



COTTESMORE SCHOOL

HEALTH AND SAFETY POLICY

1. Policy Statement

1.1 Cottesmore School is committed to ensuring the health, safety and welfare of its employees and pupils and will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.

1.2 While the School will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is a responsibility of all employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person.

1.3 The School will provide and maintain a healthy and safe working environment with the aim of eliminating all instances of occupational incidents, accidents and illnesses. The School will pay particular attention to:

- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- The provision and maintenance of equipment and systems of work that are safe
- Arrangement for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other people.

1.4 The School also recognises its duty to protect the health and safety of all visitors to the School, including parents, contractors and temporary workers, as well as any members of the general public.

1.5 If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, it is the employee's duty to report this as soon as possible to their line manager, the Health and Safety Adviser or the Bursar.

2. Responsibility for Health and Safety

2.1 The Proprietor has overall responsibility for health and safety in the School. This is exercised through the Health & Safety Committee, which meets a number of times each year and has responsibility for overseeing, monitoring and reviewing health and safety policy and procedures in the School and for reporting back to the Proprietor on Health and Safety matters. The Head, Bursar and Health and Safety Advisor are represented on this committee.

2.2 The Head has the day-to-day responsibility for managing Health and Safety and risk assessments and has delegated the detailed implementation and management of the School's policy to the Health and Safety Adviser, assisted by the Bursar. The Health and Safety Adviser and the Bursar will familiarise themselves with all relevant health and safety legislation and take expert advice if required.



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2.3 In the absence of the Health and Safety Adviser, the responsibilities for health and safety will be assumed by the Bursar.

3. Organisation

3.1 The roles and duties of those staff with specific responsibilities for implementing the School's health and safety policy are available on request.

4. The School's Arrangements

4.1 Accidents. Both the Head and Health and Safety Adviser are to be notified of all accidents and near-miss (no injury) incidents and the following details entered in the appropriate book:

- Full name, address and occupation of the injured person
- Date and time of the accident/incident
- Place where the accident/incident occurred
- Clear concise description of the accident/incident
- Cause and nature of the injury
- Name, address and occupation of the person entering the details (if not the injured person).

4.1.1 Accident and Near Miss Report Books are located:

- For Children – in Matron's Surgery and Pre-Prep
- For Staff – in the Bursary

and must be kept for at least 3 years from the date of the last injury, though it is prudent to retain them indefinitely. In any event, they should not be destroyed or disposed of without the prior consent of the school's insurers.

4.1.2 The Health and Safety Adviser is to investigate all incidents and advise the Bursar of any recommendations to avoid a recurrence.

4.1.3 The school must notify the enforcing authority by the quickest practicable means (normally by telephone) and complete and submit Form F2508 within 10 days, where:

- Any person dies as a result of an accident in connection with work
- Any person at work suffers a major injury as a result of an accident in connection with work
- Any person at work suffers an injury as a result of an accident in connection with work and is taken from the school to a hospital for treatment which requires admittance for more than 24 hours
- There is a dangerous occurrence.

4.2 First Aid.

School Doctor: Dr Kansagra 01293 527114 (Langley Surgery) / 01293 851602 (Home)

Applying First Aid:

Nurse: Ms Samantha Pritchard

Matrons: Ms C Badby, Ms I Sevsek, Ms H Watt



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Location of First Aid boxes:

1. Outside ICT Room B. Junior Science Lab
2. Staff Room C. Art Room
3. Pre-Prep D. D.T. Room
4. Outside French Room E. Craft Room
- A. Senior Science Lab F. Cellars

Responsible for maintaining the first aid boxes: Mrs S Pritchard

4.2.1 For guidance on what to do in the event of an accident or emergency, refer to the Accident and Emergency Procedure at Annex 7.

4.3 Fire Precautions.

Responsibility for fire drills: Fire Officer

Frequency: Boarders - 2 per term
Day and Pre-Prep - 1 per term

Calling the Fire Brigade: Head (If required, date and time taken to be recorded and passed to the fire officer) or in his absence, DR

Escape Routes: Fire Officer

Fire Alarms: Serviced termly by C&M Alarms

Fire Equipment: Churches Fire

4.3.1 For action to be taken in the event of fire, see Appendices 1 - 3.

4.4 Supervision. The allocated member of staff and/or their assistants is responsible for the supervision of children during lesson times. Outside classroom times the responsibility rests with the duty member of staff.

4.5 Out-of-School Trips. Under common law, the teacher has the ultimate responsibility for acting “in loco parentis”.

4.6 Hazards. All members of staff are responsible for the identification of hazards and must report them to the Health and Safety Adviser so that the hazard can be assessed and the appropriate work can be carried out to ensure that there is no risk to safety.

4.6.1 Known Hazards and Locations:

Hazard - Swimming pool chemicals
Stored - Store Room (Kept Locked).
Guidance - Manufacturer’s instructions to be followed
Protective clothing to be worn
Record of use to be kept daily
Safety Data sheets to be displayed.



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Hazard - Fertilizers and weed killers
Stored – Groundsman's shed (Kept Locked).
Guidance - Manufacturer's instructions to be followed.
Protective clothing to be worn if recommended.
Record of use to be kept
Used only during school holidays
Fire extinguisher to be kept in shed.

Hazard - Cleaning materials
Stored - By cleaners in locked cupboards and in the cellar stores
Guidance - Manufacturer's instructions to be followed
Protective clothing to be worn if recommended
Must not be put into other containers
Must be kept locked when not in use.

4.7 Environment. All defects in heating, lighting, ventilation, etc. are to be reported to the Bursar who is responsible for progressing repairs.

4.8 Inspections. The Health and Safety Adviser is to carry out inspections of the buildings and grounds each year. He will also test or have tested all electrical appliances that belong to the school once a year and any electrical appliances brought on to the premises by pupils at the beginning of each term.

4.8.1 It is the responsibility of staff (and boarders) to notify the Health and Safety Adviser of any electrical appliances brought on to the premises. Staff should not allow any pupils to use their electrical appliances until they have received a TESTED sticker with the date for that beginning of term.

4.8.2 Any electrical equipment brought onto the premises by staff or students should be tested before use.

4.9 Information. Staff can obtain information on health and safety from the Health and Safety Adviser. Further information can be obtained from The Health and Safety Executive (HSE) Information Services at:

HSE Information Centre
Broad Lane
Sheffield
SE 7HQ

or HSE Free Leaflet line service on 01742 892346.

4.10 Substances. Before a new substance is introduced to the school, staff should seek authorisation from the Health and Safety Adviser, who will also advise on their storage requirements.

4.10.1 Any TOXIC, CORROSIVE, HARMFUL, HIGHLY FLAMMABLE, IRRITANT, EXPLOSIVE OR OXIDISING substances must be kept in containers with labels specifying the HAZARD IN WORDS and/or SYMBOLS. If chemicals and other materials are transferred to other containers any warning labels on the original packaging must also be transferred. Also the new container must be labelled clearly of its contents.

4.10.2 On no account should soft drink containers be used for the storage of hazardous substances.

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4.11 New Staff. The Head is responsible for ensuring that new members of staff are issued with a copy of the Staff Handbook and receive a briefing on Health and Safety by the Health and Safety Adviser. Staff are invited to discuss the general policy and specific aspects of it with the Health and Safety Adviser.

4.12 Electrical Safety. Under the Electricity at work regulations 1989, the fixed electrical circuits, etc. within the school should be inspected and tested at least every five years by a competent person.

4.12.1 In addition:

- Where wiring is subject to damage (e.g. surface wiring in temporary classrooms and in external areas such as greenhouses) it should be similarly covered by this inspection as well as regular visual checks.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied

4.13 Hire of School Premises to Outside Organisations. The School may, from time to time, hire out the premises or facilities to outside organisations in order to generate an additional income stream and/or to foster stronger links between the school and the wider community. The Bursar is responsible for managing all such lettings.

4.14 The Bursar has a duty of care to ensure, so far as is reasonably practicable, that there are no health and safety risks within the facilities to be hired and that the visitors will be reasonably safe in using the premises for the purposes for which they have been permitted to be there. Wherever possible and practicable, they should ensure that hirers visit in advance to familiarise themselves with the facilities and prepare a risk assessment, in conjunction with the school's Health and Safety Advisor.

4.15 The Bursar shall ensure that:

- Health and Safety information is provided to hirers covering:
 - Fire precautions and procedures
 - Swimming Pool Safety Operating Procedures (where appropriate).
- Any known health and safety hazards (e.g. as a result of maintenance work to the premises) are notified to the hirers.
- A contact person is available in the event of an emergency and that the hirers know who it is and how to contact them.
- Any equipment not to be used is either removed from the area or isolated so that it cannot be operated either intentionally or accidentally.
- Any out of bounds areas are notified to the hirers (e.g. grounds maintenance workshops).
- Any hazardous substances are locked away.
- A member of staff is appointed to check that the area to be used is safe before the hirer arrives.
- Safe access and egress is provided to disabled persons, should the hirer indicate that they are likely to attend.
- Adequate lighting of access ways, corridors, toilets, staircases etc likely to be used by the hirers.
- Access ways and floors are clean, free from obstruction and do not present a slip hazard.
- The hirers:
 - Understand that they are responsible, so far as is reasonably practicable, for the health and safety of their attendees
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Brief attendees on the emergency procedures. Residential lets are to hold a fire practice.

- Hold a register of attendees, where appropriate, so they can check that everyone is out of the building in an emergency.
- Understand that the school may not be able to provide assistance in the event of emergency (e.g. out of hours or during holiday periods) and that they must make their own arrangements to contact the emergency services.

FIRE SAFETY & EVACUATION POLICY

Fire Safety & Evacuation Policies

The School's Fire Safety and Evacuation Policies are set out within a separate policy document.

Please see: **Fire Safety – Fire Evacuation Plan & Procedures**



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Design and Technology Health & Safety Rules

The DT Room should always be locked when not in use.

The window blinds should be lowered during holidays.

1. Children are only allowed in when a teacher or technician is present.
2. Be sensible, don't play about or run.
3. Keep the room clean and tidy.
4. Always wear an apron.
5. Don't fiddle with other children's work.
6. Talk quietly.
7. Ask before using sharp tools.
8. Don't take tools out of the room.
9. When using a glue gun, use a board and keep your fingers away from the hot glue.

Power Tools Safety Rules

1. Always ask. A teacher / technician must supervise as you work.
2. Know how to turn the machine OFF, before you start.
3. Wear goggles if there is a notice telling you to do so.
4. Use Guards.
5. Tie back long hair, tuck in ties.
6. If it doesn't work, don't fiddle, tell the teacher.
7. Always stand behind the safety tape around the machinery.



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The Laboratory Safety Code

The laboratory should always be locked when not in use.

The Fume Cupboard shall be serviced annually, by Hoare & Co. The service record is kept in the Bursary.

Before the lesson starts you must:

1. Never go into a science laboratory without permission.
2. Always walk into the laboratory and never run or push anyone.

During the lesson you must:

1. Always know exactly what you are doing. If not, ask.
2. Always wear safety goggles/spectacles when told to do so.
3. Always tie back long hair.
4. Always put your bag under the table or where your teacher tells you.
5. Always put your stool under the table if you leave your seat for any reason.
6. Always stand when you are doing practical work and put your stool under the table.
8. Always report an accident or breakage immediately. If you spill anything on yourself, immediately wash with water and call for your teacher's help.
8. Never put anything in your mouth. Do not eat, drink or chew.
9. Never interfere with equipment.
10. Never make up your own experiments.
11. Never put anything down the sink unless told to do so.
12. Never sit on the tables or benches.

At the end of the lesson:

1. Always wash your hands after an experiment.
2. Always wipe the tables and sink areas if they are wet.
3. Always leave the laboratory clean and tidy.

In addition to the above Safety Code pupils learn the correct names and location of apparatus within the laboratory. Pupils should use the correct names of apparatus when talking to staff and their peers.



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POLICY FOR DRIVING ON SCHOOL BUSINESS

Introduction

The School has a legal duty under the Health & Safety at Work Act 1974 to take all reasonable steps to ensure the health, safety and welfare of those who need to drive as part of their job. This policy sets out the procedures for work-related driving, including necessary employee compliance, and basic guidelines on driver health. The policy also takes account of the relevant provisions of the Road Traffic Act 1988 and the Guide for Operators of Passenger Transport.

Arrangements will be made to cover those who would prefer not to drive on school business.

Use of School Minibuses

Eligibility. All drivers **MUST** be over 21 years old.

a. Drivers who passed their test before 1 Jan 97.

Drivers who passed their car (category B) test before 1 Jan 97 were automatically granted an additional category D1 (not for hire or reward) entitlement. This is shown as code D1 (101) on the licence and enables the licence holder to drive a minibus provided the vehicle is either not operated for 'hire or reward', or the vehicle has a Small Bus Permit. For as long as they hold the D1 entitlement, these drivers may drive a 9 – 16 seat minibus under a Small Bus Permit. On expiry of the licence, the D1 entitlement may be renewed provided the driver can meet the necessary standards of health. This involves a compulsory medical examination.

b. Drivers who passed their test on or after 1 Jan 97.

Those who pass(ed) a car test on or after 1 Jan 97 are no longer granted the category D1 entitlement. Their category B entitlement allows them to drive vehicles with no more than 8 passenger seats. However, they may still drive a 9 – 16 seat minibus under a Small Bus Permit provided the following conditions are met:

- The driver has held the category B licence for at least 2 years
- The driver receives no payment or consideration for driving the vehicle other than out-of-pocket expenses.

Insurance. All members of staff are covered, under the School's insurance policy, to drive a vehicle owned or hired by the School on school business provided they are in possession of the appropriate licence. However, before doing so for the first time, staff are required to produce their licence for verification to the Health & Safety Advisor.

Familiarisation. Driving a minibus requires additional skills in order to be able to handle the vehicle safely: it is not simply like driving a large car. Staff who have not driven a minibus before should get



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plenty of practice driving the vehicle so they are fully familiar with it before taking out any passengers.

Private Use. Any member of staff wishing to drive a school vehicle for non-school business must first obtain written permission from the Head. Depending upon the circumstances, a charge may be raised for this.

Non-Members of Staff. Non-members of staff are not insured under the school's policy and therefore not permitted, as a matter of course, to drive a school vehicle.

Use of Privately Owned Vehicles. Where employees use their own vehicle on school business, insurance cover is provided under the School's 'Occasional Business Use Policy'. Nevertheless, employees are responsible for ensuring that their vehicle is maintained in a roadworthy condition and be in possession of a valid MOT certificate (where appropriate).

Procedures

In order to comply with our legal duties, staff should observe the following procedures:

- a. School vehicles are inspected weekly by Martin Gibbs but, before starting a journey, carry out a visual check of the vehicle and check that items such as lights, brakes, warning instruments, windscreen washers and wipers are in good working order and that mirrors are set at the correct angle for you. If a defect is suspected it should be reported to the Bursar immediately. If a defect is suspected, staff should not take a risk and attempt to drive the vehicle until it has been attended to.
- b. Maintenance checks are carried out weekly.
- c. Route planning and consultation with other drivers undertaking the same trip should be made in advance. Ensure sufficient breaks are built-in to prevent driver fatigue, and allow for bad weather or traffic congestion etc to alleviate driver stress.
- d. Staff must take a mobile phone on school journeys. A School mobile phone is available from the office). Mobile phones should be switched off by the driver whilst driving. Calls should only be made or taken by the driver when the vehicle is parked.
- e. Staff should always drive within speed limits and according to the prevailing weather conditions.
- f. Before driving, staff should familiarize themselves with the procedures to follow in the event of an emergency such as illness, vehicle breakdown or accident.
- g. Luggage and equipment should be stowed carefully so as not to obstruct gangways and exit doors.
- h. The vehicle driver is responsible for ensuring that passengers remain seated while the vehicle is moving and that seatbelts are worn. Drivers are also responsible for the behaviour of passengers and should insist on good standards. In addition to making conditions more difficult for the driver, incidents of bad behaviour reflect poorly on the School and must be reported to the Head or Deputy Head.
- i. Keep doors closed until you have come to a complete stop and always park so passengers can alight on the pavement and not on the road. Where passengers have to exit from the rear of the minibus, they should be supervised until safely away from traffic hazards.

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j. It should be normal practice to provide escorts for passengers with mobility problems or special needs and best practice to take an additional adult to help supervise parties of children on long journeys.

Documentation

The Health & Safety Advisor is to maintain a register of relevant documents as follows, and update them at the beginning of each academic year:

- For minibus drivers: a copy of the employee's driving licence
- For staff using their own vehicles: a copy of the employee's driving licence, insurance documents, and MOT certificate, if relevant.

Employee Duties

Section 7 of the HSWA places a responsibility on employees to assist the employer through compliance with legal requirements; and to be mindful of their own health and safety and that of those affected by their activities. To this end, staff are asked to co-operate by:

- Ensuring their insurance is up-to-date
- Providing documentation when asked to do so, including updated information on any changes to their documentation
- Undertake regular eye tests and ensure that any necessary glasses/lenses are worn for driving
- Read any updates that may be issued by the school on road safety matters. These may include information on good practice, legal changes, etc.

Ill Health and Driving

Staff are responsible for ensuring that they are fit to drive. Drivers should be aware that some medications can cause drowsiness and affect their ability to drive safely. Staff should not drive if over-tired.

Reference:

- A. Guide for Operators of Passenger Transport, PSV 385, December 2004 (held by the Bursar).



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Noise at Work Policy

General Statement of Policy

Cottesmore School will take all reasonable steps to reduce any excessive noise levels that may exist in the workplace under the Control of Noise at Work Regulations (CNWR) 2005, introduced on 6 April 2006.

Legal Position

The updated CNWR have reduced the levels at which action must be taken to control noise. The school is required to take action should the 'lower exposure action value' exceed 80dB and the 'upper exposure action value' exceed 85dB. The maximum noise level permitted in the workplace is now an average of 87dB over a day or week. It is the school's intention to assess the noise level over a weekly period, with checks being carried out by the Health & Safety Advisor.

Employer's Duties

Cottesmore School will undertake assessment of the risk to staff of excessive noise in the workplace, using control measures to reduce noise levels above 85dB.

If noise levels cannot be reduced below 80dB, staff will be provided with hearing protection as well as information, instruction and training in these Regulations.

Health surveillance will be provided to staff who are regularly exposed to noise levels above 85dB, or who are at risk of hearing damage. Hearing checks will be undertaken by the school nurse in the first instance.

Control Measures

Where possible we will look to eliminate excessive noise. In cases where this is not possible (e.g. music lessons) the school will look to reduce the amount of time exposure to noise occurs through adjustments to the timetable.

Other control measures may include:

- Identifying noisy machinery/equipment and considering replacement with quieter alternatives
- Building enclosures to help reduce emitted noise
- Considering dampening measures to help absorb excessive noise
- Issuing hearing protection as required.

Employee's Duties

All staff are expected to co-operate with the school in efforts to adhere to legal requirements.

Safe systems of work are to be followed.

Any failure by staff to comply with instructions on the wearing of hearing protection – without good cause – could result in disciplinary action being taken against the employee.



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Instruction, Information and Training

The school will inform staff of measures it takes to reduce the risk of hearing damage. Instruction, information and training will be given, where necessary, on the control measures (e.g. staff will be trained in the correct use and storage of hearing protection).

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Children of Staff in the Workplace

Introduction

Members of staff who come into the school during the holidays to work or for Inset days may wish to bring their children with them.

Children who are taken to parent's workplaces must be properly supervised in order to comply with the provisions of Section 3(1) of the HSAW Act 1974, concerning the safety of non-employees.

Conditions

Members of staff are welcome to bring their children to work with them, under the following conditions:

- 'Visiting' children must be registered at the Front Office so that, in the event of having to evacuate buildings in an emergency, the school knows who is on site and can take appropriate action. Should the Front Office not be manned, alternative arrangements must be made.

- In the event of any incident or accident, children should be told to contact the Front Office for help or first aid, etc. Again, alternative arrangements must be made if the Front Office is not manned.

- Children may only use the following areas:

- Hall
- Games Room
- Dining room (at meal times)
- Library

All other areas are strictly out of bounds, although certain areas may be used with the express permission from the Headmaster.



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Smoke-free Policy

Introduction

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy Statement

In order to protect all employees, pupils, parents, visitors and contractors from exposure to second hand smoke and to assist compliance with the Health Act 2006, Cottesmore does not allow smoking within the School. With effect from 1 July 2007, it is against the law to smoke within any building or vehicle belonging to the School, except Staff Accommodation located away from the School. This policy applies to all employees, pupils, parents, visitors and contractors.

Implementation

Overall responsibility for the implementation and review of this policy rests with the Bursar. However, all staff are obliged to adhere to and support the implementation of the policy. Appropriate 'no-smoking' signs are displayed at the entrance to the premises, buildings and in school vehicles.

Non-Compliance

The School's disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the Smoking Helpline on 0800 169 0169.



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SWIMMING POOL HEALTH & SAFETY - Rules of Use

1. Whenever possible, use the showers before a lesson. Blow your nose, use the lavatory.
2. Never enter the pool unless a teacher is present.
3. No jumping or diving in from the long sides or the shallow end:
4. Dive or jump only from the short side deep end wall and swim away towards the middle of the pool
5. Do not swim back to the deep end wall if people are waiting to jump or dive in.
6. No running on the poolside.
7. No unnecessary splashing or “play fighting”. No games of ‘it’. No ducking. No piggy-backs.
8. Be aware of other swimmers.
9. All swimmers must wear a cap.
10. Ask permission to use armbands, floats, bricks, balls etc.
11. Starting blocks may only be used under strict supervision.

MOST IMPORTANT ONE WHISTLE MEANS STOP, SILENCE AND LISTEN TO NEXT INSTRUCTION.

In an emergency, the teacher will evacuate the pool, sending the children to the changing rooms. He/she will ring the school surgery (227) and Matron/sister will come to assist. If necessary, the emergency services will be called

At the end of the lesson, children will be sent back to the changing rooms. Check that the changing rooms are left tidy.



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PUPIL ACCESS TO AREAS OF RISK

Laboratories, Design Centre & Pool:

These areas are kept locked unless a member of staff is present. There are notices posted warning children not to enter these rooms without a member of staff.

Kitchens:

The corridor leading to the Kitchens is Out of Bounds unless specific permission has been given to a pupil by a member of Staff.

Cellars:

Pupils are not allowed in the Cellar Area without permission.

Lake:

The Lake is Out of Bounds and has recently been fenced off. Life saving equipment is present when in use by children.

Tree Climbing - Please Note

Following the ISC Inspection of June 2002 the School suspended and reviewed its policy on Tree Climbing. Following that review children are allowed to climb trees under certain conditions (see Tree Climbing Policy). An adventure playground has also been constructed for the children to play on.

Windows:

Due to the potential risk of falling out of a window, all windows are secured with a chain to prevent them opening fully and children are not allowed to sit on window sills.

Out of Bounds:

The bounds are walked by all new pupils with the Headmaster on the first day of Term. The limits and areas that they are not allowed to go without permission are explained to them clearly.

The School Rules, published termly in the Fixture Card helps to reinforce several of the above.



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Tree Climbing Policy and Procedure

Tree climbing carries a risk. At Cottesmore we have assessed this and consider that under certain conditions, some designated trees may be climbed by children. Tree climbing is such a part of childhood that to forbid it would seem to be a rather draconian measure. We believe that it is not in the children's best interests to ban tree climbing, as they need to be able to calculate and take risks for themselves, in a safe and supervised environment.

Trees are climbed at the child's own risk, with the knowledge and permission of their parent. Parents who do not wish their child to be allowed to climb trees should let the school know in writing that they have withheld permission. By registering at Cottesmore parents accept the inherent risk and give permission for their children to be allowed to climb trees given the following guidelines. A copy of the Risk Assessment and these guidelines are available to all parents, on request.

TREE CLIMBING POLICY - Rules of Use

- The only trees which may be climbed are: The Twins, The Cedar and The Hollow Oak
- No-one may climb a tree without permission from a teacher.
- You may only climb trees in groups of at least 3.

- Don't wear baggy clothing which can catch in branches and unexpectedly yank you one way or another while climbing. Never wear anything around your neck.
- Trees are not to be climbed when they are wet. Heavy fog, dew, frost and rain will make a tree slippery.
- Trees may not be climbed when it is windy.
- Trees are not to be climbed at dusk or during the night. They should only be climbed in daylight hours.
- Any member of staff may refuse permission to climb trees without further explanation.
- Children who have taken medication such as antihistamines must not climb trees. Any child taking prescribed medication of any kind or who is "off games" must get permission from Nurse before asking permission to climb trees.
- Do not climb if you are not fully awake and alert. Don't allow yourself to be distracted and don't distract others whilst they are climbing. Do not climb when you are feeling upset.
- Both feet and hands, taken together, provide you with four points of support. At any given time while climbing, at least three points should be securely supporting your weight. This is the "three-point rule". When you are ready to climb, up or down, the tree, move only one point of support to a new location – at all times leaving the other three points secure. When the fourth point is secure, you may move one of the others. A point is secure when your entire weight can rest safely on that point. Each point should be secure on a different support. Having two feet on the same branch provides you only with one point of support.
- Branches can break, feet and hands may slip, and the unexpected does happen. When following the "three-point rule", any two points of support can fail while another point is reaching for a new location and you will not fall.



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- It may be hard to judge the suitability of some branches for support. You may test one by using your free point of support, so long as the other three points remain secure. If placing your entire weight on the branch causes it to slant down from the trunk, do not use it.
- Note that sitting on a branch does not provide you with a point of support, even if you are straddling it!
- When using a branch for support, use the part of the branch nearest the trunk, where it is the strongest. Don't use branches which slant down from the trunk – only use those which slant up or are perpendicular to the ground. When using the trunk of the tree for support, your arm should be able to reach at least half way around the trunk – any less and you cannot use that arm to hold yourself in place.
- Stay off dead branches. Avoid using dead branches when climbing and report any that you might find to the TOD immediately.
- Wear good footwear that provides grip – trainers for example.
- Always think about falling. If you keep in mind that you could easily fall at any moment, then the chances are you will proceed cautiously.

And remember, if it doesn't feel right, don't do it! If for any reason you feel uncomfortable with what you're doing, then stop.



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Music Department Health & Safety Rules

- Fire exits must be kept clear.
- Instruments will be packed away safely, without causing obstruction.
- All electrical appliances will be checked and certified before use.
- Visitors need to register in and out of the building.
- Any accident occurring in the department needs to be recorded in the accident book.

When the department is being used as a theatre, class furniture will be stacked safely away, without causing obstruction.