



Landulph School **Health and Safety Policy**



Statement of Safety Policy for Landulph

1. Landulph 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 is 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 of School, 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 Steve Pearson

Head of School

The Head of School 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 Local Authority;
- 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;
- attending 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 trade union safety representatives;
- providing necessary facilities for all employees to be consulted on health and safety matters;
- where contracts are negotiated directly between the school and the contractor, the Head of School is also expected to monitor purchasing and contracting procedures, to ensure that the school's health and safety policy is complied with.

In the absence of the Head of School, the implementation of this policy will be delegated to the Senior Teacher.

The Head of School is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

Senior Teacher and the School Secretary are appointed with the authority of the Head of School to request action from the Contractor where conditions are considered to be unsafe.

Senior Teacher

Senior Teacher to have responsibilities for:-

- Senior Teacher and School Secretary carrying out the inspections each term;
- drawing up and reviewing departmental procedures regularly;
- carrying out regular inspections and making reports to the Head of School;
- arranging for staff training and information;
- passing on health and safety information received to appropriate people;
- acting on reports from staff, the Head of School, the LA or Governors.

All Employees

All employees have a 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 Head of School'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 expected to act only under the supervision of a qualified teacher who is aware of the procedures in the Health and Safety policy.

Specific Health, Safety and Welfare Policy and Procedures

First Aid

The school has assessed the need for first aid provision and has identified that 2 fully qualified first aiders holding the First Aid at Work Certificate and 1 Paediatric First Aid Certificate are above what is statutorily required.

Coordinator:

The Senior Teacher is responsible for overseeing the arrangements for first aid within the school.

The duties include ensuring:-

- that first aid equipment and provision is available at a strategic point in the school
 - **Class 1;**
- 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
 - **Mrs John Emergency First Aid at Work May 2012** Please note, we are aware that this training has lapsed and Mrs John will be on the next available course. In the meantime, we are still with the provision required for a school this size. The policy will be amended when the training has taken place.
 - **Miss Neeves Emergency First Aid at Work April 2015**
 - **Mrs Plumb Paediatric First Aid March 2014;**
- that first aid qualifications are, and remain, current (e.g. First Aid 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 and review the school's first aid needs annually to ensure that provision is adequate and standards are met.

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 outside of school hours using school premises.

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. Parents will also be contacted at this point. 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 101 and, in the case of pupil injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries

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 (requiring hospital treatment, ambulance attendance or more than basic first aid)

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone). This will be to give the parent/legal guardian the choice of what the next course of action should be.

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

- a telephone call;
- a pupil accident in school form.

Records of notification by telephone to parents will be kept by the first aider who will record this action in the accident book.

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 DfE guidance on the dispensing of medicines in School. This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use only. The school does not keep any other medication and will not issue 'over the counter' medicine.

Dispensing of Medicine

All requests for the dispensing of medication must be accompanied by an Administration of Medicines consent form completed, signed and dated by the pupil's parent or guardian. A qualified first aider is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication. All medication will be kept in a secure location in the staffroom where children have restricted access. Medication for personal use by members of staff must also be kept in a secure location. Personal bags containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

Medical Log

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
- "use-by" date
- dose
- time
- date
- signature of dispenser

- comments/reactions

Medical Procedures

The School has provided a suitable place for the dispensing/application of medicines (Class 1). 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.

Accidents

Reporting of Accidents

The Head of School 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 the Senior Teacher. All accidents must be reported to the Reporting Officer.

The Head of School 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

The Head of School will decide if an investigation is necessary following on from any accidents where a report has been written. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to 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.

Fire

Fire Officer

The person responsible for organising the school's fire precautions is the Head of School. In his/her absence, the Senior Teacher 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 in the Fire Log, located in the Head of Schools office;
- ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc);
- the induction of fire drill procedures with new members of staff.

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. All staff needs to assume responsibility for knowing where fire bell is, fire extinguisher and nearest fire exit is. Class teacher to take responsibility for their own TAs to ensure they are aware of fire drill and procedures to follow.

Evacuation and Registration Procedures

EMERGENCY PROCEDURES

When the fire bell rings action to take:

- Contact the Fire Service dial 9 999.
- All children to line up at classroom door or nearest fire exit.
- Class teacher at front, teaching assistants at back.
- Class to be led calmly out to the playground.
- Children quiet and walking.
- TA to check toilets and close all doors on exit.
- If TA with individual child or group to exit at the nearest fire exit.
- Children to line up orderly along the playground wall.
- Head of School or Secretary to take mobile.
- Secretary to take pupil contact details.
- Morning - Secretary to take registers out and hand them to class teachers.
- Afternoons - Registers to stay in classrooms and go out with class.
- Every class teacher to take register to ensure all children and TAs present.
- Head of School to check building is empty.
- Head of School or the Secretary to check visitors all present.
- All other adults – e.g. the Cook, to leave building by nearest safe exit and meet at assembly point along the playground wall.
- If any child/member of staff missing the class teacher responsible will go back into the building if not life threatening.
- If children are in the middle of PE and barefoot they will have to walk out without shoes.
- The contingency arrangements if quick return to the building is prohibited is that all pupils parents would be contacted whilst the children are removed to a safe distance (end of the school field).

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 the designated contractors. All test certificates will be kept in the school office for the duration of the life of the appliance.

Coordinator

The School Secretary is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for annual PAT testing along with the 5 yearly Electrical Installation Condition Report. The coordinator is also responsible for liaising with contractors to arrange for a whole school fixed wiring inspection. Personal items of electrical equipment should not be brought into school for use by staff or pupils. If a personal item is required to be used in school for a one off type event then permission must be sought from the Head of School and the equipment must have a current portable appliance certificate and be used with a residual current device. Where possible rechargeable battery type pieces of electrical equipment should be used.

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 the Head of School for repair/replacement.

Work Equipment

The Head of School 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.

In such circumstances, the school will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in Premises Management handbook.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Head of School or the Senior Teacher.

School Security

The contracted cleaner 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. The contracted

cleaner and other keyholders are 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.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident. The following person(s) on the key holder list with priority contact given to the Chair of Premises committee, Chair of Governor and Head of School as 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, it is preferable to 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) Two Persons to Attend –

The school can implement a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders could be staff members or governors.

c) Lone person attends – This is the least favoured option and where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact police should the individual not return at a given time.

The lone person should normally call the Head of School on arrival at site, at regular intervals whilst on site, when leaving site and when arriving safely at home.

This could be at a security centre, a designated member of staff or a partner. The person attending should have a mobile phone. 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.

A copy of the procedures introduced to control these risks will be kept in the Premises Management Handbook. 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.

The Head of School 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;
- all incidents of verbal and physical abuse to be recorded using the On-Line Accident Reporting System.

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, the Head of School is trained

in Team Teach techniques. A specific policy, aimed at the control of pupils, has been adopted
Please see the Physical Restraint in School Policy.

Arrangements for Supervision of Pupils

The School will be open from 8.45am to 3.15pm pm on weekdays during term times, pupils attending before and after these times can do so if attending a club run by the school. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Pupils are dropped off at the classroom doors, no earlier than 8:45am and collected from the main gate at 3:15pm. If a pupil is not collected on time, we will contact the parent/carer.

Risk Assessment

The school will carry out risk assessments for all activities offsite or any that may be deemed hazardous and these will be stored in the Head of School's office. For any offsite trips, these risk assessments will be placed on the website for parents to view at their discretion.

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 www.EECLIVE.co.uk.

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.

The Head of School 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. In addition, the Head of School 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 Hazard system). Assessments have been returned to the school and copies are available in the COSHH file from the secretary's office.

COSHH Coordinator

The secretary is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the company where it has been provided from. 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

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

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Date agreed by Governors:

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