



Sir John Lillie Primary School

Health & Safety Policy

PART ONE – Guidelines set out by the Borough

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1 GENERAL

- 1.1 The governing body notes the provisions of the Health and Safety at Work, etc. Act 1974 (s .3 [1]), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It 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.
- 1.2 The aim of the governing body is, *"To provide a safe, healthy working and learning environment for staff, pupils and visitors."*
- 1.3 The arrangements outlined in this statement and the various other safety provisions made by the governing body cannot prevent accidents or ensure safe and healthy working conditions. The governing body 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 governing body 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 while on the school premises or while taking part in school-sponsored activities.

2 THE DUTIES OF THE GOVERNING BODY

- 2.1 In the discharge of its duties the governing body, in consultation with the Head, will:
- make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other major health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992 (SI 1992 No.2051).
 - ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school
 - periodically assess the effectiveness of this policy and ensure that any necessary changes are made

- Identify and evaluate all risks relating to:
 - accidents
 - health
 - school-sponsored activities
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- Create and monitor the management structure.

2.2 In particular the governing body undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exit, plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
- supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner.
- all staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to school-related activities which they are carrying out. All training will be regularly updated.
- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- adequate welfare facilities.

2.3 So far as is reasonably practicable the governing body, through the Head, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3 THE DUTIES OF THE HEADTEACHER

3.1 As well as the general duties which all members of staff have (see 4.0), the Head has responsibility for the 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 and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff teachers and others as appropriate.

3.2 The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the Head will:

- be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.
- ensure at all times, the health, safety and welfare of the staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- consult with members of staff, including the safety representatives, on health and safety issues.
- arrange systems of risk assessment to allow the prompt identification of potential hazards.
- carry out periodic reviews and safety audits on the findings of the risk assessment identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- encourage staff, pupils and others to promote health and safety.
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- encourage all employees to suggest ways and means of reducing risks.
- collate accident and incident information and, when necessary, carry out accident and incident investigations.
- monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- monitor first aid and welfare provision.
- monitor the management structure, along with the governors.

4 THE DUTIES OF ALL MEMBERS OF STAFF

4.1 All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

4.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

- 4.3 In particular all members of staff will:
- be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
 - ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
 - see that all plant, machinery and equipment is adequately guarded.
 - see that all plant, machinery and equipment is in good and safe working order.
 - not make unauthorised or improper use of plant, machinery and equipment.
 - use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
 - ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
 - report any defects in the premises, plant, equipment and facilities which they observe
- take an active interest in promoting health and safety and suggest ways of reducing risks.

5. HIRERS, CONTRACTORS AND OTHERS

- 5.1 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 as indicated in paragraph 3.0 of this document.
- 5.2 The Head, the Site Manager or the School Business Manager (SBM) 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.
- 5.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose 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.
- 5.4 When the premises are hired to persons outside the employ of the governing body, it will be a condition for 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 prior consent of the governing body:
- introduce equipment for use on the school premises
 - alter fixed installations
 - remove fire and safety notices or equipment
 - take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 5.5 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the Health and Safety at Work, etc. Act 1974.
- 5.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Head will take such actions as are necessary to prevent persons in his or her care from risk of injury.
- 5.7 The governing body draws attention of all users of the school premises (including hirers and contractors) to s.8 of the Health and Safety at Work, etc. 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 in pursuance of any of the relevant statutory provisions.

6 THE GOVERNORS' PREMISES SUB COMMITTEE

- 6.1 The governing body will make arrangements for the Resources sub-committee to oversee all matters of health and safety.

7 CODES OF PRACTICE

- 7.1 In consultation with the governing body (where appropriate) and taking into account the requirements of this statement the Sub-Committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
- 7.2 From time to time the Department for Education (DfE), Local Authority (LA), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures.

8 RISK ASSESSMENT

- 8.1 The Head will ensure that risk assessments of the premises, methods of work and all school-sponsored activities, where there is a significant risk, are conducted annually (or more frequently, if necessary). This will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The result of all such surveys will be reported to the governing body.

9 CRISIS PLANS

- 9.1 The Head will ensure that a crises or emergency plan is prepared to cover 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
 - prevent injury minimise loss
 - this sequence will determine the priorities of the crisis plan.
- 9.2 The plan will form part of the Health & Safety Policy document and will be agreed by the governing body and be regularly rehearsed by staff and pupils. The result of such rehearsals will form part of the regular risk assessment and the outcome will be reported to the governing body.

10 FIRST AID

- 10.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- 10.2 The number of certificated first aiders will not, at any time, be less than the number required by law.
- 10.3 At the discretion of the governing body and through the Head, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.
- 10.4 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Head. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

- 10.5 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 10.6 A record will be made of each occasion any member of staff; pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity to a level deemed as serious.

11 REVIEW

- 11.0 The governing body will review this policy and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

PART TWO

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1 EARLY & LATE SUPERVISION OF PUPILS

- 1.1 A member of staff will supervise children in the playground from 8.45am. in normal conditions and the school hall in inclement weather.
- 1.2 EYFS children remain the responsibility of their parents/guardians or agents acting on their behalf until brought into the EYFS classrooms at 8.55am. EYFS children will be released into the care of their parents/guardians or agents at lunchtime or the end of the school day.
- 1.3 Years 1,2,3,4,5 and 6 will be released at the end of the school day
- into the safekeeping of their parents/guardians
 - or on their own recognisance to make their own way home. Parents will have given permission for their child in Years 5 or 6 to go home alone.
 - into the supervision of the Playcentre staff.
- 1.4 In the event of any child, not attending Playcentre and who has not been collected by their parents/carer, the child should remain with their class teacher and this fact be reported to the Headteacher, Deputy Head or Assistant Head.
- 1.5 Responsibility for the pupils is accepted, in exceptional circumstances, for 15 minutes either side of the commencement and finish of the school day.

2 PLAYTIME SUPERVISION

- 2.1 Adequate supervision should be maintained during playtimes and staff on duty should report any reduction in the level of cover. At playtimes a minimum of 2 members of staff are required.
- 2.2 The line manager for staff on playground duty is delegated by the Headteacher. A rota is designed at the beginning of the school year including teaching and support staff. The rota is displayed in the staff-room and shared in team meetings. Supervision must begin as the children exit the building.

2.3 One member of staff on duty is responsible for ending playtime.

3 LUNCHTIME SUPERVISION

3.1 Adequate supervision should be maintained during lunchtimes in the dining hall and playground areas and staff on duty should report any reduction in the level of cover. At lunchtime 1 Senior Mid-Day Meal Supervisor and a minimum of 4 Mid-Day Meals Supervisors are on duty. Day to day organisation and responsibility is delegated by the Senior Mid-Day Meals Supervisor who is responsible for establishing a supervision rota.

4 RULES FOR THE PLAYGROUND

4.1 External doors should be fastened back with a reverse cabin hook when open.

4.2 Supervising staff should ensure that:

- energetic games are played sensibly.
- the children are not handling stones or similar objects unless part of curriculum activities and supervised.
- there are no children swinging on playground furniture or carrying other children around dangerously there are no rough games.
- there is no climbing unless supervised on the climbing equipment unauthorised adults are allowed in the playground.
- all outdoor gym equipment is supervised
- use of balls – soft balls only.
- all injuries should be seen by the person who is based in the playground and serious.
- injury should be dealt with immediately by the designated first aider. Head injuries to be reported to the parent. All injuries noted in the accident book.
- any hazards should be reported to the Headteacher or Site Care Manager.

5 MOVEMENT AROUND THE SCHOOL BUILDING

5.1 The movement of children between different parts of the building should be orderly and quiet. Running in the hall, corridors and on staircases should be discouraged. Total silence is expected during an evacuation.

6 MEDICINES – also see medication policy

6.1 A School Medicine Form is completed by the parent or responsible adult.

6.2 All medicines are stored centrally and must bear the recipient's name, the date of issue and the dosage clearly labelled. Parents are advised to hold duplicate long-term medicines at home, such as inhalers for asthmatics.

6.3 Medicines are administered under adult supervision and a record kept.

7 NURSERY CLASS

- 7.1 The Nursery class must not be left unsupervised. Both interior and exterior areas should be supervised if the children are permitted to roam freely. In an emergency the staff on duty should be sent to summon a member of the Senior Leadership Team.
- 7.2 Gymnastic equipment and large toys should be regularly inspected for faults. Any detected fault should be reported to the Headteacher or Site Manager and the equipment put out of commission.

8 ELECTRICAL EQUIPMENT

- 8.1 All electrical equipment receives an annual PAT safety check and bears a dated "pass" sticker.
- 8.2 The moving of equipment by children is restricted:
- Television set, pianos, computer equipment etc. should never be moved by children.
 - Computer trolleys and laptops may be moved by children but with adult supervision at all times.
 - The computer trolley should be immobilised when in position.
- 8.3 The use of electrical equipment has restrictions:

No child should be permitted to plug in, or remove, a mains plug on any electrical apparatus

Electrical equipment may only be brought in to school on the approval of the Headteacher.

9 EVACUATION DRILL

- 9.1 Evacuation Drills are rehearsed regularly throughout the school year, (at least two drills per term), practicing a variety of scenarios:
- blocked staircase
 - blocked playground passageway varying times of day; days of week
 - a reasonable time for the complete evacuation of the building, with everyone mustered at the assembly point is 3 minutes 30 seconds.
- 9.2 Firefighting equipment is regularly inspected and serviced.

10 EVACUATION OF THE BUILDING

- 10.1 In the event of the need to evacuate the building for reasons other than fire, the FIRE EVACUATION procedures may be followed.
- 10.2 When dealing with a bomb threat reference should be made to the guidance notes in the School Disaster Plan.

11 CLASSROOM ORGANISATIONS

- 11.1 The use of equipment and apparatus with sharp or pointed edges is restricted:

- Paper cutters should be kept out of reach of children.
- Staple guns should not be used near children and on no account should they be handled by the children or left unattended.
- Hand staplers may be used by the children if adequately supervised.

Round tipped knives, scissors and other cutting implements may be used by the children under supervision.

11.2 The use of equipment or products containing spirit-based solvents is restricted:

- no child is permitted to use spirit-based correction fluid.
- the use of such liquid is restricted to adults and any container must be returned to a place of safety immediately after use.
- no child is permitted to use spirit based felt tipped marker pens
- the school purchases such items for adult use; children may only use water soluble markers. teacher.
- all fluids containing spirits, e.g. duplicator fluid, methylated spirits, must be stored in the flammables fire resistant cabinet sited in the school office.

11.3 No child should be left unsupervised in any part of the school building at play times or lunch time, before or after school.

11.4 No child is permitted to leave the premises without prior notice and only after clearance has been obtained from the Headteacher

11.5 Children will be registered in classrooms at the beginning of the morning and afternoon sessions.

12 GENERAL RULES OF SAFETY

12.1 The handling of substances has health implications:

- broken glass or china should not be handled by the children but wrapped in newspaper by an adult and either disposed of directly into the paladin refuse bins or clearly labelled and placed in the waste paper bin.
- small spillages of sand or water should be cleaned up immediately whilst larger spillages should be reported to the Site Managers.

12.2 Any animals kept in school should be kept caged. Cages must be kept clean and litter wrapped in newspaper prior to disposal. Animals must be handled and kept in a befitting manner. No animal should be allowed to roam the classroom and children must wash their hands after handling animals.

12.3 Smoking is not permitted in any part of the school building or grounds.

12.4 No dogs are allowed on the school premises with the exception of guide dogs.

12.5 Bicycles and scooters may be brought onto the premises if they are secured to the cycle or scooter rack. They are not allowed into the school building. These are left at the owners risk.

12.6 Parents are encouraged not to bring buggies or prams into the building due to the corridors being very narrow and the nature of the stairs.

- 12.7 Children should be trained to use the toilet facilities correctly and to leave them in a suitable condition for others. They should also wash their hands.

13 SECURITY

- 13.1 All visitors must report to the School Office. Visitors who are to remain on site have to sign in and wear a lanyard. A green lanyard is issued if they have a DBS number this must be written in the DBS book in the office. If they do not have a DBS number, then they will be issued with a red lanyard and will have to be accompanied while on site.
- 13.2 All strangers should be challenged but no employee must put themselves at risk. The presence of a stranger acting in a suspicious manner, on or off-site, should be reported to the Headteacher and Site Manager as soon as possible.
- 13.3 Any suspicious occurrence would be reported to the Safer Neighbourhood Team, the Police School Liaison Officer or in an emergency the Police.

14 FIRST AID

- 14.1 The main First Aid kit is kept in the School Office; smaller portable kits are available for use in classrooms, at lunchtime and for off-site trips.
- 14.2 In dealing with accidents there are procedures that must be followed:
- disposable rubber gloves are available and must be worn by any person administering first aid for whatever reason.
 - all medical waste should be disposed of in the clinical waste container stored in the staff-room or downstairs in the staff toilets.
 - yellow bags are used to tackle body fluid spillages and are available from the School Office, Nursery and First Aid Box downstairs in the staff toilets.
 - on no account should children be asked to clear away blood or other body fluids.
- 14.3 First Aid should be given, but only as far as knowledge and skill limit. Details of treatment given, child's name, class and date should be entered into the accident folders which are kept in the School Office and downstairs office.
- 14.4 Serious injury and any injury to the head, neck or back must be referred immediately to the Headteacher or the Administration staff in the school office. Parents are called to inform them of the injury to the head and given an opportunity to collect their child.
- 14.5 In the case of a serious injury involving pupils, staff and other visitors to the school a detailed account of their injuries sustained and the circumstances must be fully and accurately reported on the Accident Report Form and sent online to the Accident and Reporting at the LA.

15 PHYSICAL EDUCATION - LARGE APPARATUS

- 15.1 The P.E. large apparatus, i.e. stools, benches, ladders, poles and planks have annual safety checks and are regularly overhauled.
- 15.2 When setting out the apparatus teachers must:
- check for faults and report any defects to Site Manager or Headteacher.

- ensure that the P.E. apparatus is deployed in a safe manner and that all equipment is properly positioned and secured.

15.3 When using the P.E. apparatus:

- the children should be dressed in the appropriate clothing: shorts and T shirts. All jewellery and watches should be removed
- the children should work quietly
- no child, nor the teacher, should touch another child, except in an emergency or when it is part of a demonstration
- children should only use the planks and poles one at a time
- children should dismount from the equipment in a safe and orderly way, only jumping where there is a mat and only after instruction from the teacher.

15.4 Teachers are expected to:

- position themselves so that whole class is under constant supervision (in the corner of the hall or room)
- report any accident to the Headteacher immediately. If serious, send a child for help. ensure the apparatus is dismantled and stored away in the appropriate areas and that
- all safety locks are engaged.

16 EDUCATIONAL VISITS

16.1 A Risk Assessment must be completed for any out of school trips or activities. This must be completed by the class teacher. It is then checked and signed by the Headteacher before the trip and, again on the day of the trip.

16.2 Recommended levels of adult supervision will be regarded as minimum.

16.3 In normal circumstances, the teacher in charge of an Educational Visit will take a mobile telephone with them, ensuring that contact can be made at all times and help in an emergency can be summoned without delay.

17 USE OF TRANSPORT

17.1 In considering private coach travel for Educational Visits and School Journeys the school will only use reputable coach companies and will not necessarily accept the lowest quotation for coach hire, (unless it is a negotiated discount).

17.2 The nature of the trip is considered when a decision is made upon the type of coach to hire including:

- the intended route is lengthy.
- the journey involves the use of a motorway.
- London Transport be used.
- only minibuses with seat belts will be used.

17.3 Strictly enforced rules of travel on any type of vehicle are applied:

- each child is allocated a seat of his or her own
- there is no standing when the vehicle is in motion
- supervising adults will be seated throughout the vehicle there is no eating on the coach
- no child is permitted to use seats deemed to be more at risk i.e. the front window seat.

18 STAFF WELL-BEING

18.1 Staff well-being is of high importance.

18.2 **Mental health is a state of well-being in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community. (World Health Organisation)**

18.3 We aim to promote positive mental health for every member of our staff and pupils. We pursue this aim using workplace practices, universal, whole school approaches and specialised, targeted approaches aimed at vulnerable pupils. In addition to promoting positive mental health, we aim to recognise and respond to mental ill health.

18.4 Responsibility of all staff

- Any member of staff who is concerned about the mental health or wellbeing of a child or a colleague should speak to the DSL or Headteacher in the first instance.
- If there is a fear that the pupil is in danger of immediate harm, then the normal child protection procedures should be followed with an immediate referral to the DSL.
- If the child presents a medical emergency then the normal procedures for medical emergencies should be followed, including alerting the School Nurse and contacting the emergency services if necessary.
- Where a referral to CAMHS is appropriate, this will be led and managed by our SENCo.
- All school staff are expected to do the following:
 - understand this policy and seek clarification from SLT where required
 - consider this policy while completing work-related duties and at any time while representing SJL.
 - support fellow staff in their awareness of this policy
 - support and contribute to Sir John Lillie Primary School's aim of providing a mentally healthy and supportive environment for all staff. (See staff well-being policy)
- All school staff have a responsibility to do the following:
 - take reasonable care of their own mental health and wellbeing, including physical health take reasonable care that their actions do not affect the health and safety of other people in the workplace
 - raise concerns with their line manager if they feel there are work issues that are causing them stress and having a negative impact on their well-being

18.5 Responsibility of Senior Leaders

Senior leaders have a responsibility to do the following:

- ensure that all school staff are made aware of this policy
- actively support and contribute to the implementation of this policy
- manage the implementation and review of this policy
- champion good management practices the establishment of a work ethos within SJL which discourages assumptions about long term commitment to working hours of a kind likely to cause stress and which enables staff to maintain a reasonable "work life balance"

- promote effective communication and ensure that there are procedures in place for consulting and supporting employees on changes in the organisation, to management structures and working arrangements at a school-wide level
- encourage initiatives and events that promote health and well-being

18.6 Monitoring Staff Mental Health and Well Being

There are arrangements in place to support individuals experiencing stress, referring them to the school's Occupational Health advisers where appropriate.

Collating management information which will enable our school to measure our performance in relation to stress management and employee well-being, such as:

- i. sickness absence data
- ii. staff turnover
- iii. number of self-referrals to the counsellor service
- iv. number of referrals to Occupational Health support
- v. numbers of grievance and harassment cases

19 SWIMMING & GAMES

18.1 The above rules apply as in Educational Visits.