



# Health and Safety Policy



## Our Vision

Everyone loves learning and succeeds without limits

## Our Values

We show **respect**

We are **kind**

We are **resilient**

We are **responsible learners**

We **work as a team**

We are **aspirational**

## Our aims

Help all children achieve their full potential

Teach a curriculum that is challenging and fun

Provide a safe and nurturing environment

Encourage children to understand themselves and others

Inspire children to be the best they can...

Date Adopted: October 2019

Review Date: October 2021

Chair of Governors:

Headteacher:

The Governing Body of Troon CP 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 following the guidance of Cornwall Council.

### **Health and Safety Policy for Troon CP School**

1. Troon 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 are kept up-to-date.

## **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**

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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 Mrs Alison Jenkin

### **Executive Head Teacher and Head Of School**

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The Executive Head Teacher/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;
- Sarah Wilkins and Diane Chattaway will carry out inspections regularly.
- Submitting inspection reports to governors
- 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;
- Identifying and facilitating staff training needs;
- Liaising with governors 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;
- 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 Executive Head Teacher/Head of School is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

- Samantha Jones, Sarah Wilkins, Glyn Pascoe or Diane Chattaway are responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

Diane Chattaway is appointed with the authority of the Executive Head Teacher/Head of School to request action from the Contractor where conditions are considered to be unsafe.

\*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 have been delegated to: Diane Chattaway

### **Senior Leadership Team**

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Senior staff have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing procedures regularly;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher and Governors.

### **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, 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 Procedures**

#### **First Aid**

The school has assessed the need for first aid provision and has identified that a minimum of 10 staff will hold the Emergency First Aid at Work Certificate and at least 3 members of staff will hold the Paediatric First Aid Certificate to ensure adequate cover. Certificates are held in the head's office.

First Aid Boxes are located in the Nursery and Accessible Toilet.

See the First Aid Policy.

#### **Medicines in School**

The school follows Council and DfES 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.

The School does not keep any other medication.

#### **Dispensing of Medicine**

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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 guardian.

Emma Mankee 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:- either the school office or the staff room fridge.

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.

#### **Medical Log**

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Consent forms will be kept in the school office 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**

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The school has provided a suitable place for the dispensing/application of medicines – staff room or accessible toilet. Where necessary, arrangements will be made for pupils with particular conditions and these will be detailed in individual care-plans.

### **Off-Site Activities**

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The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip. (See Risk Assessments and Educational Visit Policy)

## **Accidents**

### **Reporting Officer**

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Sarah Wilkins 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 Lucy Askew. 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:-

- 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

All other incidents will be recorded in the Accident Incident Log.

### **Accident Investigation**

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All accident reports will be seen by Sarah Wilkins 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**

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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 Glyn Pascoe

In his absence Emma Mankee or Debi Ashworth 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**

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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 Procedure**

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- Exit routes indicated on plan and signed as appropriate. All rooms have a copy attached to the wall.
- If quick return to the building is prohibited contingency arrangements are in place - arrangements made for local church hall.
- Arrangements for taking registers are in place - head or school secretary collects from office and takes outside.
- Emergency contacts file & mobile phone - head or school secretary collects from office and takes outside.
- Arrangements for contacting the emergency services are in place
- Arrangements for evacuating disabled people - PEEPs in place, 1 copy in the office and 1 copy with the class teacher.
- Arrangements for evacuation to a location off site - arrangements made for local church hall.
- Arrangements for other emergency evacuations such as flood, bomb threat etc. - arrangements made for local church hall.
- Governors will be contacted and where possible the school secretary will use a computer to send a blanket school comms text to all parents.

## **Electricity**

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once per year. All test certificates will be kept in the school office for the duration of the life of the appliance.

### **Coordinator**

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Glyn Pascoe is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. Glyn Pascoe is also responsible for arranging a whole school fixed wiring inspection every 5 years. 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 teacher and the equipment must have a current portable appliance certificate and be used with a residual current device.

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used and will be reported to Diane Chattaway, Emma Mankee or Sarah Wilkins for repair/replacement.

### **Work Equipment**

Sarah Wilkins 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 the Risk Assessment file in the school office. See also Working Alone Policy.



Any staff wishing to work outside normal school hours must have prior agreement/permission from Sarah Wilkins

### **School Security**

Diane Chattaway 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.

Diane Chattaway is also responsible for carrying out checks of the premises during the school holidays.

#### **School staff responding to callouts.**

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 persons: Diane Chattaway and Sarah Wilkins 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.

#### **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.

**The site manager or Headteacher or both will attend.** Procedures are in place so that the individual on site keeps in contact with someone who will take steps to contact police should the individual not return at a given time.

When called out individuals should normally call their designated person on arrival at site, at regular intervals whilst on site, when leaving site and when arriving safely at home.

This could be a designated member of staff, governor 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 Risk Assessment file in the school office.

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.

Sarah Wilkins 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**

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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 Sarah Wilkins, Natatie Buckland, Hayley Moyle and Helen Swailes are fully trained in Team Teach techniques.

### **Arrangements for Supervision of Pupils**

The school will be open from 8.45 am to 3.10pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times unless they are attending breakfast club (this must always be prearranged) or attending an after school club.

### **School arrangements for supervision (minimum requirement)**

- Supervision ratios & locations between school opening and lesson start time
  - 1 adult to 30 children in Year 1 to Year 6 classrooms.
  - 1 adult to 13 children in Nursery.
  - 1 adult to 13 children in Reception
- Supervision ratios & locations at break and lunchtimes
  - 1 adult to 27 children in playground, lower meadow or field.
- Supervision ratios & locations between end of lessons and school closing time
  - 1 adult to 30 children in classrooms
  - 1 adult to 13 children in Nursery.

1 adult to 13 children in Reception

Any child not picked up at the correct time will be placed in after school club and parents informed.

### **Risk Assessment**

The school will carry out risk assessments for activities (excluding educational visits which are produced manually in Word document form by teaching staff) using the European Education Consultants Risk Assessment Software. Sarah Wilkins will manage this system and delegate RAs to other staff where appropriate.

Lucy Askew is responsible for managing the Educational Visits risk assessment process and ensuring staff complete assessments effectively.

It is the responsibility of all staff to carry out relevant Risk Assessments as directed.

Copies of risk assessments are available from the European Education Consultants Risk Assessment Software as and when required. There are also paper copies available from the school 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.

Sarah Wilkins 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, Sarah Wilkins 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 in the school office.

### **COSHH Coordinator**

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Diane Chattaway is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council or supplier.

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.