



## PLANNING CHECKLIST



	Yes	No	N/A
<b>i The proposed visit has clear educational objectives.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The nature of the visit has been established.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The target group has been identified.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ii All the relevant information regarding the proposed educational visit has been presented to the management e.g. destination, itinerary, timescales etc.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>iii The management has approved the proposed visit.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>iv An initial risk assessment has been undertaken for all aspects of the visit(s) and appropriate control measures have been put in place and recorded:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hazards have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• people who may be at risk have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• evaluation of the risk has been undertaken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• additional safety and/or control measures have been established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• information has been disseminated to all relevant persons and appropriate records maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>v Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>vi The number of leaders in attendance has been agreed:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• a staff member has been identified as Group Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• accompanying staff have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• volunteer supervisors have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• police checks have been undertaken (where necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>vii Leaders are made fully aware of:</b>			
• their roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the standard of conduct required of them during the visits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## EV1

	Yes	No	N/A
viii Young people and parents/guardians have been informed/briefed and understand the implications of their participation in the visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ix Parents/guardians have given their written consent to the young people participating in the educational visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x All relevant information (medical, dietary and contact details) pertaining to the young people participating in the educational visit(s) has been obtained, recorded and appropriate action taken where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xi The transport arrangements for the group are appropriate for the nature / type of journey(s) planned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xii Adequate insurance is in place to cover all aspects of the educational visit, including transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xiii Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:			
• its suitability for the group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• its compatibility with the objectives of the visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xiv Where the educational visit involves outdoor or adventurous activities, the Education Visits' Co-ordinator and Group Leader are satisfied that:			
• appropriate management structures and systems are in place in relation to child protection / health and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• staff are competent to provide the activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• all relevant checks have been undertaken to ensure the above are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xv The Educational Visits' Co-ordinator has approved the operational arrangements for the visits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xvi Employing authority approval obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## RISK ASSESSMENT

Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard has the potential to cause harm. Risk is the likelihood of harm from the hazard being realised.

Probability of occurrence	Score	Consequence of outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality or serious injury leading to disability

Risk = Probability  X  Consequence of outcome

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more then active management of the risk is required.

Group Leaders must fully record their risk management decisions on paper.

‘As with much health and safety legislation and regulations the paper at the end of the process is of minor significance compared to the professional judgement of the group. As risk management is becoming recognised in all walks of life it is important that young people become involved in the process at the earliest possible stage.’ (Teaching Geography, Vol 25, No 2, April 2000, P.72). Schools and youth clubs need to develop young people’s understanding of risk. This will then equip and prepare them to undertake risk management and help them to determine how risk can or cannot be managed.

✂ -----

Educational Visit \_\_\_\_\_

Year Group \_\_\_\_\_

Category \_\_\_\_\_

Risk Assessment \_\_\_\_\_

**SAINTFIELD HIGH SCHOOL**  
**CONSENT FORM ~ EDUCATIONAL VISITS**

**Place of visit:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I consent to my son/daughter\* ..... (Name in full)**  
**taking part in the educational visit to be held on .....**

**I confirm that he/she\* is medically fit to participate.**

**appropriate** **\*delete as**

**Please give details of:**

**Any current medical condition/any medication being taken**

.....  
.....

**Any other relevant information which may affect his/her participation in the visit  
(including allergy or dietary requirements)**

.....  
.....

**Emergency contact numbers:**

.....  
.....

**I accept the established code of conduct for the education visit. In the event of an infringement of this code of conduct I agree to the arrangements including costs relating to my son/daughter returning home from the visit due to unforeseen circumstances.**

**I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary, by the medical authorities present. I understand the extent and limitations of the insurance cover provided.**

**Signed..... (Parent/Guardian)**

**Date** .....

**The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth group to process and retain the information for the purposes(s) stated.**



# Educational Visit Incident Record Form

- 1 Name of School/ Youth Group \_\_\_\_\_
- 2 Name of Group Leader \_\_\_\_\_
- 3 Date, Time and Location of Incident \_\_\_\_\_  
\_\_\_\_\_

- 4 Name and address(es) of witness(es)
  - (a).....
  - (b) .....
  - (c).....

5 Please state in your own words what happened including details of names and status of those involved

6 Describe what action was taken (e.g. details of First-Aid, police or medical involvement)

Signed.....

Date .....

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## Post Visit Review

**Group Leader:** \_\_\_\_\_

**Visit to:** \_\_\_\_\_

**Dates:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Please comment on the following:-**

Issue	Response
Was the venue suitable?	
Was the accommodation / food / equipment of a suitable standard?	
Were the venue staff competent ?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	

**Other Comments:**

**Signed Group Leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## PROCEDURES FOR THE HANDLING OF DRUGS AND THE MANAGEMENT OF SOLVENTS AND MEDICINES

- **Drugs** - The school premises are a drugs free zone. Anyone found with drugs will be dealt with in line with the School's Code of Behaviour procedures which includes informing the PSNI. Refer to Drugs Policy and Discipline Policy. The designated teacher for drug related incidents is Mrs Derby.

- **Alcohol** - The school premises are an alcohol free zone. The school does not allow any alcohol to be brought onto or consumed in school premises. This applies to visitors, staff and pupils.

Adults breaking this rule will be referred to the Principal directly.

Pupils will be dealt with under the School's Code of Behaviour Policy.

- **Tobacco** - The school is strictly a no smoking environment with no-one being permitted to smoke or use e-cigs on the school premises. Pupils breaking this rule will be dealt with under the School's Code of Behaviour Policy.

- **Solvents** - Pupils are not permitted to bring solvents into school. Pupils *are* not permitted to use Tippex in school.

Aerosol sprays of any kind are not allowed in school. For example when showering after PE, roll-on types of deodorant should be used and not aerosols.

All members of staff are responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes white board markers, glues and paints. The cleaners and building supervisors should also ensure that their stores are locked when not in use and that solvents are held in a secure place.

- **Prescribed Medicines** At the start of each school year, parents must complete a Confidential Medical Form indicating any medical illness their child has. The parent is also advised that the school will not, as a matter of course, administer medicine to a pupil. If an emergency arises, the parent will be contacted and permission sought if necessary.

The above Policies and Procedures apply to all staff and pupils engaged in Educational Visits.

If a pupil needs to bring a prescribed medicine into school, the following guidelines must be adhered to:

- A letter from the parent explaining the nature of the illness and the dosage required and dispensing instructions must be sent with the pupil. Agreement between parent and school must be in writing.
- The pupil must immediately give the medicine to their Form Tutor or nominated member of staff.
- It is the responsibility of the parent/carer to inform the school of any changes to their child's current medical wellbeing in writing.



**PROCEDURES FOR SEVERE WEATHER CONDITIONS**

Severe weathers such as heavy snow, gales etc may impact upon the day to day management of the school and possibly the health and safety of staff and pupils.

In the event of such severe weather conditions, the following management strategies with identified personnel will be put in place:

**SITUATION A ~ SCHOOL CLOSURE**

- |   |                           |   |
|---|---------------------------|---|
| 1 | Ms Leckey                 | to open school, ensure all services to the school are fully functioning   |
| 2 | Mrs Fletcher<br>Ms Leckey | gritting/salting/cleaning pathways  |
| 3 | Mrs Maxwell               | email radio stations that school is closed, contact Translink re viability of bus routes, take all incoming calls |
| 4 | Miss Hynds                | in consultation with metrological office will make decision to close the school                                   |
| 5 | Miss Orr                  | Notice on website regarding school closure  |



Ms Hynds

Inform chairman of  
Board of Governors  
SEELB/DENI



Mrs Derby

Contact 'key'  
staff



Mrs Maxwell

Contact 'media'

For those pupils who make their way to school:

- 1 Ms Leckey to remain at front of school to inform parents that school is closed.
- 2 Those pupils without transport home ~ go to the Assembly Hall ~ Supervisor Miss Hynds or member of teaching staff nominated by Miss Hynds.
- 3 Mrs Maxwell to contact parents to arrange transport.

**SITUATION B ~ SEVERE WEATHER—REMAIN OPEN**

1 Mrs Maxwell to take phone enquiries. Miss Orr up-date website that school is open.

2 Pupils are supervised in the Assembly Hall ~ Miss Miss Hynds and member of staff nominated by Miss Hynds.

- As Form Tutors arrive ~ they proceed to the Assembly Hall to collect pupils from form class.
- Pupils remain in form class until 9.15am (or as determined by Miss Hynds) when school day begins with Period 2 class.
- Staff must make every effort to attend ~ no matter how late.
- Pupils will not be permitted outside at leisure times ~ additional staff will be required to complete duty. Lunches eaten in Assembly Hall/Lecture Theatre.
- Building Supervisors are to make safe all pathways, steps and concourse areas.