Southerly Point Co-operative Multi-Academy Trust

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HEALTH AND SAFETY POLICY

Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.*	✓
The EIA has not identified any conflict with the Trust's co-operative values or the Church Schools' values.	✓
Adjust the policy to remove barriers identified by the EIA or better promote equality.	✓

*Inclusive of protected characteristics

Provenance	**Date**
Working Party	**Jan 2018**
HR checks	
Union Consultation	**Feb 2018**
Trustees Ratification	**Mar 2018**
Implementation	**May 2018**

Review Date
June 2019

To be read in conjunction with:	**Educational Visits Policy** **Lettings Policy** **Online Safety and Data Security Policy** **Safeguarding and Child Protection Policy** **Physical Intervention Policy** **Managing Medical Conditions Policy** **SEND [Physical Disabilities] Policy** **Whistleblowing Policy** **Health and Well-Being Policy**

Southerly Point Co-operative Multi-Academy Trust

HEALTH AND SAFETY POLICY

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AIMS

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

Health and safety: advice on legal duties and powers; for local authorities, school leaders, school staff and governing bodies - February 2014

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

1. Statement of Health and Safety Policy

Southerly Point Co-operative Multi-Academy Trust:

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. 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. Will ensure 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. Will ensure that all employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. Will seek to inform pupils, parents or carers of any health and safety issues relevant to their child or children.
6. Have detailed arrangements for health, safety and welfare in the organisation and arrangements associated with this policy statement.
7. Will ensure, as far as is reasonably practical, that this policy and supporting documents are kept up-to-date and reviewed annually.
8. Requires all staff to have read the policy and to sign annually to confirm that they have understood the policy and will comply with it.

Key Roles and Names	**Porthleven School**
Health and Safety Trustee	**Alan Horne**
Estates Manager	**David Ellis**
Site Supervisor	**Rob Donovan**
First Aid Co-ordinator	**Gemma Attwood**
Reporting Officer	**Duncan Ratcliffe**
Fire Officer	**Rob Donovan**
Fire Officer Deputy	
COSHH Co-ordinator	**Rob Donovan**
School Based Union Health and Safety Representative	
Competent Health & Safety Advisor	**Health, Safety and Welfare Team, Cornwall Council**

Nominated call-out contacts: Rob Donovan (07973 835868) Duncan Ratcliffe (01326 65244), Dan Clayden (07891741003)

2. 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.

The employer is Southerly Point Co-operative Multi-Academy Trust. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health, safety and welfare of pupils, staff, visitors and contractors.

The Trust recognises that it must have access to competent health and safety advice. The Trust's competent advisors are the Health, Safety and Welfare Team, Cornwall Council.

2.1 Governance

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

The Trustees have appointed a Health and Safety Trustee to receive information, monitor the implementation policies, procedures and decisions and feedback to the Trust Board on health, safety and welfare issues.

The Health and Safety Trustee will make spot visits to the school to check on any areas of weakness and provide a report to the Trustees.

Hub Councillors will regularly review the Health and Safety Log to ensure any matters raised by stakeholders have been followed up. (See 2.8 below)

2.2 Health and Safety Committee

The Health and safety committee is forum to ensure all potential concerns can be heard and arrangements reviewed.

Bespoke:

In Porthleven Primary school, this happens as a subset of the staff meeting, where Health and Safety is a standing item on the agenda. In addition, on a rolling programme, a focus will be on key elements of Health and safety as a reminder of aspects of the policy.

In addition, on a rolling programme, a focus will be on key elements of Health and safety as a reminder of aspects of the policy. This will be through the school bulletin, briefings and the staff meeting.

2.3 The Estates Manager

The Estates Manager has responsibility for:

- Ensuring that regular health, safety and welfare inspections are carried out.
- Submitting regular health, safety and welfare inspection reports to Trustees.
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so.
- Monitoring contractors to ensure that the Health and Safety Policy is complied with.
- Taking action where any contractor is found to be working in a manner which is considered to be unsafe.

2.4 Headteacher

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 action is taken on health, safety and welfare issues.
- Passing on information received on health, safety and welfare matters to appropriate people.
- Carrying out accident investigations.
- Chairing the School's 'Health and Safety Committee'.
- Identifying and facilitating staff training needs.
- Liaising with the estates manager / CEO 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.
- Taking action where any contractor is found to be working in a manner which is 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 (e.g. the School's "Safety Manager"). The Estates Team will carry out the inspections each term. The Trustees for Health and Safety will undertake spot visits to monitor the implementation of the policy.

Bespoke:

In this School the following functions have been delegated to:

Function	**Delegated to:**
Day to day health, safety and welfare management	Headteacher
Regular inspections	Estates Manager/ Site Supervisor
Accident investigations	Head/Site Supervisor
Employee training needs	Head/Site Supervisor
Contractor Management	Estates Manager / Site Supervisor

2.5 All Employees and Pupils

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

- Ensuring that pupils are aware of risk and behave appropriately
- 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.

Bespoke:

In relation to these general responsibilities, in this school, a Health and Safety file is kept in the Site Supervisor's Office, which includes the Health & Safety Policy, fire evacuation procedure, risk assessment for general classrooms.

Every classroom displays an evacuation route map, fire evacuation notice and first aid notice.

All pupils are also expected to act in a responsible manner and comply with all health and safety procedures and instructions from staff.

2.6 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, as advised on the visitor information sheet and supply teacher pack. Visitor information sheets should include: 'Should you see any dangerous or defective equipment or unsafe practice, please report it to the member of staff supervising your visit. Please Adhere to any Health and Safety advice given to you whilst on site'. Similar health and safety advice should be added to Supply Teacher packs. Staff are responsible for supervising their visitors and ensuring they comply with Health and Safety.

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

2.7 Health and Safety Concerns Log

The Health and Safety Concerns Log Book will be kept in reception. Anyone who wishes to raise a concern should log it here. The log will be reviewed to ensure that appropriate and timely action has been taken in respect of any concern raised.

Stakeholders have the right to refer matters on through the whistleblowing policy if they are not satisfied that any serious concerns they have have been addressed appropriately.

3. Organisation and Arrangements for Health, Safety and Welfare

The following pages contain the specific arrangements and organisational details for ensuring that the School's Health and Safety Policy is fulfilled.

3.1 Arrangements for Supervision of Pupils

Bespoke: Opening Times

Pupils are expected to be in School between 8.45am and 3.15pm on weekdays during term times. Pupils should not arrive on site prior to 8.30am from which time the gates are open. After School clubs and activities are supervised by staff or volunteers acting on the instructions of staff until 5.00pm. Pupils are not allowed on site outside these times, unless attending arranged enrichment/intervention activities.

For the added protection of pupils and staff, the School also operates a closed circuit television system.

Supervision arrangements

At break and lunchtimes, the School operates a supervision system including , Lunchtime Supervisors, and the Senior Leadership Team. Teaching staff are on duty at break times and as the School closes. An annual duty rota and zoned map is drawn up and distributed.

On the occasion of inclement weather, designated rooms are allocated for year groups to use.

Any ex-pupils wishing to visit the School must make formal arrangements with a member of staff prior to the visit and sign in at Reception.

After School Lettings

Unless specifically agreed in the Letting Agreement, the School does not provide supervision of any groups using its facilities as part of a letting/hiring arrangement. Hirers must familiarise themselves with the Health and Safety arrangements for the school.

3.2 First Aid

3.2.1 Assessment of Needs

The School will ensure that we have the appropriate number of trained staff with first aid qualifications.

3.2.2 First Aid Co-ordinator

The First Aid Co-ordinator is responsible for overseeing the arrangements for first aid within the School. Her duties include ensuring that:-

- first aid equipment is available at strategic points in the School (see attached list/plan) and is in date
- the correct level of first aid equipment is maintained in each first aid kit
- a sufficient number of personnel are trained in first aid procedures (see attached list)
- first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- First Aid kits are available to be booked for field trips and excursions.

The First Aid Co-ordinator will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

3.2.3 First Aiders

The first aiders 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 and visits, as deemed necessary by the Education Visits Co-ordinator
- extra-curricular activities organised by the School (e.g. sports events, after school clubs, parent's evenings, School-organised fund raising events, etc.) as deemed necessary by the organisers of the events.

The school is not responsible for providing First aid cover for:

- contractors
- events organised by third parties (fetes, evening clubs, etc)

However, in the event of an emergency, the school first aid team will support if on site

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).

3.2.4 Treatment of Injuries

The School will rely on the knowledge and experience of its trained first aiders or advice sought from the First Aid Co-ordinator in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will contact the First Aid Co-ordinator (or will instruct another member of staff) to call 999 and request that an ambulance and paramedics attend.

Other persons finding themselves responsible for a casualty should, if at all possible, contact the First Aid Co-ordinator or Reception to call an ambulance.

The person making the call to reception or the emergency services should provide the following information:

1. their own name and location, with a contact telephone number

2. the name and location of the casualty
3. the nature of the injury or condition of the casualty
4. a brief description of any significant detail, e.g. fall from height, head injury, ingestion of poison, dangerous situation).

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 111

and, in the case of pupil injuries, with the parents or legal carers. Reception must be kept informed at all times as parents/carers and emergency services will make further enquiries via Reception.

If the injury takes place during a trip off site, the visit leader should contact the emergency services (if necessary). S/he will contact the nominated emergency contact for the trip or Reception, who will contact the parent/carer. The visit leader's main responsibility is to care for the casualty and ensure the safety of the rest of the party.

3.2.5 Suspected head, neck and 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/carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/carer, 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/carer.

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

All head injuries are recorded in the appropriate log and parents/carers advised to monitor the pupil's wellbeing for the next 12 hours.

3.2.6 Other Significant Injuries

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

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

- Always a telephone call and/or face to face conversation
- A letter (head injury)

Records of notification by telephone to parents will be kept by the First Aid Co-ordinator. Copies of written notification are held in Reception.

3.2.7 Escorting Pupils to Hospital

If the situation requires a hospital visit and the parent/carer is not available and it is deemed an ambulance is not required, 2 members of staff can drive the child to the hospital. (Business Insurance must be in place) When it is necessary for a pupil to be taken to hospital by ambulance, they will be accompanied by a member of staff – unless the pupil's parent or carer is in attendance.

The member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the pupil) unless the pupil is overly distressed/confused. This decision should be made in consultation with the attending paramedics and the parent/carer if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty.

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

4. Medicines in School (see Managing Medical Conditions Policy)

4.1 Storing and Dispensing

The school recognises that some pupils will, at some point, require medication during the school day or on organised school activities. The school follows Council and DfE guidance on managing medicines in schools and early years' settings. (https://www.gov.uk/government/uploads/system/uploads/attachment/data/file/306952/ statutory guidance on supporting pupils at school with medical conditions.pdf).

The school will dispense medication to pupils as long as:

- it is prescription medicine which has been prescribed by a medical practitioner with written instructions for its use, or
- it is non-prescription medication which has been supplied by a parent or carer with written instructions for its use

The school does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit and epipen.

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 First Aid Co-ordinator is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

The Assistant Headteacher will deputise where necessary.

All medication will be kept in Reception in a locked cupboard or fridge and in the conditions required by the medication supplier.

Medication may only be dispensed by the First Aid Co-ordinator or nominated deputy. A record will be kept of all medication dispensed (see below). This should be witnessed and signed by another colleague (unless the school has a qualified Nurse).

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.

4.2 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

4.3 Emergency Asthma Kits

The School's procedures for managing the use of the emergency asthma kit are based on Department of Health guidance:

https://www.gov.uk/uploads/system/uploads/attachment data/file/3050640/guidance on use of emergency inhalers in schools September 2014.pdf

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains salbutamol and will only be available to pupils who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication

In addition, parental consent must be obtained for use of the emergency inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

See also the Trust's Managing Medical Conditions Policy.

4.4 Self-management of Medication

In certain circumstances, the school will allow pupils to manage their own medication. In each case this will be discussed with the parent/carer and appropriate health professionals and an assessment of risk will be completed.

The assessment of risk will include an evaluation of the risk to the pupil and others through inappropriate use of the medication, loss of the medication or failure to take the medication.

Post 16 pupils are permitted to bring off the counter medication to school if necessary, but it must be kept securely and must not be shared with anyone else.

4.6 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. Please refer to the Educational Visits Policy and Procedures.

5. Accidents/Incidents

5.1 Reporting Officers

The Reporting Officer is responsible for the logging and upkeep of the On-Line Accident Report. In her absence, this role will be fulfilled by Reception.

Staff are required to report all accidents/incidents to the Reporting Officer within a reasonable timescale.

Pupils are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record all incidents using the systems below.

5.2 Accident/Incident Reporting Systems

The School records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:

- any incident resulting in an injury to a member of staff
- any incident resulting in an injury to a visiting member of the public
- any incident resulting in an injury to a contractor on the School site
- any incident resulting in an injury to a pupil which was (or might be) due to:
    - the condition or layout of the premises or facilities
    - the condition of any equipment in use
    - the level or lack of supervision
    - the level or quality of instruction or training provided
- any "Dangerous Occurrences" as listed in the schedule to the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- any "Occupational Diseases" as listed in RIDDOR

For further guidance, see Appendix A

The Council Online Accident Reporting System will automatically forward a report to the Health and Safety Executive where the description of the accident/incident meets the criteria set out in RIDDOR.

The number of notifiable accidents are reported to Trustees via the Headteacher's and the Estates Manager's Termly Reports.

Any minor accident/incident which does not meet the above criteria will be recorded in the School's Incident Log.

5.3 Near Misses

Where an incident occurs which could have resulted in injury (but did not), a record will be kept in a Near Miss Log.

The Near Miss Log is kept by the Site Supervisor.

The Near Miss Log will be reviewed periodically by the Estates Manager/Business Manager in order to identify any areas of concern which may require attention.

5.4 Reporting Timescales

Pupils will report accidents/incidents to a member of staff straight away if possible and in any case on the same day as the incident.

Staff will report accidents/incidents to the Reporting Officer straight away if possible and in any case on the same day as the incident.

The Reporting Officer will complete the online report usually within 48 hours and in any case within 7 days.

5.5 Accident investigation

All accident reports will be seen by the Business Manager who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Significant incidents will be reported to the Headteacher, Estates Manager and the Health and Safety Trustee.

All on-line reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council. If deemed necessary, the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

6. Training

6.1 Identification of Training Needs

The School will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation. See Appendix B

A prioritised plan for delivery of training will be put in place where the evaluation identifies a need.

The Trust uses SMARTLOG to assist in fire awareness and safety training for staff.

The Site Supervisor is responsible for carrying out the evaluation of training needs and presenting recommendations to the Headteacher.

6.2 Staff Responsibilities

Staff must attend health and safety training provided by the School.

7. Risk Assessment

7.1 Risk Assessment

The School will seek to identify all hazards arising from activities and situations. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

7.2 Risk Assessment Process

The School will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software (EECLIVE Risk Management Software).

The Business Manager and Site Supervisor are responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Trustees.

Copies of risk assessments are available from the Site Supervisor or on the EEC Risk Assessment software.

7.3 Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

7.4 Safe Working Procedures

Risk assessments will be used to develop safe working procedures which must be followed by all staff. These safe working procedures will form the basis of the School's normal operating procedures. Copies of safe working procedures will be kept in the Health and Safety files.

8. Fire

8.1 Fire officer.

The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that a fire risk assessment is carried out and kept up to date
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Reporting to the Headteacher on issues of significance who will keep the Estates Manager informed
- Keep a log of fire safety training and arranging for staff training as appropriate

8.2 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.

Staff are also responsible for ensuring that they:

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

8.3 Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment.

8.4 Evacuation and Registration Procedures

The School's evacuation plans are attached. Plans of the school detailing fire evacuation routes are displayed in each classroom.

Bespoke:

Each teacher is responsible for ensuring they take registers to the Fire Assembly points. Fire registers are on the wall at the final exit point of every class. Duplicates are held by Reception;

Reception staff will ensure that the log of staff/pupils, who have signed out of School, is available

Reception staff will ensure a list of visitors and contractors is available to check

Reception will contact the emergency services

9. Electricity

9.1 Testing

The Trust 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 compliance folder and the fire log for the duration of the life of the appliance.

9.2 Personal Items of Equipment

Personal items of electrical equipment should not normally 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 Business Manager 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.

9.3 Co-ordinator

The Site Supervisor 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 Estates Manager is also responsible for ensuring that a whole School fixed wiring inspection is carried out every 5 years.

9.4 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 Site Supervisor for repair/replacement. Repaired equipment must be re-tested before use.

10. The Control of Hazardous Substances

10.1 Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using the Cornwall Council's COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by the Site Supervisor and are available in the COSHH file.

10.2 Staff responsibilities

Staff must not use any potentially hazardous substance without having first read the COSHH assessment (or Hazcard in Science) and plan around these to ensure safety in the classroom.

Staff must inform the COSHH Co-ordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

10.3 COSHH Co-ordinator

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The COSHH co-ordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff exposed to the product/substance and are kept updated. The COSHH file must also be kept up-to-date.

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

The Estates Manager 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.

Display Screen Equipment / Workstation Assessment

Duncan Ratcliffe is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding pupil workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

Eye Tests for Display Screen Equipment Users

All Trust employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

Employees may request an eye test by submitting a request in writing to the school office for the attention of the head teacher.

11. Work Equipment

The Head teacher and Site Supervisor 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 or undertaken.

12. Personal Protective Equipment

12.1 School Responsibilities

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

Where provided, the School has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

12.2 Assessment of need

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary, PPE will be supplied to staff or pupils without cost.

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

12.3 Purchase and Storage of PPE

PPE will be made available 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 and takes account of any health or

medical conditions. (Where specialist PPE is required we will refer to Health &Safety Services for advice).

In the case of all site staff, this will be the responsibility of the Site Supervisor. SENDCo will be responsible for pupils and the headteacher any staff.

In addition, these people 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)

12.4 Responsibilities

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

13. 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 members of staff 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 **Health and Safety file.** In all cases the member of staff will be expected to notify a member of the site team, on arrival on site and again on leaving to ensure that the site is secure. Heads to ensure this is in place for staff.

Any staff wishing to work outside normal School hours must have prior agreement/permission from the Headteacher, or the Site Supervisor and must have due regard for their own personal safety. It is not general practice to allow a single member of staff on site without a member of the site staff or Senior Leadership Team present on site.

14. Moving and Handling

Equipment and items will on occasion require moving or lifting. Ideally, this should be undertaken by the Estates Team or by IT technicians who are qualified to undertake these tasks. Staff who are required to do this on a more regular basis as part of their role must undertake training.

A risk assessment is available for more general reference by staff.

15. Working at Height

There will be occasions when teaching and support staff need to work above ground height. A generic risk assessment and code of practice safety guidance is contained in the Health and Safety folder in each faculty. The use of short steps or kick stools is allowed with reference to the above guidance.

The use of tall steps, ladders and scaffold towers is allowed **only** when the user has been trained to the industry standard.

16. School Security

Bespoke:

The site supervisor 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 Estates Team is responsible for arranging that checks of the premises and general School and grounds security are carried out routinely both during term time and the holidays.

16.1 School Staff/Governors Responding to Call-Outs

Staff nominated as out-of-hours 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 a potential for injury due to assault or as the consequence of an accident.

Rob Donovan, Duncan Ratcliffe, Dan Clayden are Porthleven 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 ensure that if an incident occurs support will be provided.

The following are viewed as acceptable call out arrangements :-

Police attendance

In any call out situation it is preferable to meet the police at the site entrance or at the police station before travelling to the site. This ensures that there will be at least two people present on site with a direct link to support should it be required.

Or

Two Persons 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 hub councillors

Or

Lone Person Attends – This is the least favoured option.

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 the police should the individual not return at a given time.

Responder should normally contact Head teacher on arrival at site, at regular intervals whilst on site, when leaving the site and when arriving safely home.

A member of staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No member of staff 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 school office Following an event the risk assessment and procedures should be reviewed and further controls implemented if appropriate.

17. Violence

17.1 Zero Tolerance

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, pupils or visitors to this school.

All staff, pupils and visitors have a responsibility to ensure that all are treated with dignity and respect and seek to avoid violence.

17.2 Violence towards Staff

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff, by staff or pupils, will be dealt with using the school's internal disciplinary procedures (which may include police involvement if appropriate).

17.3 Violence towards Visitors

Violence towards visitors will be reported to the police.

17.4 Violence towards Pupils

Violence between pupils will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement if appropriate).

Violence towards pupils from members of staff, visitors or members of the public will be reported to the police and the LADO as appropriate

17.5 Responsible Person

The Headteacher is responsible for ensuring that all

- staff are aware of the policy and procedures for dealing with violent incidents
- staff have received instruction in procedures/techniques for avoiding violence at work
- staff are aware of the procedures for reporting violent incidents
- incidents of verbal and physical abuse are recorded using the Online Accident Reporting System

The School has guidance on the use of Reasonable Force in the Trust's Positive Handling Policy.

See Appendix C for the Trust's approach to managing aggressive parents, carers and visitors.

APPENDIX A

The Reporting and Investigation of Incidents

Introduction

This document is designed to provide advice and guidance for managers to enable them to comply with the Council's Policy on the Reporting and Investigation of Incidents.

Training

Managers are recommended to attend the following training:-

Managers Incident and Accident Training

What Needs to be Reported?

If in doubt – report it!

Contact number 01872 323138

Type of injury	Report on Line?	Phone to H&S Services ?
<u>Minor injuries</u> Any injury to anybody arising out of a work or school activity. This will include incidents which: • Occur during any organised work or school activity Occur due to a defect in property or equipment. • Required first aid treatment This WILL NOT include very minor injuries. For example; injuries to pupils occurring in the playground such as bumps, scrapes & bruises are not included. A paper-cut to someone working in an office is not included, etc.	Yes	No
<u>Violent Incidents</u> Any instance of violence (physical or verbal) to an employee, trainee or contractor must be reported (regardless of whether an injury is sustained.	Yes	No
<u>Over 7 day injuries</u> Any injury to an employee, trainee or contractor which results in the injured party being unfit for normal duties for 7 or more consecutive days (excluding the day of the incident).	Yes	No
<u>Over 3 day absences</u> Any injury to an employee, trainee or contractor which results in the injured party being unfit for normal duties for 3 or more consecutive days (excluding the day of the incident).	Yes	No

Type of injury	Report on Line?	Phone to H&S Services ?
Hospitalisation of Non-Employees Any injury incident to a person not at work (e.g. Pupil or Client) taken from the scene of the accident to Hospital or other Medical facility	Yes	No
Specified Major injuries Any injury which meets the criteria for specified major injuries as set out in the schedule of RIDDOR (attached).	Yes	Yes
Death Death of anyone arising out of, or in connection with, any of the Council's undertaking.	Yes	Yes
Specified Dangerous Occurrences Any incident which meets the criteria for dangerous occurrences as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Yes	Yes
Specified Occupational Diseases Any incident which meets the criteria for an occupational disease as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Yes	No
Near Miss Any incident that, while not causing harm, has the potential to cause injury or ill health. Currently near misses should be recorded in a near miss log held at the establishment and not recorded on line.	No	No

How should Incidents be Recorded?

Incidents should be recorded on the Council's on-line Incident Reporting system:-

http://forms.cornwall.gov.uk/riddor/

To report an incident you will need to be registered on the system. If you are not registered on this system; contact Health, Safety and Wellbeing Services – who will be able to put you in touch with a registered user.

How Should Incidents be Investigated

Finding out how and why an incident occurred can provide valuable information to prevent a similar incident in the future.

Managers are expected to carry out preliminary incident investigations. In addition all incidents will be reviewed by a qualified Safety Professional and, if necessary, a detailed investigation will be carried out.

Where a Safety Professional carries out an investigation the employee will be given the option to invite a union representative to participate in the process.

If a Death, specified Major Injury or Specified Dangerous Occurrence occurs – make the area safe but try to preserve the scene of the incident as much as possible until you have contacted Health, Safety and Wellbeing Services – they will advise you of any further action required.

What about "Near Misses"

If an incident is reported to you where no-one was injured but there was the potential for serious injury you should investigate it as if it was an injury incident.

At the moment we don't record near misses on the corporate incident reporting system – so you need to keep a record locally. This information must be kept secure. **Specified Major Injury**

Specified Major Injury to anyone at work arising out of or in connection with work.

Note: A "suspected" specified major injury must be treated as a specified major injury (i.e. if it is suspected that someone has broken their leg, the procedure below must be followed - even if, at a later date, it is discovered that the leg was not broken).

Condition	**Detail**
Amputation	Amputations
Bone Fracture	other than fingers, thumbs or toes
Burns	Serious burns (including scalding) which: A) covers more than 10% of the body; B) causes significant damage to the eyes, respiratory system or other vital organs
Crushing	Any crush injury to the head or torso causing damage to the brain or internal organs
Eye & Eyesight	Any injury likely to lead to permanent loss of sight or reduction in sight
Loss of Consciousness	Any loss of consciousness caused by head injury or asphyxia
Scalping	Any scalping requiring hospital treatment
Any Other Injury	leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours

APPENDIX B

School Health, Safety and Wellbeing Training Matrix Version March 2010		All Employees	Governing Body		School Management						Site Management					Administration and Finance						Welfare				School Trips and Events						Work Experience Program		Physical Education			Design Technology				Science		Music & Drama			Individual Needs			Early Years Setting		Catering	
			Governor	Health and Safety Governor	Head Teacher	Deputy or Assistant Head Teacher	Senior Manager	Health and Safety Manager	Head of Year	Head of Faculty	Premises Manager	Site Manager	Site Team	Grounds Staff	Cleaning Staff	Bursar	Office Manager	School Secretary	Incidnet Reporting System User	Administrator	Clerk/Typist	School Nurse	School Welfare Officer	First Aider	Pastoral Support Officer	Educational Visits Coordinator (EVC)	Educational Visit Leader (EVL)	Other staff supervising students during a visit	Anyone Driving a minibus	Volunteers	Event Organisers	Work Experience Coordinator	Work Experience Teacher Visitor	Physical Education Staff	Swimming Teachers	Lifeguards	Resistant Materials DT Staff	Food Technology DT Staff	Resistant Materials Technician	Food Technology Technician	Science Teaching Staff	Science Technician	Drama Teachers	Drama or Music Technician	Music Teachers	Social Inclusion Coordinator	Learning Support Assistants	Individual Needs Staff	Early Years Manager	Early Years Staff	Kithcen Manager	Catering Staff
General	Health and Safety Induction	A																																															
	Health and Safety Awareness Training	A																																														
	Health and Safety in Schools (CIEH Level 2 Certificate)		B	A	A	A	B	B	B	C	A	B	C	C		B	C				A					B	B	C		A	A	C	C			C	C	C	C	C	C	C	C	C	B	C	C	B		B	
	IOSH Managing Safety Certificate or CIEH Level 3 Certificate			C	B			A			B																					B														A			
	NEBOSH Certificate in Occupational Safety and Health							C																																									
	Incident Reporting																		A			B		B																										
	Incident Investigation				B	B	B	A	C	C	B	B				C						C																												
	EEC Risk Assessment Training			C	B		C	A	C	A	A	A	C			B	A	B		C						A	B						C				C	C				C	C	C	A		A		B	
Emergency Response Training	First Aid at Work Certificate											C										A	C	A	C			B	C	B				C	C	C												C	
	Paediatric First Aid																																															A	A		
	Emergency Aid Certificate											B											B		B									B	A	A									B	B	B			B	C
	Fire Extinguisher Training											A	A	A	A														B							B	B	A	A	B	A							A	A
	Fire Safety Training	A																																															
Practical Safety	Minibus Driver Improvement Training																										B		A																					
	Educational Visits Coordinator Training																									A	C																							
	Educational Visits Leader Training																										A																							
	Asbestos Management				B			A			A	A																																						
	Safe Use of Ladders and Step-Ladders										B	A	A	A																														A	A					
	Erection and Use of Tower Scaffolds											A	A																																A	A					
	Testing of Portable Electrical Equipment (PAT Testing)												A																																A					
	Use of Portable Electrical Equipment											A	A	A	A																						A		A											
	The Control of Hazardous Substances												A	A	A																						B	B	B		B									
	Manual Handling										B	A	A	A	A	B	B	B		B	B						B	B					A			B	B	A	B		A		B	A	A			B	A	
	Display Screen Equipment Assessment																A	A		A	B																													
	Swimming Pool Maintenance											A	A																																					
Swimming	Swimming Life Saving Qualification																																		C	B	A													
	Royal Life Saving Society Rescue Test for Teachers																																		B	A													
Personal Safety and Individual Needs	People Handling and Moving																																													A	A	A				
	Managing Violence in Schools				A	B		A															B		B																									
	Team Teach																																												A	A	A				
Food Safety	Food Hygiene Certificate - Level 1																																				A			A							A	A	A	A
	Food Hygiene Certificate - Level 2																																				B			B									A	B
	Food Hygiene Certificate - Level 3																																				C			C									B	C
Specialist Safety Knowledge	DATA Core H&S Accreditation																																				A	A	A	A										
	DATA Specialist (Equipment Specific) Accreditation																																				A	A	A	A										

A Required
B Recommended
C Optional

APPENDIX C

Managing Aggressive Parents (including Carers) and Visitors

Statement of Principles

The Trust actively encourages close links with parents and the community. It believes that pupils benefit when the relationship between home and school is a positive one.

The vast majority of parents, carers and others visiting our school are keen to work with us and are supportive of the School. From time-to-time, it is necessary for parents and the school to deal with problems relating to particular pupils. It is important that discussions between parents and staff are conducted in a calm and respectful manner. In the vast majority of such situations this is what happens, but on rare occasions, aggression and verbal and or physical abuse is directed towards members of school staff or members of the wider school community.

The Trustees expect and require its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of aggression and abuse, and the right, in an extreme case, of appropriate self-defence.

Aggression, threatening behaviour and abuse against school staff or other members of the School community, including other parents and pupils, will not be tolerated. All members of the School community have a right to expect that their School is a safe place in which to work and learn. There is no place for violence, threatening behaviour or abuse in our School.

We expect parents and other visitors to behave in a reasonable way towards members of School staff and the wider School community at all times. The steps that will be taken where behaviour is unacceptable are outlined below.

Types of behaviour that are considered serious and unacceptable, and which will not be tolerated in relation to members of staff, and other members of the community include, but are not limited to:

- shouting, either in person or over the telephone
- swearing, either in person or over the telephone/email
- constant emails and/or phone calls which amount to harassment and intimidation, despite the School's best efforts to address a situation
- inappropriate electronic activity, including publishing abusive or inappropriate content with regards to the School, teachers or pupils on social networking websites such as Facebook and Twitter or in email communication
- hitting, slapping, punching, kicking or pushing
- physical intimidation, e.g. standing unnecessarily close to another person
- the use of rude or aggressive hand gestures, including shaking or holding a fist towards another person
- spitting
- breaching the School's security procedures

This is not an exhaustive list but seeks to provide illustrations of such behaviour. Whilst the use of such behaviour is unacceptable in all circumstances, the School is particularly concerned to protect its pupils from being exposed to such behaviour (whether or not directed at them).

Unacceptable behaviour may result in the police being informed of the incident.

Parental/Visitor Access to the School Premises

Normally parents/carers/those with parental responsibility and visitors are granted what is known as "limited licence" to visit the grounds and buildings of a school. Where there are serious concerns regarding the conduct of a parent/visitor, and possible staff/pupil safety, the Headteacher/Head of School can:

- initiate a meeting/dialogue with the individual

- write to the visitor, describing their misconduct, explaining its impact on the school and stating its unacceptability
- vary the person's "licence", say, through the addition of conditions
- warn of the possibility of a "ban" (i.e. the withdrawal of their licence) if the misconduct is repeated
- impose a ban with a review after a fixed period
- impose a ban without review

Procedure to be followed

If a parent/carer/visitor behaves in an unacceptable way towards a member of the school community, the Head Teacher and/or appropriate senior staff will seek to resolve the situation through discussion and mediation. If necessary, the school's complaints procedures should be followed by the parent. Where all procedures have been exhausted, and aggression or intimidation continue, or where the circumstances otherwise require it, a parent/carer or visitor may be banned by the Headteacher/Head of School from the school premises for a period of time, subject to review.

In imposing a ban, the following steps will be taken:

1. The parent/carer will be informed, in writing, that s/he is banned from the premises, subject to review, and what will happen if the ban is breached, e.g. that police involvement or an injunction application may follow.
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the local police.
3. The school's governance team will be informed of the ban.
4. As appropriate, arrangements for meetings at school regarding pupils, and arrangements for pupils being delivered to and collected from the school, will be clarified.

The school will, as appropriate, seek advice from the school's solicitors [and/or the Local Authority if necessary] to ensure fairness and consistency.