



# ST MAWES CP SCHOOL

## Health & Safety Policy

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### **Statement of Safety**

1. St. Mawes School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The School will ensure, as far as is reasonably practical, that this policy and its supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out annually.

### **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

### **Governors**

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Health and Safety Governor (Dawn Andrews) to receive information, monitor the implementation of policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues at each meeting.

## **Headteacher**

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The Headteacher has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy
- Ensuring regular inspections are carried out
- Submitting inspection reports to governors and/or the LA where necessary
- Ensuring action is taken on health, safety and welfare issues
- Passing on information received on health and safety matters to appropriate people
- Carrying out accident investigations
- Chairing the school Health and Safety Committee
- Identifying and facilitating staff training needs
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy
- Co-operating with and providing necessary facilities for trades union safety representatives
- Where contracts are negotiated directly between the school and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with

\*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this school these functions can be delegated to:

Assistant Head

The Site Supervisor

## **All Employees**

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All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe
- Checking equipment is safe before use
- Ensuring safe procedures are followed
- Ensuring protective equipment is used, when needed
- Participating in inspections and the health and safety committee, if appropriate

- Bringing problems to the relevant manager's attention

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

## **Volunteers**

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Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

### **Specific Health, Safety and Welfare Policy and Procedure**

#### **Training**

Level 2 award in First Aid at Work:

- **Karen Middlemore**
- **Angela Praed**
- **Kerry Robb**
- **Linda Davison**
- **Mel Woodcock**
- **Jenna Foster**
- **Carol Taylor**
- **Julie Headdon**

2 day paediatric First Aid:

- **Linda Davison**

First Aid at work:

- **Julie Headdon**

#### **First Aiders**

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The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:

- trips & visits

- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

### **Treatment of Injuries**

The School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request an ambulance. The parent or carer will be called.

Where there is any doubt about the appropriate course of action, the first aider will be expected to call 111 for advice and, in the case of pupil injuries, contact the parents or carers.

### **Suspected Head, Neck & Spinal Injuries to Pupils**

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In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian. 999 will be called immediately for serious injuries.

### **Escorting Pupils to Hospital**

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When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is 'handed over'.

### **Medicines in School**

The school follows Council and DfE guidance on the dispensing of medicines in school.

The school will only dispense medicine which has been prescribed by a medical practitioner with written instructions for use and the correct forms signed by parent/carer.

### **Dispensing of Medicine on trips**

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All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or carer.

**The person in charge on the trip** is responsible for receiving medicines, checking consent and dose information, checking 'use-by' dates and dispensing medication.

**The named deputy for the trip** will deputise where necessary.

All medication will be kept in a secure location:-

**School Office or with Teachers First Aid kit when off site**

### **Medical Log**

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Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- dose
- time
- date
- signature of dispenser
- comments/reactions

### **Medical Procedures**

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The school will provide a suitable place for the dispensing/application of medicines. Where necessary, arrangements will be made for pupils if particular conditions are required

### **Accidents**

#### **Reporting Officer**

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**Julie Headdon** is responsible for the collection of information and the completion of the On-Line Accident Report. In her absence, this role will be fulfilled by **Karen Middlemore**.

All accidents must be reported to the Headteacher.

The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents

- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

All other incidents will be recorded in the school's Day Book/Incident Log.

### **Accident Investigation**

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All accident reports will be seen by the Headteacher who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Headteacher.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

### **Accidents Reportable to the Health and Safety Executive**

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Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

### **Fire**

#### **Fire Officer**

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The person responsible for organising the school's fire precautions is **Karen Middlemore**

In her absence, **Angela Praed** will fulfil this role.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- All exit by closest door
- Signs indicate all exits

- If unable to return, assemble on field or move to safe place.
- Teachers take register
- Secretary or administration staff telephone emergency services
- Record kept

### **All Staff**

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All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

### **Evacuation and Registration Procedures:**

Children and all adults vacate building in a calm manner.

A register is taken.

Exits are clearly signed. No-one stops to collect anything.

999 is called.

Emergency procedure is followed and the LA is informed.

### **Electricity**

The school will undertake to inspect and test all portable electrical appliances by a competent person.

All test certificates will be kept in **office** for the duration of the life of the appliance.

**Julie Headdon** is responsible for keeping an up-to-date inventory of all relevant electrical appliances, ensure that all equipment is available for testing and arrange for a whole school fixed wiring inspection.

### **All Staff**

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All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to **Julie Headdon** for repair/replacement.

Karen Middlemore and class teachers are responsible for managing the risk assessment process and producing relevant reports.

Copies of risk assessments are in file in Headteacher's office.

### **Work Equipment**

**Karen Middlmore** will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to:

- the installation requirements
- the suitability for purpose
- the positioning and or the storage of the equipment
- maintenance requirements (contracts & repairs)
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

### **Working Alone**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

Any staff wishing to work outside normal school hours must have prior agreement/permission from **Karen Middlemore**

### **School Security**

**Angie Smith** is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured.

**Angie Smith** is also responsible for carrying out checks of the premises during the school holidays.

### **SCHOOL STAFF/GOVERNORS RESPONDING TO CALL OUTS**

Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

The following people: Angie Smith, Karen Middlemore, Angela Praed and Miles Carden are the school's nominated representatives who will respond in an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.



## **1 – CALL OUT ARRANGEMENTS**

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

### **a) Police Attendance –**

In any call out situation the nominated person(s) will meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.

### **b) Security Firm Personnel/Fire Brigade Attending –**

The security firm/fire brigade will respond to alarm activations and arrange for someone to meet and stay with the key holder whilst they check the site.

### **c) Two Persons to Attend –**

Two people will attend the site at all times in case of an emergency call out.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

**No employee is expected to enter a building where it is believed that there is a significant risk.**

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

## **Violence**

The School follows the Council's policy and guidance on Violence at Work.

**Karen Middlemore** is responsible for ensuring:

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work

## **Arrangements for Supervision of Pupils**

The school will be open from **08.45** to **15.10** on weekdays during term times. If clubs are running then the school will be open to pupils until **16.00**. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

A member of staff is responsible for children boarding the school bus at the end of the day.

### **Risk Assessment**

The school will carry out risk assessments for all activities (on and off site) using the European Education Consultants Risk Assessment Software.

**Karen Middlemore** is responsible for managing the risk assessment process.

Copies of risk assessments are available in Headteacher's Office.

### **Personal Protective Equipment (PPE)**

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

**Karen Middlemore** will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer. (Where specialist PPE is required you may wish to refer to H&S Services for advice)

In addition, **Karen Middlemore** will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

### **Staff**

When issued with PPE, persons are required to wear it where identified by Risk / COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

### **The Control of Hazardous Substances**

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazcard system). Assessments have been returned to the school and copies are available in the COSHH file from **Angie Smith**

### **COSHH Coordinator**

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**Angie Smith** is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

The coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

### **All Staff**

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All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

***On 28<sup>th</sup> January 2006 the Governing Body of St Mawes School adopted this policy for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with activities of the school.***

Reviewed May 2007, Feb 2009, Feb 2010, Jan 2011, March 2012, April 2013, March 2014, March 2015, March 2016