

Lea and Garsdon CE Primary School

Health and Safety Policy

Based on: Wiltshire LA Model Policy dated Sept 2018

Healthy trees bearing good fruit - Matthew 7 v 17



Our Vision

To develop children who are healthy in body and mind, enjoy life and fulfil their potential so that they have a positive impact on the world.

Our Core Values

1. *Kindness*
2. *Wellbeing*
3. *Gratitude*
4. *Individuality*
5. *Community*
6. *Inspiration*

Policy adopted by the Governors on: _____

Chair of Governor's Signature: _____

Headteacher's Signature: _____

Lea and Garsdon CE Primary School

Health and Safety Policy

Adapted from Wiltshire's Model Policy for any School dated September 2018.

This policy for Health and Safety was drawn up in consultation with Staff and Governors of Lea and Garsdon CE Primary School and will be reviewed annually.

1.0 STATEMENT OF INTENT

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

2.0 THE DUTIES OF THE GOVERNING BODY

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

- a. make itself familiar with the Local Authority's Health, Safety and Welfare Policy Statement, particularly Section 4.2 - Responsibilities of the Governing Body found on Rightchoice (<https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=b70a2a74-76dc-4020-b6eb-ba854e6cde19&type=PageSectionDocuments>).
- b. take account of that policy and scheme within budget and other policy considerations;
- c. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- d. periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- e. establish an effective health and safety management structure within the school, as set out below, and monitor and evaluate the Headteacher's performance on health and safety matters; through the Health and Safety Action Plan.

Health and Safety Management Structure of the School:

- School Staff: Head Teacher, School Business Manager, Admin Assistant and the School Handyman.
 - Health and Safety Governing Committee.
- f. bring to the attention of the Director responsible for schools, (Terence Herbert 0300 456 0100), any health and safety concern outside of their control or any health and safety responsibility that they are unable to meet.
- 2.2 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
- a. this policy;
 - b. all other relevant health and safety matters;
 - c. the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk. Attendance at all Health and Safety Training is recorded by the School Office staff.

3.0 THE DUTIES OF THE HEADTEACHER

3.1 As well as the duties which all members of staff have (see 5.0), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the LA's policy statement on health, safety and welfare. These are;

- a. To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;
- b. To comply with LA policy and duties under the Wiltshire Scheme for Funding Schools;

- c. To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Director responsible for schools (Terence Herbert 0300 456 0100).

And specifically –

- d. To assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
- e. To develop and distribute school-specific policies on local health and safety issues;
- f. To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- g. To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LA and school health and safety procedures;
- h. To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
- i. To arrange routine maintenance and servicing of equipment through the LA mechanism or other competent means;
- j. To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- k. To investigate and log all accidents, near misses and episodes of work-related ill-health. Staff and visitor accidents and near misses are both logged and stored in the school office. Any episodes of work-related ill-health are filed in the personnel files in the Headteacher's office);
- l. To monitor and evaluate the health and safety performance of staff;
- m. To have and practise emergency and contingency plans;
- n. To provide the means for consultation with staff on health and safety matters;
- o. To supply an annual health and safety performance report of standard indicators (using the online audit return form) to the LA on request

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

4.0 THE DUTIES OF SUPERVISORY STAFF

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such, the supervisory staff accept the responsibilities set out in Section 4.12 of the LA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

- a. safe methods of working exist and are implemented throughout their area of responsibility;
- b. health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- c. staff, pupils and others under their jurisdiction are instructed in safe working practices;
- d. new employees working within their area are given instruction in safe working practices;
- e. risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- f. regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;
- g. positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- h. all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- i. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- j. hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- k. they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- l. all health and safety information is communicated to the relevant persons;
- m. they report any health and safety concerns to the Headteacher.

5.0 THE DUTIES OF ALL MEMBERS OF STAFF

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

- a. take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
- b. follow agreed working practices and safety procedures;
- c. report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- d. ensure health and safety equipment is not misused or interfered with.

6.0 HIRERS, CONTRACTORS AND OTHERS

- 6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.
- 6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 6.4 When the premises are hired to persons outside the employment of the LA, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
- a. introduce equipment for use on the school premises;
 - b. alter fixed installations;
 - c. remove fire and safety notices or equipment;
 - d. take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 STAFF CONSULTATIVE ARRANGEMENTS

- 7.1 The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters.

8.0 CRITICAL INCIDENT AND EMERGENCY PLAN

- 8.1 The Headteacher will ensure that a Critical Incident and Emergency Plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a. save life;
- b. prevent injury;
- c. minimise loss.

8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the Governing Body.

9.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

9.1 Whenever required, the Governing Body, Headteacher and other staff are to seek advice from the LA, the Council's occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 REVIEW

10.1 The Governing Body and Headteacher will review this policy statement annually and update, modify or replace it, as it considers necessary to ensure the health, safety and welfare of staff and pupils.

11.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures. All relevant checks are stored in the Admin Office – See Section 13.

11.2 The written procedures required within the school are as follows:

- a. Storage and administration of medicines – See Administering Medication Policy. For severe medical conditions, including allergies, a photo of the relevant child will be shared with all staff (including supply teachers) and all staff will be made aware of the storage place for the medication. Parents are encouraged to provide a backup supply of the medication so that the child has his/her own supply with them at all times with an additional supply stored in the school office. A spare epi-pen is also stored in the school office, in addition to the childrens' own spare epi-pens. Children with severe allergies also have a risk assessment detailing the causes, symptoms and actions associated with their allergy.
- b. Provision of first aid – An appropriate number of staff have up to date first aid training at all times (see appendix 1). Resources are kept replenished. There is always at least one member of staff working with children in the foundation stage who has up to date Paediatric First Aid Training. When children go out of school on any kind of educational visit, first aid kits, childrens' personal medicines i.e. inhalers and epi-pens, individual contact lists and details of medical conditions are taken.
- c. Safety inspections – Will be carried out at least three times a year using the forms recommended by the LA.
- d. School managed projects – Whenever the school undertakes such a project relevant risk assessments are carried out and the outcomes are communicated with all relevant staff and contractors.

- e. Fire and other emergency evacuations – procedures are set out, are rehearsed at least three times a year and are recorded in the Fire Safety Folder using LA model forms. Fire Safety training is carried out once a year for all staff.
- f. Stress and employee well-being – see Staff and Wellbeing Policy.
- g. Organising outdoor education activities – all such activities are risk assessed on line and the outcomes shared with all members of staff accompanying such an activity. Paper copies are kept in a folder in the admin office.
- h. Swimming – See Risk Assessment and list of Procedures. Procedures for the organisation of swimming are risk assessed annually before swimming is taught and all members of staff accompanying children to swimming are informed of the actions outlined in this risk assessment.
- i. Unexpected loss of utilities. In the event of loss of utilities, the Headteacher will decide whether the school will need to be closed. ParentMail and the local radio will be used to inform parents. No children will be sent home early without an adult being available to receive them.
- j. Site security. The school has a burglar alarm which sounds in the event of forced entry. Daily checks are made on the school ground, play equipment and Foundation Stage areas at the beginning of each day or before children are allowed to use the facilities. These are recorded. Any concerns are reported immediately and are dealt with as a priority.
- k. Reporting of accidents, incidents, hazards and near misses – we follow the advice of the Local authority in reporting incidents. Any accidents that result in a child being taken directly to hospital from the school are reported to the local authority and where necessary to the HSE. (https://forms.wiltshire.gov.uk/hr/incident_report_investigation2.php).
- l. Use of dangerous tools, equipment, machinery. These are not used routinely and a risk assessment is carried out before their use. Contractors must sign in and check the health and safety register before starting work.
- m. Use of or exposure to any hazardous substances or materials. All contractors are made aware of the Asbestos register before being allowed to start work.
- n. Maintenance of dangerous plant and equipment and electrical systems: The school does not have any dangerous plant equipment. Electrical wiring and all electrical appliances are PAT tested in line with local authority regulations. This includes kitchen equipment and removable equipment used by the PTA and others (e.g. the urn). There are no gas appliances within the school.
- o. Access to any height liable to cause injury – see risk assessment. Ladders are checked before use and safe practise as listed in the risk assessment is followed. Only staff given permission by the Headteacher may use the leaning ladder. Other members of staff may use the A frame 5 bar ladder only.
- p. We have a zero tolerance policy to all violence and aggression towards staff. Staff will inform the Headteacher (or Assistant Headteacher in her absence) of any incident or any cause for concern. All incidents will be reported and systems must follow LA guidance.
- q. Lone working – staff must ensure that they tell someone before working alone in school so that they will be missed if they do not return by the expected time. Staff will ensure this person has the contact details for the Headteacher or Business Manager. Any members of staff who live alone must inform the Headteacher before working alone at school and inform her again when they have left.

- r. Use of contractors – risk assessments are carried out before contractors begin work.
- s. Out-of-hours use of school buildings and facilities – we do not let the school building to external organisations. All out of hours activities are supervised by a member of staff.
- t. Vehicular movements on site – see risk assessment. The main gate between the car park and school playground is kept locked during the school day so that the movement of vehicles is restricted and controlled. Those needing the gate to be unlocked need to report to Reception and are then supervised as they move around the school site.
- u. Use of minibuses – staff are not permitted to drive minibuses. All buses are hired from a reputable firm and are risk assessed as part of the ‘Outdoor Educational Activity’ risk assessment. Seatbelts are worn at all times and are checked at the beginning of the journey by a member of staff. See Appendix 3 for Adult to Child ratios.
- v. Managing water hygiene – see health checks overview. Procedures are in place to manage drinking water risks and are appropriate. As we have a risk of Legionella, we follow all the relevant procedures and have our water checked on a monthly basis in accordance with guidance from the local authority. In December 2014 we had the water from the taps checked for its quality and the findings of this test told us that the water from Hedgehogs and Foxes Classes have water of a good drinking standard. The water in Seals and Otters had water that was near the limits for either lead or copper and water in these classes has been designated as ‘Not Drinking Water’. All other water in the school is suitable as drinking water.
- w. Public performances – these are rare and each one is risk assessed and only goes ahead when we are satisfied that they are safe to do so.
- x. Waste disposal. Bins are kept more than 8m away from the school building and are emptied regularly.
- y. Work experience for pupils/students. Risk assessments are carried out with each student as part of their induction process and any students aged 16+ will require a DBS check.
- z. High risk activities associated with the curriculum or school sponsored events – each one is risk assessed and identified actions are carried out to reduce the risk of harm.
- aa. High Occupancy events are risk assessed before they take place.
- bb. PTA run events are risk assessed before they take place.
- cc. A Fire Risk Assessment is carried out by an external provider every 3 years (the most recent being July 2017). The findings of this are fed into the annual Health and Safety Action Plan.
- dd. We carry out an annual Health and Safety Review and from this draw up an annual Action Plan for improvements to procedures in the school. In addition to this, the local authority carry out an inspection every 2-3years. The findings of this inspection feed into our Health and Safety Action Plan.

ee. Insurance and Liabilities –

- Employers' Liability Insurance Policy with Zurich Municipal is arranged by Wiltshire LA. Policy No KSC-122094-5123 Exp 31/03/20. If an employee is injured at work or a former employee becomes ill as a result of their work whilst at our school, they may try to claim compensation if they believe the Employee is responsible. Employers' liability insurance will meet the cost of compensation for the employees' injuries or illness whether they are caused on or off the school site. This does not cover injuries or illness relating to motor accident as these would be covered separately by their or our own motor insurance.
- Staff Absence Insurance Policy with SAS No TA31281/P2 Exp 31/03/20.
- Building and Contents Insurance with Wiltshire LA Exp 31/03/20.
- Occasional Business Use Motor Insurance with Marsh (See Section 12.e)

Any claims will be managed by the School Business Manager.

- ff. Accident Log. Logs of all accidents concerning children and staff/visitors are kept in the office.
- gg. Emergency Lighting checks are carried out every 30 days and logged in the Fire Safety Manual's spreadsheet.
- hh. External Lighting is programmed to switch off between 9.00 pm and 10.00 pm (so as to not disturb the neighbours). This can be changed to an alternative time by the Handyman if required. Small solar lights have been positioned by the front gate to illuminate the way at the end of the path.
- ii. Access. All Teaching Staff and School Cleaners have keys to the building. Visitors are required to access the school via the front porch of the main school building and using the buzzer to seek entry from a member of staff. All other external classroom doors are not accessible from outside the building for security reasons.
- jj. Kitchen – See Risk Assessment File Section 10.
- kk. Health and Safety. See attached appendices (Appendix 1 – Health and Safety Training Spreadsheet and Appendix 2 – Safety Checks Record Spreadsheet).
- ll. Food Hygiene and cleanliness. The storage and preparation of food is risk assessed for both the main kitchen and curriculum cooking. (Sections 10 and 15 of Risk Assessment File). All kitchen staff hold a Level 2 Award in Food Safety in Catering which is renewed annually.
- 11.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

12.0 LOCAL RULES

At Lea and Garsdon CE Primary School we have adopted the following rules:

- a. Use of mains operated personal electrical equipment will not be used on site unless PAT tested.
- b. Personal use of school equipment will only take place with the permission of the Headteacher who will carry out a risk assessment to decide whether to grant permission.
- c. Personal food preparation facilities. The school provides a dishwasher, hot water and detergent to ensure staff are able to keep the staffroom clean. A fridge is provided for staff to store their food and a microwave for heating food.
- d. Designated parking places – staff park in the car park. This car park is separated from the main playgrounds by a large locked gate. Anyone wishing to enter the playground with a vehicle must report to reception to be supervised.
- e. Use of private vehicles for work purposes. Comprehensive insurance is covered by a School Policy provided by Marsh Ltd (Policy No RNN743094/30393199). This policy covers ad hoc occasions when employees or authorised voluntary helpers (including parents or guardians of pupils attending the school) are required to use their own cars on school business. Parents have been advised of this policy.
- f. All staff are expected to report any health and safety concerns immediately to the Headteacher and to be involved in carrying out risk assessments.
- g. For any new events or arrangements risk assessments are carried out to ensure that children, staff and volunteers are as safe as can be. All volunteers and parent helpers are subject to DBS checks prior to working in the school environment or assisting with school trips.
- h. We use an external company, Churchill, to clean the school and a monthly audit is carried out between the Account Manager and the School Business Manager to ensure standards are maintained.

13. CONSISTENCY OF POLICIES

This policy should be read in conjunction with the following documentation which is stored in the cupboard in the Admin Office:

- Health and Safety Training Spreadsheet – See Appendix 1.
- Health and Safety Checks overview – See Appendix 2.
- Ratios and effective supervision – See Appendix 3.
- Health and Safety Folder containing the Health and Safety Action Plan and Audit, amongst other items.
- Blue Risk Assessment Folder: Contains all 'on-site' risk assessments for premises and activities undertaken at Lea and Garsdon CE Primary School.
- Risk Assessments for school trips and visits are stored on-line with EVOLVE.
- PTA Risk Assessment Folder.
- COSHH Safety Sheets (Control of Substances Hazardous to Health Regulations).
- Indoor and Outdoor Play Equipment Safety Check Files.
- Fire Safety Folder also contains information on Emergency Lighting.
- Green Medical Policies Folder.
- Kiln Information Folder.
- Legionella Test/Risk Assessment Folder.
- PAT Testing Folder.
- Play Equipment Maintenance Folder.

Any other help or information can be accessed through the School Business Manager.

Appendix 2 - Lea and Garsdon Primary School 2018/19 Health and Safety Regular Checks Record

T:HealthandSafety/HS Regular Checks 201819

	Fire Alarm audibility and call Points	Fire Safety Check	Emergency Lighting (in house)	Fire Extinguisher, Blanket & Hose Reel Checks	First Aid Resources Check	Fixed Outdoor Play Equipment	PAT	Ladder	Legionella - Hot & Cold Water Temp Checks	Legionella - Cold Water Storage Tanks	Water TNV	Health & Safety Inspection	Fire Drills	Staff Fire Safety Training	Tree Inspection	Emergency Lighting (External)	PE and Gym Equipment	Fire Extinguisher, Blanket & Hose Reel Checks (External)	Asbestos Re- inspection	Fixed O Play Equ
H&S Tab No	8	5	10	11									7							
Frequency (days)	7	7	30	30	120	7	365	365	30	365	182	120	120	365	182	182	365	365	365	36
Responsible Person	CG	CG	CG	CG	CG	AB	AB	AB	KIER	KIER	KIER	Premises Com	KV	KV	LG	LG	LG	LG	AC & MS Ltd	Liz G/Gyr
03/09/2018																				
10/09/2018																				
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Learning Outside the Classroom : Guidance for schools

Ratios and effective supervision

This guidance outlines the principles of ratios and supervision as follows:

Activity and visit leaders must ensure that young people are supervised in accordance with the principles of 'effective supervision' requiring them to take account of:

- The nature of the activity(including its duration)
- The location and environment in which the activity is to take place
- The age and gender (including developmental age) of the young people to be supervised
- The ability of the young people (including behavioural, medical, emotional and educational needs)
- Staff competence.

This means that arrangements for supervision including staff/student ratios, must take into account the nature of a group and the individuals in it. It is therefore important that when planning a repeat visit or series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure that it meets the current group needs.

Ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/ student ratios for a particular age group or activity, although as a starting point, Wiltshire Council requirements for ratios and supervision of non-hazardous activities are as follows:

Non hazardous activity	Ratio	Minimum number of adults to accompany groups
Primary day visit/activity Under 8 School year FS2, 1 – 3	1:6	2
Primary day visit/activity School year 4 – 6	1:15	2
Secondary day visit/activity School year 7 - 13	1:15	1
Primary residential visit/activity Under 8 School year 1 – 3	1:6	2
Primary residential or day visits extending beyond midnight School year 4 - 6	1:10	2 (leader of each sex with mixed party)
Secondary residential or day visits extending beyond midnight School year 7 -13	1:15	2 (leader of each sex with mixed party)

Appendix 3 – Ratios and Effective Supervision

Residential visits abroad	1:10	2 (leader of each sex with mixed party)
Residential exchanges	1:15	2 (leader of each sex with mixed party)
Camping	1:10	2 (leader of each sex with mixed party)

These ratios are the minimum and risk assessment planning should ensure that there are sufficient leaders and supervisors to cope effectively with an emergency.

If leaders/ assistant leaders/ supervisors /parent helpers are also parents of pupils taking part, the potential exists for parental instincts to compromise the group management of the visit, particularly if there is a serious incident where leaders may be distracted by the needs of their own child.

This should be covered in any risk assessment and management decisions and unless it is part of an agreed plan, situations where the leadership role gives direct responsibility for their own child should be avoided. Ratios may need to be revised to meet this situation.

If any child or young person going on the visit is to be accompanied by their parent/guardian in a one to one caring / medical needs capacity, this adult cannot be included in the ratio of supervising adults appropriate for the visit. They must be seen as supernumerary as far as the ratio is concerned.

These ratios above are for pastoral support purposes and do not include activity technical instructors. Where group leaders are also acting as technical instructors the numbers of adults needed should be reviewed. Staffing ratios for specific adventurous activities can be found on the relevant National Governing Body web pages – and the expectation is that the technical instructors will be supported by the school pastoral support team.

The ratio of leaders and adult supervisors to pupils and young people for specific outdoor activities varies according to the activity to be undertaken. Full details of leader/pupil ratios are given in the activity subsections of Evolve Website.