

# **Berrycoombe Primary School Health and Safety Policy**

Adapted from Cornwall Local Authority Model Policy

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Chair of Health and Safety Committee  
Debbie Mavriano

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Head Teacher  
Craig Robertson

# **Statement of Safety Policy For Berrycoombe Primary**

1. Berrycoombe Primary recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. The school will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried every year.

## **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. Governor check to be done termly.

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 Debbie Mavirano.

### **Head Teacher**

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The Head Teacher has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;

- Ensuring regular inspections are carried out;
- Ensuring the Health and safety committee carry out the inspection each term.
- Submitting inspection reports to governors and/or the LA
- 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; e.g. First Aid, Epilepsy, Epi Pen,
- 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.

Under the Local Authority Property agreement (which the school has adopted) the Local Authority is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled

A County Surveyor is appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe.

### **Key Stage Leaders and Senior Management**

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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 procedures regularly;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher, the LA or 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 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**

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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 one fully qualified First Aider holding the First Aid at Work Certificate and four personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover at a minimum.

#### **Coordinator:**

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Ann King 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
  - **Held centrally in the Office/Playground Medical Area**
- 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
  - First Aid at Work Certificate - Ann King,
  - Emergency Aid Certificate - All Staff
- That First Aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years) Log located in Personnel section on Sims.

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

## **First Aiders**

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The First Aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

First aid cover is not provided for:-

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

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

## **Treatment of Injuries**

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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 the Health Service helpline:-

NHS DIRECT                      101

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

## **FIRST AID**

### **Suspected Head, Neck & Spinal Injuries to Pupils**

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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. This is the responsibility of the First Aid Qualified person tending to 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 telephone for an ambulance as appropriate.

### **Other Significant Injuries**

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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 Kath Williams.

### **Escorting Pupils to Hospital**

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When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

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

## **Medicines in School**

The school follows Council and DfES guidance on the dispensing of medicines in school.

This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use.

The School does not keep any other medication.

See also Medicines in School Policy.

### **Dispensing of Medicine**

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

Ann King is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

Kath Williams will deputise where necessary.

All medication will be kept in a secure location:-

Locked first aid cabinet in the locked cupboard in the Office.

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 Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- "use-by" date
- dose
- time
- date
- signature of dispenser
- comments/reactions

### **Medical Procedures**

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



**Off-Site Activities**

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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. This can be found in the Educational Visits Pack.

## **Accidents**

### **Reporting Officer**

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Kath Williams is responsible for the collection of information and the completion of the On-Line Accident Report. In her absence, this role will be fulfilled by Ann King

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 (as required by Council)
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

### **Accident Investigation**

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All accident reports will be seen by Kath Williams 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 Craig Robertson

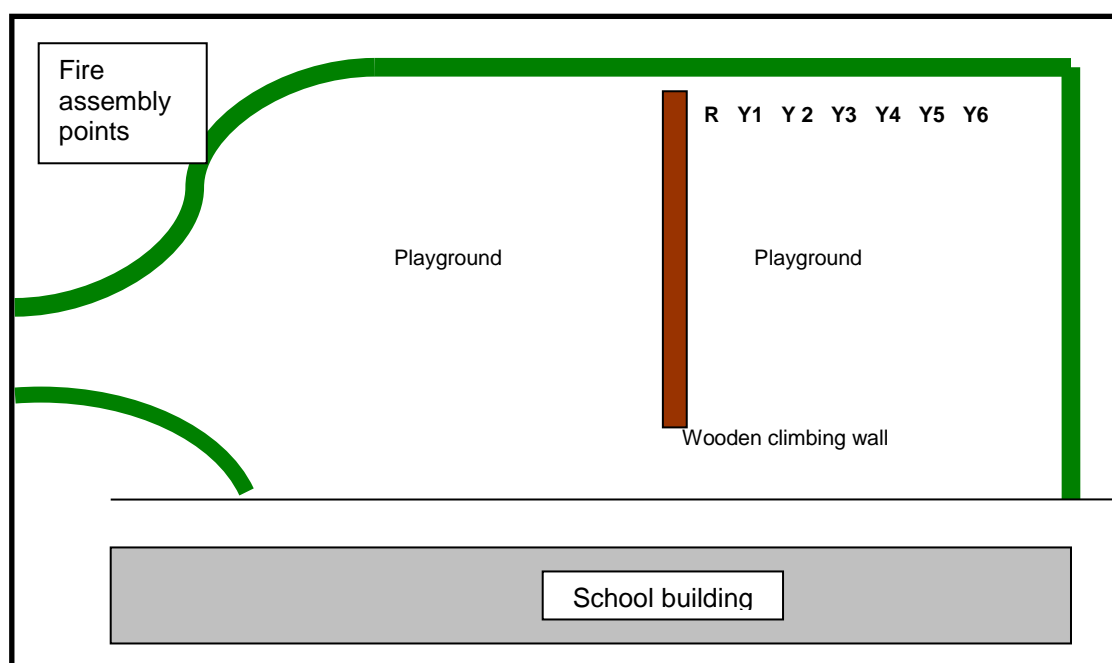
In his absence, Kath Williams will fulfil this role.

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 (Delegated to Kath Williams).
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.) (Delegated to Kath Williams).

## Fire Evacuation and Registration Procedures

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## All Staff

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

## Evacuation and Registration Procedure

- Anticipated Exit Routes. All rooms have external doors. Leave by these doors and proceed to the assembly points.

- When the fire bell rings all children in classrooms should leave by the nearest door and go to the fire assembly points identified above.
- Children who are not in classrooms should leave by the nearest door and go to their classes assembly point.
- Children MUST NOT re-enter the building for any reason.
- Children should leave calmly. No running. No talking.
- Registers will be given to Class Teachers by Kath Williams or Ann King. Teachers register children and raise hand to signal all present.
- If a child is missing the head teacher or Deputy should be informed at once.

### **Roles/Responsibilities During Evacuation**

- Emergency services will be contacted by the school administrator
- FS toilets checked by Y2 TA
- Y5 and Y3 toilets checked by Y5 TA
- Y6 and toilets and Library checked by Y6 TA
- Y4 toilets and cloakroom checked by Y4 TA
- Smiley Club toilets checked by adult Smiley club TA.
- Ann King (Kath Williams in her absence) locks front door and exits via staffroom checking staff toilets.
- Head Teacher informs Happy days of fire alarm (Kath Williams in his absence)

### **Staff Responsibilities**

- Classroom staff turn off lights and close doors.
- Admin staff bring registers located in office and visitors book.
- Admin staff bring mobile phone and emergency contact procedures including parents contact details.

### **Evacuation to an off-site location**

Emergency services will be contacted by the school administrator or her deputy. The school will evacuate to St Mary's school. Parents will be contacted and asked to collect their children from there.

## **Electricity**

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

The school has arranged for these tests to be carried out by The Local Authority.

All test certificates will be kept in Electrical Certificates File for the duration of the life of the appliance.

### **Coordinator**

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Kath Williams is responsible for ensuring pat testing of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

#### **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 Kath Williams and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

### **All Staff**

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

Defective equipment will not be used and will be reported to Kath Williams for repair/replacement.

## **Work Equipment**

Kath Williams 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 Health and Safety Folder under Risk Assessments

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

## **School Security**

Ann King is the appointed person who is responsible for the security of the school at the end of the day (Delegated to Janet Franks) by ensuring that doors, windows, skylights etc are secured.

Ann king is also responsible for carrying out checks of the premises during the school holidays.

## **SCHOOL STAFF/GOVERNORS RESPONDING TO CALL OUTS**

Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The following person(s)

- Ann King
- Janet Franks
- Craig Robertson

-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.

## **1 – CALL OUT ARRANGEMENTS**

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

### **a) Police Attendance –**

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

This will be our response to an alert from the local community that there are trespassers on the school premises.

**b) Two Persons to Attend –**

The school has implemented a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together.

Ann King not to attend by herself. In the event of a call out in response to an alarm Janet Franks has agreed to accompany key holders. Other Key holders will similarly not attend by themselves but will ensure they are accompanied on site either by Janet Franks or another key holder.

**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 Health and Safety folder.

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.

Craig Robertson 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

Individuals trained in Team Teach and whose qualification are current are listed in the staffroom.

These individuals are trained in Team Teach techniques. A specific policy, aimed at the control of pupils, has been adopted. A copy of our Policy in the Use of Force to Control or Restrain Pupils is included in the Health and Safety Handbook in the Policies Section.



## **Arrangements for Supervision of Pupils**

### **Key Stage 2 and Year 2**

The school will be open from **9:00 am** to **3:15 pm** on weekdays for during term times.

### **Year 1/EYFS**

The school will be open from **8:50 am** to **3:15 pm** on weekdays for during term times.

Between these times supervision will be provided. Pupils will not be allowed on site outside these times unless attending after school clubs or activities.

This will need to include:-

- 2 members of staff will supervise between 8:45am and 9:00am. One will be located by the crossing as children enter school. One member of staff will be on duty in the playground.
- 2 members of staff will be on duty for the KS1 playtime in addition to the members of staff supporting children with individual needs.
- 2 members of staff will be on duty for the KS2 playtime in addition to the members of staff supporting children with individual needs.
- 6 meal supervisors will be on duty at lunch times in addition to a duty member of teaching staff in the dinner hall.
- The communal area outside year 5 and the communal area outside year 6 can be used by pupils supervised by adults still in class.
- Groups of children or individuals in the-
  - Library
  - Thrive room
  - must be supervised by an adult at all times.

Y2-Y6 Parents can leave their children in the playground from 8:45am onwards where a member of staff will supervise.

Parents can also leave their children at breakfast club where a member of staff will supervise them from 8:00am onwards.

School starts at 9:00am.

As detailed in the staff handbook children must be collected by their parent or guardian at 3:15pm (other than those attending Afterschool Clubs). Changes to this agreement must be made with the class teacher in advance. Children not collected at this time should be accompanied to the school office at 3:25pm where the parents or guardians should be contacted by phone (reference to KS1). Children leaving by themselves at KS2 – will be brought in by however is on duty. Children in this situation should not be left unsupervised. Parents or guardians collecting children late under these arrangements must collect their children directly from the adult supervising them so they can be 'handed over'.

## **Risk Assessment**

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

Craig Robertson and Wendy Tubb are responsible for managing the Risk Assessment process and producing relevant reports for the Head Teacher and the Governors.

Class teachers are responsible for creating specific Risk Assessments using the online risk assessment frameworks. These are checked by the Craig Robertson and Wendy Tubb. Wendy Tubb is responsible for collecting and storing copies of these assessments as a record of our procedure.

### **Safe Working Procedures**

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The Risk Assessments will be used to develop safe working procedures which must be followed by all staff. Copies of Safe Working procedures are available from Wendy Tubb stored in the Safe Working Practices and Risk Assessment file.

### **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.

Kath Williams 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, Kath Williams will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times)

#### **Staff**

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

## **The Control of Hazardous Substances**

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the school and copies are available in the COSHH file from Ann King

### **COSHH Coordinator**

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Ann King is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

The coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

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.

Hazardous substances must have appropriate COSHH assessments before being used in the school.

### **Litter**

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Ann King (delegated to one of her team) does a litter sweep weekly as part of her contracted site caretaking. Children who volunteer to undertake litter duty are directed by the Senior Meal Supervisor and wear protective clothing and use an extended mechanical grasp.

### **Suitability of field for use**

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Class teachers and PE instructors check the field prior to use by children for dangerous debris including dog faeces. Disposable bags are stored centrally for the removal of dangerous debris.