

ALVERTON SCHOOL

HEALTH & SAFETY STATEMENT OF INTENT, ORGANISATION AND ARRANGEMENTS.

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On 1st September 2013 the Governing Body of Alverton 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. The policy and procedures were reviewed in July 2015.

Statement of Intent for Alverton Primary School.

Alverton Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

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.

All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.

All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.

The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.

The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section

The School will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 31st August 2016

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. Premises & Resources Governors will receive regular reports to enable them, with the support of the Headteacher, to prioritise resources for health, safety and welfare issues.

The Premises & Resources group receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body & Trust on health, safety and welfare issues.

The link Governor for Health & Safety is Nanette Newton-Hinge.

The Link Governor for pupils with medical conditions is David Cooke

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 regular inspections are carried out;
- The Health & Safety/Facilities Manager will carry out the inspection each term.
- Submitting inspection reports to governors and/or the LEA
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- 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 Teacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

- Responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled. Request action from the Contractor where conditions are considered to be unsafe.

Competent Person

Whilst responsibility for the above cannot be delegated, the function of performing selected tasks has been delegated to an external competent advisor.

Senior Management

Senior Management staff have responsibilities for:-

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

All Employees

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

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention

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

Volunteers

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

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

Specific Health, Safety and Welfare Organisation and Arrangements.

Fire

Responsible person (Duty Holder)

The responsible person at Alverton Primary School is the Headteacher. Their responsibilities include.

- Making a suitable and sufficient assessment of the risks to which all staff, visitor and contractor are exposed and ensure the risk assessment is reviewed.
- Identify fire precautions or control measures required and nominating one or more competent persons to implement them.
- Establishing fire safety procedures and nominating one or more competent persons to implement them.
- Recording the findings of the fire risk assessment.
- Inform all staff about the risks in the workplace identified in a fire risk assessment, the control measures taken, the safety procedures established and the identities of any nominated competent person.
- Establishing a reliable means of contracting the emergency services and providing them with any relevant information about specific risks.
- Ensuring that the school and any equipment provided in connection with fighting fire detection and warning of emergency routes and exits, are adequately maintained by a competent person

Competent Persons

Under the Fire safety Order the Responsible Person has legal duty to nominate one or more 'Competent Persons' to assist with the preventative and protective measures where necessary. They are defined as people with sufficient training experience or knowledge to

- Implement Fire Safety Procedures
- Give effect to appropriate procedures to be followed in the event of serious and imminent danger to all relevant persons (staff, visitors & contractors)

Duties include

- Annually review the Fire Risk Assessment and Fire Control Plan
- 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.)
- Ensuring that all Fire Wardens have been appropriately trained.

Fire Wardens

The primary duty of a Fire Warden is to ensure evacuation of that part of the building they are responsible for. They must report any fire safety concerns that they may have to the Health & Safety/Facilities Manager.

They....

- Must not put themselves at risk in carrying out their duties.
- Should check all areas such as rooms, toilets and store rooms within their designated area.
- Should encourage people to leave the building by the nearest available exit in an orderly manner and direct people to the appropriate assembly point.
- Should not use physical force or become involved in confrontation. If you are aware of somebody remaining in the building then you are to inform the Fire Brigade on their arrival.

Day to day duties include ensuring that

- All fire exits and routes to them remain unobstructed
- Call points are visible and unobstructed
- Fire extinguishers are not missing or obstructed
- General house-keeping does not pose a fire risk e.g. storage of waste paper
- Any evidence of smoking inside buildings is reported.

Site Supervisor

The Site Supervisor duties include

- Daily check that the Fire detection system is operational. This is normally by way of a visual check of the Fire Panel to ensure there is power.
- Weekly checks of the manual call points (Break Glass). The alarm is activated and all automated systems are checked. These checks are documented in the Fire Log Book.
- Monthly inspection of the Emergency Lighting. This is a simple functionality test. These checks are documented in the Fire Log Book.
- Monthly inspection of the Fire Extinguishers. These checks are documented in the Fire Log Book.

Day to day duties include ensuring that

- All fire exits and routes to them remain unobstructed
- Call points are visible and unobstructed
- Fire extinguishers are not missing or obstructed
- General house-keeping does not pose a fire risk e.g. storage of waste paper

Any evidence of smoking inside buildings is reported

First Aid

The school has assessed the need for first aid provision and has identified that

- 2 fully qualified first aider holding the First Aid at Work Certificate
- 24 personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover.
- 4 Early Years staff who hold a current Paediatric First Aid qualification

Coordinator:

The Deputy Headteacher is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the school
 1. Workspace between Bosigram & Kenidjack Classes
 2. Workspace between Kingfishers & Owls Classes
 3. Workspace between Kerris & Lanyon Classes
 4. Bodrifty Class
 5. Trencrom Class
 6. Puffins Class
 7. Robins Class
 8. Ducklings Class (Nursery)
 9. Secretary Office
- 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, see attached Training Matrix
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

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

First Aiders

The first aiders listed in the training matrix 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 events organised by third parties (fetes, evening clubs, etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given (i.e. if First Aid equipment has been used) and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section). There is a First Aid Log with each First Aid kit.

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.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with any or all of the following

- the School Nursing Service or
- NHS Direct on 0845 4647. They will ask you to provide some basic information, including details of any medication the child may be taking. They will assess the problem and advise you on the best course of action.

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

Suspected Head, Neck & Spinal Injuries to Pupils

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

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

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

Other Significant Injuries

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

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

Records of notification by telephone to parents will be kept by the attending first aider and/or Class Teacher. Copies of written notification are held in the School Office

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".

Supporting pupils with medical conditions

The school follows Council and DfES guidance on the dispensing of medicines in school. The following is part of a full and more detailed 'Supporting pupils with medical conditions' Policy (available separately)

Alverton School is an inclusive community that aims to support and welcome pupils with medical conditions. The school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future. The school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.
-

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this. The school aims to include all pupils with medical conditions in all school activities.

Parents* of pupils with medical conditions feel secure in the care their children receive at this school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

The medical conditions policy is understood and supported by the whole school and local health community.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

This school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. The school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions
- parents
- school nurse
- headteacher
- teachers
- special educational needs coordinator
- pastoral care/welfare officer
- members of staff trained in first aid
- all other school staff
- local healthcare professionals
- the school employer
- school governors.

The views of pupils with various medical conditions were actively sought and considered central to the consultation process.

All key stakeholders were consulted in two phases:

- initial consultation during development of the policy
- comments on a draft policy before publication.

This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

Please see 'Supporting Pupils with Medical Conditions Policy for more detail.

Accidents

Reporting Officer

The School Secretary is responsible for the collection of information and the completion of the EEC Live reporting system. In their absence, the Deputy Headteacher will fulfil this role

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 (The Council's Health and Safety Services section will liaise with the HSE on these incidents.):

A [specified injury](#) resulting from an accident, which is directly related to, any work activity or any premises or equipment defect. For example, if a pupil trips in the playground and suffers a minor graze it is not reportable UNLESS the child tripped due to an uneven or damaged surface or the child was involved in an organised lesson or activity. The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4)

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker. Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Non-fatal accidents to non-workers and pupils. Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

Occupational Disease, Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9)

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous Occurrence, Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

All other incidents will be recorded in the First Aid Log.

Accident Investigation

The Headteacher with support from the competent advisor will decide if an investigation is necessary after reviewing all accident reports. Investigation reports will be entered onto the EEC Live Reporting System. RIDDOR incidents will be reported to the Premises & Resources Governor Group.

All reports are sent electronically to the Headteacher and Competent Advisor for review.

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 Compliance Folder for the duration of the life of the appliance.

Coordinator

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. He is also responsible for liaising with competent advisor to arrange for a whole school fixed wiring inspection and portable appliances

Personal Items of Equipment

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 Headteacher and the equipment must have a current portable appliance certificate and/or be used with a residual current device (RCD). 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 Site Supervisor for repair/replacement.

Work Equipment

The Headteacher 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 Folder situated in the Secretary office

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

School Security

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 Site Supervisor/Caretaker is also responsible for carrying out checks of the premises during the school holidays.

School staff responding to call outs.

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. For this reason, the first key holder to be called upon activation of the intruder alarm is GSD Security. GSD Security will be accompanied by the Police only if the activation of the alarm is confirmed.

Call out arrangements

GSD will only 'call out' the school caretaker if there damaged has been caused that could mean a school closure. The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. 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 folder located in the Secretary Office. Following an event the risk assessment will 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 teacher is responsible for managing any risks from violent incidents in the workplace. They are actively committed to supporting measures to control the risk. HSE defines work-related violence as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".

Physical force against an individual is an obvious example of violence, but it can also take the form of verbal abuse and threats, threatening gestures and sexual harassment.

The Headteacher 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 there are 7 trained in team teach techniques, see school training matrix for detail. A specific policy, aimed at the control of pupils, has been adopted. The SENCO has a copy of the 'Model Policy in the Use of Force to Control or Restrain Pupils' on file.

Risk Assessment & Safe Working Procedures

The school will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software. The Deputy Headteacher is responsible for managing the risk assessment process. The following people, supported by the competent advisor are responsible for completing risk assessments in there areas.

Curriculum

- Design & Technology – Kate Hall
- Music & Drama – Lindsay Eddy/Deputy Headteacher
- Science – Helen Hughes
- Sport & Physical Activities – Yesmine Daylak
- Educational Visits & Activities - Individual class teachers
- Educational, Behavioural & Physical Activities – SENCO
- Event Management (e.g. School Disco) – Deputy Headteacher
- Fire Safety – competent advisor
- Management & Site Maintenance – School Caretaker
- Medical – Deputy Headteacher
- Office Administration – School Secretary
- Security & Safeguarding – Deputy Headteacher
- Work Experience – Deputy Headteacher

The risk assessments will be used to develop safe working procedures, which must be followed by all staff. Copies of risk assessments are available from the EEC Database. Copies of Safe Working Procedures are available from the Safe Working Practices folder in the Secretary 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.

The School Caretaker 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, he 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, will be assessed (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.

COSHH Coordinator

The Deputy Headteacher is responsible for ensuring that, before any new substance/chemical is used, the competent advisor completes a COSHH assessment. There is a generic assessment in place for all low hazard substances

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff that 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.