



Treloweth CP School

Health and Safety Policy

CONTENTS PAGE

	PAGE NUMBERS
STATEMENT OF SAFETY POLICY FOR TRELWETH CP SCHOOL	1
RESPONSIBILITIES	2
○ GOVERNORS	
○ HEAD TEACHER	
○ SENIOR MANAGEMENT & FACULTY/DEPARTMENT HEADS	
○ ALL EMPLOYEES	
○ VOLUNTEERS	
SPECIFIC HEALTH, SAFETY AND WELFARE POLICY AND PROCEDURES	4
○ FIRST AID	
○ CO-ORDINATOR	
○ FIRST AIDERS	
○ TREATMENT OF INJURIES	
○ SUSPECTED HEAD, NECK AND SPINAL INJURIES TO PUPILS	
○ OTHER SIGNIFICANT INJURIES	
○ ESCORTING PUPILS TO HOSPITAL	
○ MEDICINES IN SCHOOL	
○ DISPENSING OF MEDICINE	
○ MEDICAL LOG	
○ MEDICAL PROCEDURES	
○ OFF-SITE ACTIVITIES	
○ MANUAL HANDLING	
○ MOBILE PHONES	
○ HOT DRINKS	
ACCIDENTS	7
○ REPORTING OFFICER	
○ ACCIDENT INVESTIGATION	
○ ACCIDENTS REPORTABLE TO THE HEALTH AND SAFETY EXECUTIVE	
RISK ASSESSMENT	8
○ RISK ASSESSMENT - SCHOOL PROCEDURE	
○ RISK ASSESSMENT	
○ SAFE WORKING PROCEDURES	
THE CONTROL OF HAZARDOUS SUBSTANCES	9
○ COSHH CO-ORDINATOR	
○ ALL STAFF	
POLICY FOR PROTECTIVE EQUIPMENT	9
○ EQUIPMENT	

Updated July 2014

Review October 2014

N:\Masters\Health and Safety Handbook\Health and Safety Policy Master

FIRE	10
○ FIRE OFFICER	
○ ALL STAFF	
○ EVACUATION AND REGISTRATION PROCEDURES	
○ FIRE ALARM WHEN PARENTS ARE ON SITE	
ELECTRICITY	11
○ CO-ORDINATOR	
○ ALL STAFF	
WORKING ALONE	11
VIOLENCE	11
EMERGENCY CLASSROOM PROCEDURE	12
TEAM TEACH	12
ARRANGEMENTS OF SUPERVISION OF PUPILS	12

The Governing Body of Treloweth Community Primary School adopted the following statement and procedures for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with the activities of the School.

Mrs K Monk

Mrs K L Brokenshire

Chair of Governors

Head Teacher

Statement of Safety Policy
For
Treloweth Community Primary School

1. Treloweth Community Primary 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 arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. The School will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than *September 2008*.

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

Updated July 2014

Review October 2014

N:\Masters\Health and Safety Handbook\Health and Safety Policy Master

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 Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is Mr Graham Carter.

Head Teacher

The Head Teacher 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 LEA
- 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 LEA 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 Head Teacher 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 (i.e. the school's "Safety Manager"). In this school these functions have been delegated to:

Mrs E A Hoskins

Senior Management & Faculty/Department Heads

Senior Management staff and Faculty/Department Heads have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the head teacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;

Updated July 2014

Review October 2014

N:\Masters\Health and Safety Handbook\Health and Safety Policy Master

- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher, the LEA or Governors.

All Employees

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

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 Procedures

Listed below are some specific health, safety and welfare policies and procedures for the school to adapt and adopt. In addition to those enclosed, the school should attach any other specific policies and procedures which may be relevant to the school.

First Aid:

The school has assessed the need for first aid provision and has identified that **1** fully qualified first aiders holding the First Aid at Work Certificate and **2** personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover.

Coordinator:

Anne Hoskins is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the school
 - **All community areas**
- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures
 - **Anne Hoskins – 6/2007 - Emergency Aid in School – 3ys**
 - **Bernie Richards– 6/2007 - Emergency Aid in School – 3yrs**
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

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 aid cover is not provided for:-

- contractors
- events organised by third parties (fetes, evening clubs, 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 that an ambulance and paramedics attend.

Updated July 2014

Review October 2014

N:\Masters\Health and Safety Handbook\Health and Safety Policy Master

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-

NHS DIRECT 0845 4647

and, in the case of pupil injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Pupils

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.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of

- a telephone call

Escorting Pupils to Hospital

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 DfES guidance on the dispensing of medicines in school.

- The school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.
- The school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use.
- The school keeps an “emergency asthma kit” in the Bursars Office.
- Controlled drugs - The school keeps controlled drugs in a locked non-portable container and only named staff have access. A record is kept for audit and safety purposes, this is also located in the bursars office.

The School does not keep any other medication.

Further reference regarding medicines within school can be found in the ‘Managing Medicines in Schools and Early Years Settings’ located in the bursars office.

Dispensing of Medicine

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

Class Teachers are responsible for receiving medicines, checking consent and dose information, checking “use-by” dates and dispensing medication.

First Aider will deputise where necessary.

All medication will be kept in a secure location:-

Staffroom – fridge if applicable

Teacher cupboard (locked)

Medical Log

Consent forms will be kept in the class record folder.

A Medical Log for controlled medication dispensed which will include:-

- name of pupil
- dose
- time
- date
- signature of dispenser and witness

Medical Procedures

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

Off-Site Activities

The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

Manual Handling

All reasonable steps will be taken by Treloweth CP School to ensure the health and safety of employees who undertake Manual Handling activities as part of their work.

This policy applies to all employees who undertake Manual Handling activities. A manual handling operation is the movement of a load by direct or indirect human effort (by hand or bodily force) including transporting, supporting, lifting, lowering, pushing or pulling.

This policy will apply to:

- people who undertake manual handling activities as part of their normal duties/ work
- any activity that involves handling of a load as described in the definition

Mobile Phones

Mobile phones should not be used in the classroom during the school day.

Mobile phones should not be used to take photographs or videos of children.

If you have students in your class please lock their mobile phones away in your cupboard for safekeeping.

Hot Drinks

Staff are reminded to ALWAYS put a lid on a hot drink if carrying from one room to another to avoid spillage.

Accidents

Reporting Officer

Mrs E A Hoskins is responsible for the collection of information and the completion of the On-Line Accident Report. In his/her absence, this role will be fulfilled by Mrs K L Brokenshire.

All accidents must be reported to the reporting officer.

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

Updated July 2014

Review October 2014

N:\Masters\Health and Safety Handbook\Health and Safety Policy Master

- 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

All accident reports will be seen by Mrs K L Brokenshire 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 Head Teacher and the Health and Safety Governor.

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

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.

Accidents and incident will be reported to the Governing Body by the Headteacher.

Risk Assessment – School Procedure

1. For events outside the normal school routine a risk assessment should be completed e.g. school trips, practical science, DT and school events. These should be completed by the responsible staff member seven days prior to the event.
2. Risk assessments must be completed on line. Hand written ones are not acceptable. The forms can be accessed online.
3. There are generic risk assessments for classroom activities. If in doubt please check with Anne Hoskins or Chris Williams.
4. Completed risk assessments should be handed to Anne Hoskins to sign at least five days prior to the activity. Once signed off a copy will be kept centrally and you will keep the original in your class folder.

Updated July 2014

Review October 2014

N:\Masters\Health and Safety Handbook\Health and Safety Policy Master

5. All incidents and near misses should be reported and risk assessments reviewed as a result identifying future actions.

Risk Assessment

The school will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software.

Health and Safety staff member is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Copies of risk assessments are available from the **Bursar in her office**

Safe Working Procedures

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from the Caretaker's office.

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 Hazard system). Assessments have been returned to the school and copies are available in the COSHH file from the Bursar.

COSHH Coordinator

Mrs E A Hoskins 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.

All Staff

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

Policy for protective equipment

All staff should be aware that any protective equipment is available within school – talk to the subject co-ordinator.

Do not purchase any equipment without permission from the subject co-ordinator.

Protective clothing has certain standards.

Equipment

Before purchasing items consideration must be given to:

- Storage
- Training
- Installation
- Suitability
- Maintenance

Display Screen Equipment

All reasonable steps will be taken by Treloweth Primary School to ensure the health and safety of employees who work with display screen equipment (DSE)

The Council acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the school to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that inappropriate work practises or poorly set up workstations may encourage the onset of ill health. The School will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

Fire

Fire Officer

The person responsible for organising the school's fire precautions is Mrs E A Hoskins. In his/her absence, The Headteacher 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 Staff

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

In the event of the fire bell sounding, all children and staff must vacate the building and proceed in an orderly manner to the hard play area, where children should line up in their respective classes so that the class teacher can do a head count.

Staff are responsible for checking toilets and quiet rooms within their own classrooms.

Class teachers should carry their class registers out with them to check off names if the head count does not tally.

The class register should be readily available at all times.

Close all doors (and windows if time allows) to prevent the spread of fire.

The headteacher and/ or secretary will check the foyer, library and hall.

UNDER NO CIRCUMSTANCES SHOULD ANYONE RETURN TO THE BUILDING UNTIL THE 'ALL CLEAR' HAS BEEN GIVEN.

Updated July 2014

Review October 2014

N:\Masters\Health and Safety Handbook\Health and Safety Policy Master

Fire alarm when parents are on site

1. Parents not to mingle with pupils.
2. Pupils to be released at the teacher's discretion after the Head or Deputy has given permission.
3. Make it very clear to pupils and parents that they must not enter the building under any circumstances.

Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once per year.

The school has arranged for these tests to be carried out by WS Atkins.

All test certificates will be kept in appropriate file in caretaker's office for the duration of the life of the appliance.

Staff must not bring any electrical equipment in from home.

All electrical equipment must be PAT tested.

Coordinator

New Schools is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The coordinator is also responsible for liaising with Cornwall County Council to arrange for a whole school fixed wiring inspection.

All Staff

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

Defective equipment will not be used and will be reported to WS Atkins for repair/replacement.

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.

The school has carried out a risk assessment and a copy of the procedures introduced to control these risks will be kept in the staffroom.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Headteacher or designated senior manager.

Violence

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

Treloweth Primary School operates a zero tolerance policy on violence towards staff and all such incidents must be reported to Mrs K L Brokenshire, Headteacher.

Updated July 2014

Review October 2014

N:\Masters\Health and Safety Handbook\Health and Safety Policy Master

If an incident occurs a violence incident report form needs to be completed, this can be found in the bursars office.

This will then be completed on line by using the Notice of Incident/ Accident/ Dangerous Occurrence/ Disease form and forwarded on to Cornwall County Council, Health and Safety section.

Emergency Classroom Procedure

There is a red HELP card in each classroom for emergencies. Send a child with this card to the office for immediate help. Do not leave the room yourself. There is also an intercom, lift receiver and dial 201 this will put you through to reception.

Team Teach

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school SENCO has a list of staff who are trained in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted. A copy of Model Policy in the Use of Force to Control or Restrain Pupils is attached.

Arrangements for Supervision of Pupils

The school will be open from 8.40am to 3.15pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

Learning Mentors will be on duty between 8.40am and 9.00am.

We have 14 lunchtime supervisors, 1 Behaviour Support Worker and 1 Learning Mentors on duty during the lunch hour.

We have 1 adult per class on duty during break times.