



UNICORN SCHOOL

HEALTH & SAFETY POLICY

This policy applies to all children at Unicorn School, including those in the EYFS.

Parents may read this policy on the public section of the website.

RESPONSIBILITY

Staff Member:	Head
Governors' Committee:	Risk and Health & Safety

The Health & Safety Officer is Kevin Guy (Bursar).

Last Reviewed:	November 2025
Approved by Governors:	November 2025
Next Review :	November 2026

HEALTH & SAFETY POLICY

STATEMENT OF INTENT

Unicorn School is committed to providing a safe, healthy and supportive environment for pupils, staff, volunteers, contractors and visitors. We will comply with all applicable health and safety law and DfE guidance, manage risk proportionately, provide safe premises/equipment and competent staff and teach pupils age-appropriate risk awareness. This policy is implemented day-to-day by the Headteacher and monitored by the Governing Body. It is reviewed at least annually and following any significant change or incident.

This policy applies to all children at Unicorn School, including those in the EYFS.

This policy is available to parents and prospective parents on the School website, and paper copies are available from the School Office on request.

This policy has been developed with reference to: Health and Safety at Work Act 1974; Management of Health and Safety at Work Regulations 1999; DfE 'Health and safety: responsibilities and duties for schools (updated 5 April 2022); the Education (Independent School Standards) Regulations 2014 (ISSRs); 'Keeping Children Safe in Education' (KCSIE) 2025; HSE sector guidance for schools and DfE 'Good Estate Management for Schools' (GEM).

This document should be read in conjunction with the following policies:

- ***First Aid Policy***
- ***Fire Policy and Fire Risk Assessment***
- ***Behaviours, Rewards, and Sanctions Policy***
- ***Risk Assessment Policy***

Unicorn School recognises and accepts its responsibilities for providing a safe & healthy workplace and working environment for all its pupils, staff and other members of the public using the school premises or participating in school-sponsored activities. Unicorn believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

The School believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governors will take all reasonable steps to identify and reduce hazards to a minimum but all Staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

HEALTH & SAFETY OFFICER

The Governing Body (as proprietor) holds ultimate accountability for health and safety and will ensure adequate resources, competent advice and effective oversight. The Headteacher manages day-to-day implementation. The Governing Body receives a **termly** report covering incidents/near misses, statutory compliance (fire, electrical, gas, water, asbestos), training, risk register and outstanding actions, and reviews this policy **annually** or after any significant change or incident.

The day to day responsibility for managing health and safety risks effectively is delegated to the Headteacher and the Senior Leadership team.

For the purposes of Regulation 7 of the Management of Health and safety at Work Regulations 1999, the Bursar (Kevin Guy), is appointed as the School's competent person and designated Health & Safety Officer for the School, to assist in undertaking the measures needed to comply with health and safety law. In addition to the general duties which all members of staff have (see below), the Bursar has delegated responsibility for day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School.

HEALTH & SAFETY COMMITTEE

The Committee comprises:

Headteacher	Bursar	Head of EYFS	Deputy Head
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This Committee meets once per term to review any health and safety issues including changes in regulations, training requirements, and to monitor communication & publicity relating to health and safety in the School.

The Health & Safety Committee reviews and approves the Codes of Practice for the observation of safety requirements in the School.

The minutes of the Health & Safety Committee will be available to any member of staff on request, and the Health & Safety Committee reports once a term to the Governors' Risk & Compliance Committee.

1) Training of Staff in health & safety, including risk assessment

All Staff are expected to understand and apply the School's health and safety arrangements as part of their professional responsibilities. Health and safety training is intended to support a positive safety culture in which risks are managed sensibly and proportionately, and where staff feel confident to raise concerns and contribute to continuous improvement. All new staff, volunteers and regular visitors receive health and safety information as part of their induction. This includes fire procedures, first aid arrangements, accident reporting, safeguarding-related safety expectations, and their role in managing risk. In particular, all members of staff will:

- Be briefed on the Health & Safety policy at their Staff Induction;
- Make themselves familiar with and conform to the Health & Safety policy at all times;
- Observe the appropriate safety rules and use appropriate safety equipment;
- Report all accidents and potential hazards;
- Take an active interest in promoting health & safety, and suggest ways of reducing risks;
- Support pupils' medical needs in accordance with the First Aid Policy;
- Seek advice from Occupation Health Services if any work-related stress issues arise.
- Take ownership to ensure that Risk Assessments are completed in advance wherever required, overviewed by the Headteacher (in line with the Risk Assessment Policy).

2) Consultation arrangements with employees

Staff representation and consultation is via the Health and Safety Committee.

3) Recording and reporting accidents, incidents and near misses to staff, pupils & visitors (including those reportable under RIDDOR)

The School maintains accurate records of all accidents, incidents and significant near-misses involving pupils, staff, volunteers, contractors and visitors, whether occurring on-site or during off-site activities. Records are held securely on the Medical Tracker system and in accordance with data protection requirements. RIDDOR reporting is also recorded on Medical Tracker.

Accident and incident data is reviewed on the Medical Tracker system on a termly basis by the Health & Safety Committee to identify patterns, trends or emerging risks and to inform preventative action.

In accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013 (RIDDOR), the School will report all incidents that meet the statutory reporting thresholds. The responsible person for RIDDOR reporting is the Bursar (Health & Safety Officer), or in their absence, the Headteacher.

RIDDOR Reporting arrangements

- Reports are submitted online via the HSE RIDDOR reporting portal without delay.
- The HSE Incident Contact Centre (0345 300 9923) is used only to report fatalities or specified major injuries.
- All reportable incidents are escalated internally to the Senior Leadership Team and the Governors' Risk & Compliance Committee

Records relating to RIDDOR incidents, investigations and remedial actions are retained and made available for inspection.

The School encourages the reporting of near-misses and identified hazards to the Bursar, or in their absence, the Headteacher. These reports are reviewed by the Health & Safety Committee as part of the School's proactive approach to risk management and continuous improvement.

4) Policy & procedures for off-site visits, including residential visits and any school-led adventure activities

See Appendix A: Health & Safety on Educational Visits and Sports Fixtures outside the School.

5) Dealing with Health & Safety Emergencies – procedures and contacts

The Health & Safety Officer in consultation with the Head will ensure that an evacuation plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life and prevent and minimise loss.

The plan has been agreed by the Governors and is rehearsed regularly by staff and pupils. The result of such rehearsals will form part of the regular risk assessment survey.

The School maintains procedures for responding to other site-related emergencies, including restricted movement or lockdown. These procedures are proportionate to the School's size,

location and pupil age range, are communicated to staff as appropriate and are reviewed periodically (see Lockdown Procedure).

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the School will report any reportable incidents to the Health and safety Executive via the online RIDDOR reporting system, with telephone reporting (0345 300 9923) used only for fatalities or specified major injuries.

The School maintains an Emergency Plan Policy which details the procedures to follow and all contact information in the event of an emergency.

6) First Aid and supporting medical needs

First aid provision is risk-assessed under HSE First Aid guidance; EYFS staffing complete paediatric first aid training. The School implements DfE 2015 Supporting pupils at school with medical conditions” (individual healthcare plans, staff training, storage/administration of medicines) and keep accurate records on the Medical Tracker system. [gov.uk]. (See First Aid Policy)

7) Occupational health services: Managing work-related stress and wellbeing

The School seeks to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the School aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress.

We apply HSE’s Management Standards (Demands, Control, Support, Relationships, Role, Change), undertake team/individual stress risk assessments where needed and monitor indicators (absence, Return to Work interviews and change). Wellbeing employee assistance helplines and a 24 hour counselling helpline service is available through our pension and insurance providers (displayed in the staff room). Concerns discussed at SLT and referred to Governors if necessary.

8) Workplace safety for teachers, pupils and visitors

The School will take all reasonable steps within its power to reduce hazards and meet these responsibilities, paying particular attention to the provision and maintenance of:

- A safe and secure place for staff, pupils and visitors to work including safe means of entry and exit;
- Buildings, equipment, and systems of work which are safe;
- Safe arrangements for the handling, storage and transport of articles and substances;
- Sufficient information, instruction, training and supervision to enable all employees and pupils to avoid hazards (eg. slips & trips), and to contribute positively to their own health & safety at work;
- A healthy working environment;
- Adequate welfare facilities;
- Classrooms and other parts of the School which are maintained in a tidy, clean and hygienic state;
- Sound insulation and aesthetics to allow effective teaching and communication;
- Secure storage of dangerous equipment and hazardous chemicals.

- There is no smoking in or on the premises at any time irrespective of the presence of children – this relates to EYFS and to children in years 1 to 6.

9) Estate compliance (DfE GEM for Schools)

The Bursar as the Estates Lead maintains statutory compliance for buildings and grounds (gas/heating, electrical fixed wiring, fire doors, air/ventilation, lighting and external areas) using DfE Good Estate Management guidance and keeps documentation current for inspection.

10) School security

Building and site security is a key component of the School's safeguarding and health & safety arrangements. The School maintains appropriate physical, procedural and supervisory measures to help ensure that pupils, staff and visitors are kept safe during the school day and during out-of-hours use of the premises.

Building and site security, including alarms, CCTV, locking external doors and windows is the responsibility of the Bursar, who also works with the School's cleaning contractors who also hold responsibility for securing the buildings under instruction from the bursar. Strategic oversight is provided by the Headteacher and Governors, with security arrangements reviewed regularly and aligned with the School's safeguarding policies and procedures.

All visitors must report to and sign in and out at the School Office and wear the appropriate visible coloured lanyard with Visitor Badge at all times when on-site.

- Green lanyard for those who have a DBS, of which the Registrar or Deputy Bursar have had sight,
- Red for all others
- Blue for all Staff

Visitors are not permitted to move unaccompanied around the School unless appropriate checks have been completed and this has been authorised. This applies equally during the school day, before and after school and during events or activities taking place outside normal teaching hours. It is the responsibility of all members of Staff to challenge any stranger on site who is not wearing a lanyard and to escort them to the School Office. Regular reminders are sent to Staff by the Headteacher.

Site security arrangements operate in conjunction with the School's safeguarding systems, including safer recruitment, supervision, visitor management and the Single Central Register. Any security-related concern that may have safeguarding implications is escalated promptly to the Designated Safeguarding Lead (DSL) in line with the Safeguarding and Child Protection Policy.

11) Violence, aggression & challenging behaviour to staff (staff safety)

The School adopts zero-tolerance to work-related violence (abuse, threats, physical assault, cyber-harassment) from any party. Any foreseeable scenarios are risk-assessed (e.g. sensitive meetings), train staff in de-escalation, provide safe meeting arrangements and record/report incidents (including police referral where appropriate). Support for affected staff is provided [<https://www.hse.gov.uk/>].

Staff should always take steps to minimise the possibility of violence in school. Staff should never agree to meet with Parents who are known to be violent or aggressive, unless accompanied by another adult.

12) Manual Handling

Incorrect manual handling is one of the most common causes of injury at work. Where there is a possibility of injury being caused, the following action will be taken in line with the regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible by:
 - seeking assistance from other personnel
 - using barrows, trolleys or other similar equipment etc
 - Staff remembering to bend their knees when lifting

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

13) Slips and trips

The School undertakes risk assessments on a regular basis to minimise the risk of slips and trips.

On an ongoing basis, good housekeeping practices are in place. The Bursar performs regular checks to ensure that these risks are minimised, eg. trailing cables are removed or made safe.

During the School day, Staff are responsible for reporting potential risks to the Bursar, for example:

- spillages are cleaned up on a timely basis;
- damaged equipment is made safe (or taken out of service) as soon as it is reported.

14) Working at height

Work at height is avoided wherever reasonably practicable. Where needed, it is risk-assessed, planned and supervised using suitable equipment (EN131 ladders/steps, platforms, collective protection where appropriate). Only competent staff may undertake the task; low risk, short duration ladder work follows HSE guidance (angle, tying, three points of contact, no over-reach). Records of equipment inspections are kept where appropriate. [hse.gov.uk], [nashics.org].

15) Electrical safety & portable appliance testing (PAT)

The school undertakes regular electrical safety testing including portable appliances (PAT). Electrical safety follows the Electrical at Work Regulations 1989.

PAT inspection/testing is risk-based by environment and equipment type and risk assessed by the Bursar as the Responsible Person (See Risk Assessment Policy). We maintain user checks, formal inspections by competent persons at suitable intervals and records held to demonstrate this maintenance scheme [<https://www.hse.gov.uk/>].

16) Legionella control (water hygiene and safety)

The School operates a written scheme of control for hot and cold water systems in line with HSE ACOP L8/HSG274. A competent person undertakes a risk assessment, sentinel temperature checks, flushing regimes (especially after holidays) and records maintenance (tanks, TMV's, dead-legs removal). Corrective actions are documented.

The Bursar/Caretaker also conducts regular water temperature checks.

17) Digital filtering & monitoring (online safety)

In line with DfE digital & technology standards and KCSIE 2025, we assign clear roles/responsibilities (DSL, Bursar, SLT, Governors) for filtering and monitoring, review provision annually to ensure filters block illegal/harmful content without unduly impeding teaching. Implement monitoring protocols (Testfiltering.com), including BYOD controls and VPN/proxy prevention. Decisions and exceptions are recorded and reviewed by the DSL [[gov.uk](https://www.gov.uk/)].

18) Governor overview in Assessing and Managing Risks

The school seeks to proactively assess, identify and mitigate risks, by putting in place effective control measures. Effective monitoring and review arrangements ensure that health and safety performance is continuously improved and that risks are managed proportionately and proactively. The School undertakes a range of checks, audits and reviews to provide assurance that controls are working and that compliance standards are met.

Operational monitoring includes routine inspections of classrooms, specialist areas, circulation spaces and external areas. Daily and weekly premises checks are carried out by the Bursar and/or Caretaker, with any defects or hazards are logged, prioritised and addressed. Statutory compliance checks (such as fire safety, electrical testing, gas safety and water hygiene) are completed in accordance with regulatory requirements and recorded for audit and inspection purposes.

Accident, incident and near-miss data are reviewed termly by the Health & Safety Committee to identify patterns and emerging risks. The outcomes of these reviews inform updates to risk assessments, staff training needs, procedural changes and targeted interventions. Significant findings are documented and where necessary, escalated to senior leadership and the Governing Body.

Governors monitor overall health and safety performance through termly reports, statutory compliance summaries, trend data and updates on outstanding actions. This enables informed oversight, constructive challenge and assurance that risks are being managed effectively and proportionately.

The Health and Safety Policy is reviewed annually, or sooner where necessary following significant incidents, changes to legislation or guidance, or findings from audits or inspections. Post-incident reviews are undertaken to identify learning points and strengthen existing control measures.

From time to time, the school may commission external audits or seek professional advice to provide additional assurance regarding statutory compliance, health and safety management systems or specialist areas such as fire safety, asbestos management or water hygiene. Actions arising from inspections, audits, incident reviews or Governor monitoring are recorded, assigned to responsible staff and tracked to completion. Progress is reviewed at Health & Safety Committee and reported to senior leadership and Governors as appropriate.

At least once every term, the Bursar conducts a proactive walkaround of the estate with a Lead Governor on the Risk Committee, to jointly identify any potential or emerging risks within the buildings and school grounds. Essential actions identified are recorded and addressed by the Bursar and reported back to the Governing Body.

19) On-site vehicle movements

The School minibus is parked on the School Forecourt and may only be driven by Staff who have been authorised by the Bursar (See Minibus Policy).

No other vehicles are allowed on site without prior permission and the School gates are kept closed. It is particularly important not to allow vehicular movement during arrival and departure times for pupils.

20) Management of Asbestos & Reinforced Autoclaved Aerated Concrete (RAAC)

The School's buildings are surveyed for Asbestos by a qualified professional at least every 5 years in line with regulations to confirm that there is no asbestos detected on any sample from the site.

If reinforced Autoclaved Aerated Concrete (RAAC) is found (i.e. during building works), the Bursar and Governing Body (Responsible Body) must treat it as a structural safety emergency. The immediate priority is to ensure the safety of students, staff and visitors by vacating affected areas, followed by engaging professional engineers immediately to assess the risk and manage remediation.

Key Actions:

- a) Stop work immediately
- b) Vacate and restrict access
- c) Implement temporary propping (structural supports)
- d) Check for Asbestos (RAAC and asbestos were used concurrently in the past and it should be assumed asbestos is also present.
- e) Appoint qualified specialists
- f) Report the find (while the DfE reporting is mandatory for state schools, independent schools should still inform the Department for Education via raac.awareness@education.gov.uk).
- g) Review Fire Safety and ensure risk assessment is updated
- h) Assess impact on education (Emergency Plan)
- i) Find alternative space (if required)

- j) Communicate with stakeholders: Inform staff, parents and governors outlining the mitigation steps being taken
- k) Develop a replacement plan (through structural engineers)
- l) Secure funding (investigate if Government funding is available and specific insurance coverage)

21) Control of Hazardous Substances

All cupboards/rooms containing dangerous chemicals and cleaning fluids are kept locked at all times.

In addition:

- Unicorn will ensure that any animals on the premises are safe to be in proximity of children and do not pose a health risk;
- Dangerous equipment is locked safely away;
- All cleaning cupboards/rooms are kept locked, including those in the EYFS and the basement cellar.

22) Selecting & Managing Contractors: Construction & Maintenance Projects (CDM 2015)

All contractors who work on the School premises are required to ensure safe working practices by their own employees and must pay due regard to the safety of all persons using the premises.

The Health & Safety Officer will seek to ensure that hirers, contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times.

For any project involving construction work, we discharge our client duties under CDM 2015, appointing competent duty holders (Principal Designer/Principal Contractor), providing pre-construction information, ensuring a Construction Phase Plan, welfare and a Health & Safety file on completion. Governors receive assurance that duty holders' skills, knowledge, experience and organisational capability are adequate [[hse.gov.uk](https://www.hse.gov.uk)].

When the premises are used for purposes not under the direction of the Head, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

23) Maintenance (and, where necessary examination and testing) of plant and equipment

All plant and equipment in the School is subject to program of regular maintenance. These records are held in the Bursar's Office.

In particular, all maintenance is carried out by qualified professionals, for example: all work on gas boilers and appliances is carried out by registered "Gas Safe" engineers.

24) Fire Safety

See Fire Policy & Procedures and Fire Risk Assessment.

Appendix A

HEALTH & SAFETY ON EDUCATIONAL VISITS AND SPORTS/FIXTURES OUTSIDE THE SCHOOL

This policy applies to all children at Unicorn School, including those in the EYFS and is available for parents to read on the school website.

This policy is drawn up with regard to the (non-statutory) DfE Guidance 'Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies' (Feb 2014).

Risk Assessment Officer: Deputy Head (David Gladstone)

The Unicorn School is keen to promote trips, as it believes that they have a very valuable contribution to make to children's education. Visits provide the children with opportunities to undergo experiences not available in the classroom and to develop their investigative skills. In addition, they help to raise achievement by boosting self-esteem and motivation. The experiences encourage the development of key skills, social education and citizenship and promote health and fitness.

HEALTH AND SAFETY OF PUPILS ON EDUCATION VISITS (INCLUDING RATIOS)

A number of measures are put into place to ensure that pupils stay safe and healthy on school visits. According to 'The Management of Health and Safety at Work Regulations 1999' we are committed to the duties that are outlined in the document. The Risk Assessment Officer, in conjunction with the teacher in charge of the trip, ensures that adequate child protection procedures are in place and all the necessary actions have been completed before the trip begins. All staff carry out activities in accordance with training and instructions, co-operate with others over safety matters, take reasonable care of their own and others' health and safety and inform the Risk Assessment Officer of any serious risks. The Risk Assessment Officer's agreement must be obtained before a visit takes place. The Risk Assessment Officer ensures that visits comply with regulations and guidelines provided by the school's health and safety policy. The class teacher checks that each trip is covered by the school's insurance with the Bursar (see insurance details below). All staff accompanying children on school visits are subject to full recruitment checks as in the School's Safer Recruitment policy. All volunteers who have regular contact with children are DBS checked and all new volunteer parents are also interviewed and references are taken up. In the event that a volunteer would accompany a residential trip the latter would also apply.

Educational visits are categorised as either routine visits, which present no greater risk than everyday school activities, or visits requiring additional planning, due to factors such as distance, duration, location, activity type or specialist supervision requirements. Planning and risk assessments are proportionate to the level of risk and complexity of the visit.

The Risk Assessment Officer will cancel the visit if the risk to the health or safety of the pupils is unacceptable. For all trips consideration is given to the hazards which may exist, and safety measures are put in place. Full risk assessments are carried out for exceptional trips and visits eg overseas trips, residential trips and activities such as sailing and significant findings are recorded on the risk assessment form. The group leader considers contingency plans in the event of unforeseen circumstances.

Supervision levels for educational visits are determined through a risk-based assessment, taking account of age, needs and behaviour of the pupils, the nature of the activity, the environment, travel arrangements, medical or special educational needs (SEN) and the experience of accompanying adults.

For EYFS pupils, statutory supervision requirements are always met or exceeded in line with the Early Years Foundation Stage statutory framework 2025. For pupils beyond the EYFS the School adopts a proportionate, activity-specific approach consistent with Department for Education (DfE) guidance and OEAP National Guidance. The Risk Assessment Officer, in consultation with the group leader, determines and approves appropriate supervision arrangements in advance of the trip.

The ratio of supervisors to pupils for the under 5s is 1:5 (Red and Orange classes) with trips always including a member of staff with full PFA training, 1:8 for pupils in classes Yellow, Green and Blue, and in Indigo, Violet and Ultra-Violet an assessment is carried out to ensure the staffing ratio is appropriate to circumstance, usually 1:10 or a higher ratio. A copy of these ratios can be found on the board in the staff room. Regular head counting takes place throughout a trip and the group leader carries a complete list of all pupils involved in the visit.

SAFETY CHARTER

Unicorn School staff and accompanying adults are deployed in accordance with the School's safer Recruitment and Safeguarding policies. DBS checks are carried out where required by law or where an individual is undertaking regulated activity. All accompanying adults are appropriately supervised and briefed on their role and responsibilities.

All Unicorn School staff and accompanying parents (parents where required), must all be DBS checked and do their utmost to ensure the safe transport of children on school visits. They are mindful of their need to monitor the security and safety of children when being transported or whilst walking to a venue. Systems and processes for managing the safety of children and staff are reviewed regularly and amended as necessary in line with statutory requirements. Pupils are fully briefed by the trip leader before a visit and are advised as to what is expected of them and what the visit may entail. Children understand what standard of behaviour is expected of them and why rules must be followed. Pupils are also made aware of the possible dangers and how they should act to ensure their own safety and that of others, for example, road safety, separation from the group etc. Pupils with special and medical needs (e.g. asthma inhalers, epipens) are fully briefed and teachers take all necessary equipment and precautions.

PLANNING VISITS

- The group leader seeks approval from the Risk Assessment Officer prior to the trip. The Risk Assessment Officer may consult with the Head if necessary, who overviews and signs off in advance. Approval is based on the completed risk assessment, supervision arrangements, staffing competence and emergency planning.
- The group leader for the visit should have experience of supervising the age group(s) and has ultimate responsibility for the detailed planning and organisation of the trip, and assumes overall responsibility for its supervision. Before deciding on the trip the group leader will usually have carried out an exploratory visit, which has included a risk assessment if the trip is an exceptional one, to assess the potential areas and levels of risk. They also ensure that the venue can cater for the needs of the staff and pupils in the group. Where possible on booking a trip the group leader asks for a copy of the risk assessment of the venue.

- Each outing will be discussed and the means of transport decided by the Risk Assessment Officer/ Head and the group leader. The School Secretary is informed and the diary is checked. The dates and times of all outings and visiting speakers/workshops etc must be recorded in the school diary.
- A standard letter (APPENDIX II) is sent to parents beforehand giving details of the outing and requesting permission to take the children on the trip. The reply slip must be returned to the teacher before the outing. A copy of each outing is given to the Bursar and the Office.
- Travel is by public transport, private coach, minibus or parents' cars. The Class Teacher consults with the bursar to organise a coach and discuss costs.
- Each parent/helper must have a list of the children they are responsible for and any relevant medical information. A class photo sheet will also be taken, and the children will wear ID tags or wrist bands with the school telephone number on. They must be fully briefed on trip details and procedures.
- Parents may withdraw their children from outings or transport their own children independently if they wish. This should be discussed with the Head beforehand.
- **FIRST AID** - A travelling First Aid kit together with any particular medication required for individual children (as outlined on the school medical register) is taken on the trip. EYFS children are accompanied by a full first aid paediatric trained person at all times

TRANSPORT POLICY AND CRITICAL INCIDENTS

- At times of high risk in Central London and disruption to London Transport each outing is considered separately by the staff concerned and Head, and special precautions taken.
- The Class Teacher will discuss the usual guidelines with all the accompanying parents beforehand. In the event of an emergency such as a bomb scare the adult should get his/her own particular group of children back to the school by whatever means the Class Teacher suggests. Should he/she become separated from the group he/she should do as he/she thinks fit (eg travel by taxi, bus) and inform the Class Teacher and the school. Staff should carry a mobile phone.
- At times of high risk staff should avoid planning trips into London unless there is very good reason to do this.

COACH TRAVEL

On coaches, staff should ensure that seat belts are worn and that any overhead equipment is stored away safely. Children remain seated at all times and do not use the front seats. Staff sit throughout the coach.

When using private coach companies every effort is made to use firms with a high reputation for safety, reliability and good care with seat belts fitted.

MINIBUS TRAVEL

Please see separate policy (appendix iii)

PRIVATE CARS

Parents who offer to drive the children on outings or to clubs must make sure all children are strapped into seat belts and the windows should only ever be open a small amount to allow circulation of air. Booster seats are provided by the school and used as required. Parents and staff who drive children on school business are covered by the School's Occasional Business Use (Motor) Insurance.

SEAT BELT POLICY

To ensure the safety of all children, staff and helpers, safety belts shall be worn by drivers and passengers in all vehicles owned or leased by the school at all times. Lap belts shall

be properly secured on private coaches. The driver of the vehicle is responsible for ensuring compliance by all occupants of the vehicle they are operating. Staff will check manually that the lap portion of a belt is secured correctly by children on coaches. No person shall operate a vehicle or allow a child to be a passenger in a vehicle in which any safety belt is inoperable. The school uses the BUSK website (www.busk-uk.co.uk) and its recommendations, and teachers educate the children about the importance of wearing a safety belt and not distracting drivers.

INSURANCE

The school trips Travel cover insurance automatically covers children taking part in school trips aged 3-11 which includes public liability and personal accident insurance.

RESIDENTIAL TRIPS ABROAD

Occasionally Unicorn operates overseas trips such as an Easter ski trip. A separate risk assessment is completed for each trip. A briefing meeting is held for parents. The group leader checks that the group has comprehensive travel insurance. A reputable tour operator is always used that operate a full Safety Management System as well as being ATOL and ABTA bonded. Consideration is given to several factors when preparing pupils for their visit – language, culture, food and drink, money and what to do in an emergency. Children carry details of the hotel and the group leader's mobile number. The group leader ensures that all members of the group have valid passports and medical cover. Photocopies are taken for emergency use.

EQUAL OPPORTUNITIES AND INCLUSION

Everyone concerned needs to ensure that every effort is made to include all children. The challenge is to make these activities available and accessible in some form to all who wish to participate or are required to take part. This would be irrespective of their special educational or medical need, disability, ethnic origin, sex or religion.

It needs to be remembered that this must be done whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture. These are significant factors to be managed, which may over-ride other considerations.

EMERGENCY PROCEDURE

Please refer to the Emergency Plan Policy. In the event of an emergency, including a missing pupil, serious injury or major disruption, the group leader takes immediate charge, ensures the safety of the group and informs the school office without delay. The School's Emergency Plan is followed and parents are informed as appropriate by senior leadership. They record accurately, as soon as possible, all relevant facts, and witness details (nature, date and time of incident; location; names of casualties and details of injuries; action taken so far; action to be taken and by whom.) In the event of an emergency no member of the group should speak to the media. Names of those involved in the incident must not be revealed. Any media enquiries should be referred to the Head.

A standard letter (SEE APPENDIX II) which includes permission for emergency medical treatment (in the event that parents cannot be contacted) is sent to parents prior to the trip. The trip leader takes full contact details (parents and school) on the outing or residential trip and the school office has the contact details of the teacher in charge and the venue. This is part of the checklist for educational visits.

RECORDING AND REPORTING INCIDENTS AND ACCIDENTS

All accidents and emergencies involving children, leaders or volunteers will be recorded, no matter how minor on Medical Tracker.

Any serious injuries must not only be recorded but also reported through a RIDDOR report (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). This can be done online on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>

The following incidents are reportable under RIDDOR where they arise out of or in connection with a work activity:

- Death of a worker or non-worker
- Specific serious injuries to workers (as defined by the Health and Safety Executive). Minor injuries to pupils, visitors or members of the public where they are taken to hospital for treatment where it is deemed to be due to:
 - Faulty equipment
 - Unsafe premises
 - A lack of supervision
- Dangerous occurrences (near-misses with serious potential)
- Occupational diseases diagnosed and attributed to a work activity

Accidents involving pupils during sports activities or play are reportable only where there is evidence of:

- A failure in the condition or maintenance of premises or equipment
- A failure in the School's management or supervision of the activity

See HSE: Incident reporting in Schools (accidents, diseases and dangerous occurrences). <https://www.hse.gov.uk/pubns/edis1.htm>

Staff will fill out a review of the trip (see form) where appropriate.

CHARGES

- Parents are charged for the cost of the outing and travel. Parents will be billed for outings in arrears, at the end of term.
- Accompanying parents will normally be paid for by the school. If there are several parents and the outing itself is an entertainment, parents may be asked to pay for their seats, as the school tries to keep costs to a minimum. If there are several staff accompanying on a theatre outing they may be asked to pay for their seats.
- Parents and staff may claim for petrol used on outings.
- In the majority of cases for 'In School' Lectures and Workshops – parents will not normally be charged, as this is considered part of the school curriculum.

RISK ASSESSMENT

See separate Risk Assessment Policy.

APPENDIX I

UNICORN SCHOOL RISK ASSESSMENT FORM

Copies to: Risk Assessment Officer /Bursar

Establishment:

Activity / Event:

Educational Objectives:

Date of Visit:

Person in Charge of the activity:

Number of pupils:

Number of Staff / Helpers:

Assessment Date:

Completed by:

Date reviewed:

Qualified full PFA (EYFS):

Ratio of Staff/Pupil: (EYFS 1:5, Y-G 1-8, B-UV 1-10)

HAZARD Identify & assess the risk	WHO MAY BE AFFECTED	RISK LIKELIHOOD(L/M/H)	RISK IMPACT (L/M/H)	CONTROL MEASURES How to reduce the risk	FURTHER ACTION TO BE TAKEN

REVIEW OF TRIP (If applicable)	DATE OF REVIEW	ACTION TAKEN

.....

APPENDIX II
UNICORN SCHOOL
Officer (for approval)
238 Kew Road
Richmond, TW9 3JX

Tel: 020 8948 3926

Copies to: Risk Assessment

/Bursar/Office

CLASS OUTING

On Class will be visiting

We will be travelling by

The cost of the outing is likely to be £ approximately.

This will be charged in arrears on the school bill at the end of this term.

We will be leaving school at and will return by approx

Spending money of up to £ may be brought.

Disposable lunch will/will not be needed.

If your child has a music lesson on this day, please check that the teacher concerned knows he/she will not be in school.

Class Teacher

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CLASS OUTING TO **on**

I would like my child to go on the outing.

I can/cannot help with this outing.

I can transport children in rear seats with belts.

I permit my child to be transported by another parent and permit/do not permit my child to travel in the front seat.

I permit emergency medical treatment if I cannot be contacted

Signed: Date:

To:

CLASS OUTING TO

Thank you for offering to help on the outing on

We are pleased to accept your offer. Please can you be in school at

We have enough helpers this time but would like to put you on the reserve list in case of emergencies. (Please keep this date free.)

We will not need your help on this occasion.

(Please ask if you wish to borrow one of the school's safety booster seats.)

Signed: Class Teacher

FOR STAFF

Policy for Minibus Usage

Who can drive the minibus?

- The minibus can be driven by anyone over 21 years old and less than 70 years old and who has held a Category B licence for more than 2 years, (voluntary basis, <3,500kg MAM – 4250kg for certain alternative-fuel vehicles, no trailer; medical standards over 70 years of age. Where the above conditions are not met, a full D1 (PCV) is required.
- Some minibuses require that a further test is done but with this minibus you need to have a normal driver's licence – there are restrictions on use by people with more than 6 points on their licence or who have ever been banned. Further here is a requirement that the licence has approval for D1. Overseas driving is not required or authorised.
- If a person has more than 6 points on their driving licence or a person has been banned from driving then the policy of the School is that they are not permitted to drive the minibus.
- Any member of staff or volunteer driver (e.g. parent) must inform the school if they have more than 6 points on their licence or have been banned from driving.
- All drivers of the minibus must submit their licence to the Bursar who will take a copy of the licence and keep that on file, after conducting annual checks on each driving record and penalty points. On the 1st June each year each member of staff that is going to use the minibus must bring their licence into school to the Bursar who will keep a copy of the licence on file.

Rules regarding number of adults

- At all times when using the minibus there should be 2 adults in the minibus – one driver and one additional adult – if infant children are being transported.
- For Junior children you should have 2 adults on the minibus or an adult following right behind in a car. If this is not possible a separate risk assessment policy will be created and signed off by Head and Deputy Head or the Bursar. For journeys that involve travelling on a motorway there must be 2 adults on the minibus regardless of the number of children. There is a separate Risk Assessment for Thursday after school games.
- For all minibus journeys there must be a fully charged mobile phone. The number of the school mobile is 07724 125301.

Training

- Some teachers will have had experience of driving minibuses in the past and even may have additional qualifications. We organise for an instructor to come and train all staff who may use the minibus. If a member of staff has D1 on their licence, then they will be able to drive the minibus but they should do the training as soon as is practicable. Please see the Bursar if you require training. If a member of staff does not have a D1 on their licence they need to do the training course before being able to drive the minibus.

Safety/Safeguarding aspects

- The Driver of the minibus or the other adult on the minibus must check that all of the children have their safety belts on.
- **When leaving the minibus with children on board, the Driver and the other adult MUST BOTH check that all children have exited the vehicle safely and no child is left alone on-board.**
- All staff must carry a fully charged mobile phone when using the minibus.

Action to be taken in the event of breakdown or accident

- If the vehicle breaks down or is involved in an accident the member of staff must call the school office as soon as practicable – the office will then organise for a member of staff to come out to help with the situation if that is needed. If the office is closed or cannot be contacted then the member of staff should call Kevin Guy on his mobile 07776 981322 or David Gladstone on 07979 452975.
- Details of the Insurance that the school has in place will be in the glove compartment in the minibus.
- If there is an accident first of all check if there are any injuries – if there are, phone for an ambulance and then phone the school office as above. Please make sure you obtain the other party's name and address and insurance details and also the names, addresses and phone numbers of any witnesses.

Breakdown insurance

- Details of the Breakdown insurance are in the glove compartment of the minibus – you need to quote the vehicle registration which is YG11URF.

Register of usage

- A list of children being transported on the minibus has to be left in the School Office prior to departure – copy of list must go on the minibus.

- When returning to school driver must tick off who has been picked up separately by parents and is not returning to school and must phone the School Office stating expected time of arrival and who is on the minibus for the return journey.