

## **Health and Safety Policy**

- We will provide a happy, secure, stimulating and caring environment.
- All children will feel included.
- Children will be encouraged to share and co-operate with each other and with adults.

The Health and Safety Policy should be read in conjunction with:

- The Health and Safety at Work etc Act 1974 and other Statutory Regulations.
- The Cornwall Council Health and Safety Policy.
- The Cornwall Education Health and Safety Policy/Guidance/Advice Notes.
- LA Codes of Practice/HSE/CLEAPSS.

The policy comprises of five sections:

1. General Statement of Health and Safety.
2. Health and Safety Duties.
3. Organisation for Managing Health and Safety.
4. Arrangements for Health and Safety.
5. Monitoring Arrangements.

### **General Statement of Health and Safety**

The Governors of Roche School, will so far as is reasonably practicable, ensure that all activities under our control are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policy of the Local Authority and with due regard to advice and information provided by the Authority's advisors.

We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Headteacher, on our behalf, will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, carry out risk assessments which will allow us to improve our safety performance.

We will comply, as far as is reasonable, with arrangements and procedures made by the Local Authority as part of its responsibilities as employer. In the case of lettings arranged by the Headteacher they will ensure that appropriate health and safety arrangements are in place.

In return, we expect all employees to exceed their minimum legal duties, which are stipulated later in the Health and Safety Policy. Included in this is the co-operation of all employees to assist the Headteacher in carrying out their obligations as required.

This policy will be reviewed when necessary in order to meet changes in circumstances.

Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

The Headteacher, on the Governors behalf, will ensure that:

1. The Cornwall Authority 'Health and Safety Policy and Codes of Practice' are fully implemented and, to ensure compliance, are monitored on a regular basis.
2. The Safety Policies will be brought to the notice of all employees.
3. The School has considered its health and safety obligations and has made provision for meeting those obligations.
4. The School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
5. Health and safety issues concerning the School are identified and appropriate action taken.
6. Risk assessments are completed, as required by relevant statutory provisions; safe systems of work produced and arrangements made for their implementation including training, resourcing, auditing and monitoring.
7. Adequate resources are provided for the implementation of the policy.
8. Safety reports are provided as necessary by the Headteacher so that safety arrangements can be monitored and evaluated.
9. Appropriate facilities and information are provided for the Health & Safety Governor/s (Mr John Burnette) to enable them to fulfil their duties.
10. All reasonable facilities and information are provided to officers of the Education Authority, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

## **Health and Safety Duties Statutory Duties**

1. The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities such as service users and visitors. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations, Management of Health and Safety at Work Regulations, etc.

2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. visitors and contractors, etc.

3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff and visitors. They must also co-operate so that employers can comply with their statutory duties.

### **Cornwall Authority Responsibilities**

The Local Authority shall, so far as is reasonably practicable, as required under the Health and Safety at Work Act 1974 and other relevant statutory provisions: -

- i) Ensure the health, safety and welfare of all its employees
- ii) Ensure the health, safety and welfare of visitors and others on Educational premises
- iii) Ensure the health, safety and welfare of its employees who work at locations controlled by other employers or organisations.

LA will continue to fulfil its responsibilities in the following ways:

- Issue of a Health and Safety Policy;
- Issue of Health and Safety guidance/Advice Notes;
- Provision of a safety audit service.

## **Employees' Responsibilities**

All employees have a general duty under the Health and Safety at Work etc Act 1974 to:

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- Take reasonable care of their own safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out its own responsibilities successfully.
- To use correctly any equipment provided for their safety.
- Report any defective equipment to their supervisor or other appropriate person, i.e. Safety Representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

## **Organisation for Managing Health and Safety**

The Headteacher as Site Manager of the School is responsible for the day-to-day implementation and management of health, safety and welfare within School.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

The Headteacher may wish to delegate some functions to other staff but this will not affect the Headteacher's overall responsibility for health, safety and welfare.

The Headteacher will ensure that: -

- Policies and procedures with regard to health, safety and welfare matters within the premises are established in writing, and that the policies and procedures are known, understood and followed by all members of staff, including temporary staff.
- Any health and safety matters raised, and guidance from the Local Authority are brought to the attention of the staff.
- Regular reviews of the safe performance of all sections of the premises are undertaken with appropriate action taken to remediate problems.

- Arrange for risk assessments to be completed, as required by relevant statutory provisions.
- Accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also that reports and returns are submitted to the LA in accordance with the published procedures.
- Adequate first aid provision is made for staff and other persons, whilst on the premises in accordance with LA guidance.
- Training needs are identified and arrangements made for those needs to be met.
- Goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
- Contractors working on the premises are closely monitored and that the working practices do not endanger the health and/or safety of employees, or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

## **Arrangements for Health and Safety**

### **1. Statement of Intent**

We recognise our responsibility to take all measures which are reasonably practicable to ensure a safe and healthy working environment for staff, pupils and visitors. This section of this policy details the safety systems applicable to Roche CP School.

### **2. Roles and Responsibilities**

Health and safety is an issue for everyone. Everyone on site has an obligation and duty under health and safety law. Everyone on site needs to ensure that health and safety systems are observed.

#### **Employer**

The LA has a responsibility under Health and Safety at Work Act.

#### **Headteacher**

Overall day-to-day responsibility for health and safety and should implement the policies and procedures instigated by the employer and ensure the operation of effective systems for:

- Compliance with the employer's and the school's health and safety policies.
- Easy access to all relevant safety guidance.
- The implementation of safety inspections other than those implemented by the LA.
- Maintenance of equipment.
- Alerting the employer of relevant staff training needs.
- General safety and welfare, including suitable first-aid provision, plus clear arrangement to deal with medical emergencies, both on school premises and during off-site visits.

- The reporting and recording of accidents, diseases and hazards.
- Rapid dissemination of relevant information about any unsafe condition or welfare matter to staff and pupils and, if relevant to the Governors or the LA.

## **Staff**

Staff will ensure a clean, tidy and hygienic working environment. Staff have a duty while at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. In addition, they must co-operate with their employer to comply with any duty or task required through health and safety regulations. Staff will be vigilant about risks and continually assess for risk and take immediate steps to reduce risk. Volunteers will be CRB screened in order to bar anyone excluded from working with children. Supply staff will usually be employed through LA who ensure that staff are security cleared.

## **Teachers**

Teachers are expected to maintain good order and discipline among the pupils and to safeguard their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere. They have specific duties to teach pupils about hazards and risks.

## **Support Staff**

Support staff and volunteers must be appropriate people to supervise pupils. They must model behaviour which encourages pupils to act responsibly and they must follow the instructions given by teachers or official group leaders. Like teachers, they must work within the spirit and directions of any relevant health, welfare and safety policies and they must help control any indiscipline likely to lead to health and safety risks. The teacher remains generally responsible for the overall direction of the majority of pupil learning but aspects may be undertaken by other staff.

## **Pupils**

Will be taught how to behave sensibly and responsibly and standards will be discussed with parents. They will be taught not to damage intentionally or interfere recklessly with any equipment or arrangements in place to protect health, welfare and safety. Pupils will be involved in the risk assessments for educational visits and will identify hazards and dangers. They will also be responsible for helping to identify ways of avoiding accidents and dangers. During educational visits they must follow the directions or instructions of anyone acting as, or for, the 'group leader'. The Headteacher has a duty within the legislation to include all pupils in out-of-school visits wherever possible and has a duty to have shown that they have sought to do so, but they can prevent pupils from going on particular trips where, following a risk assessment, they regard the behaviour of a pupil to be a danger to themselves or others. Special health and safety requirements may apply to pupils with significant medical conditions and/or special educational needs. The Headteacher as the EVC will oversee all plans for off site visits.

## **Special Educational Needs Co-ordinator (SENCO) and other specialist SEN staff**

Will review any special safety provision required by pupils with SEN. They will work with other staff to ensure that pupils with special educational and/or medical needs are

adequately covered in the school's planning and procedures relating to health, welfare and safety. For example:

- That pupils with hearing impairment are supported in terms of issues relating to safety during lessons and visits.
- That pupils with visual impairment are supported so they can make their way around nursery as safely and independently as possible .
- That suitable plans are in place for individuals whose behaviour requires individual planning and consistent intervention.
- That suitable arrangements are in place in case of a fire.

## **Trespassers**

The Headteacher, in exercising day-to-day management of the School determines who should have access to the premises. Anyone entering school property without permission, or without lawful authority, is a trespasser and may be asked to leave. If staff discover an intruder or trespasser they must inform the Headteacher who will take the necessary steps to ensure that the trespasser leaves the school site.

In the event of a trespasser becoming violent the Headteacher will be responsible for calling the police and ensuring their own and the children's safety until after the arrival of the police.

Management of health and safety, however, also applies to trespassers. That is, if a trespasser were to be injured whilst on the school property then they may be able to make a claim against the employer or whoever has control of the premises (if the injury relates to a premises-related hazard). Clear signposting of hazards may be sufficient to meet the Headteacher's duties derived from the HSWA 1974 and Occupier's Liability Act 1957 in respect of having control of premises and therefore may afford some protection from litigation claims.

## **Violent or Aggressive Parents**

Staff are not to put themselves or other school users at risk by intervening if a parent / carer is being violent. They should follow the procedures below where possible

- 1) Ask the offender to be calm and give them the opportunity to talk to a member of staff there and then or at a later date. The meeting should be held in public i.e. corridor or cloakroom rather than in the office if the offender is assessed as posing a risk to the member of staff.
- 2) When the offender is calm offer to speak to them in private there and then, or at a later date. Ensure that the office door is left ajar and that the member of staff sits so that they can exit if necessary.
- 3) If the offender does not calm down ask another member of staff to call the police.

## **First Aiders**

A first aider is a person who holds a current first aid certificate. A named member of staff will be responsible for ensuring all equipment is maintained in good order and adequate supplies maintained. From February 2015 our named persons are: Christine George and Rachel Batten. In addition at least 90% of staff hold a current First Aid Certificate which is renewed every three years. Newly appointed staff will be offered training at regular intervals.

## **Practical Arrangements**

### Fire Equipment

Responsibility for maintaining fire fighting equipment rests with the school. School employs contractors to maintain alarm and detection systems and extinguishers.

### Fire Evacuations

Responsibility and organisation of fire drills rests with the Headteacher. All school staff will be aware of emergency exits and procedure in the event of a fire. Visitors to the school are made aware of fire precautions.

### Lock Down procedure

School has an emergency Lock Down procedure in place to secure the building and restrict entry. The procedure has basic steps and protocols in place that include how teachers should manage children in class and how communication will take place between the office and classrooms as well as with emergency services. The Lock down procedure is drilled in the same way as the fire drill.

### Accidents

All significant accidents to the head must be recorded on a 'bump note' which will be filed in the office in the 'Accident Report File'. A copy will be given to the child to ensure parents are informed of the accident at the end of the day. More serious accidents should be reported to the County Health and Safety Advisor and major injuries to the HSE. If a child needs to be taken to hospital parents / carers will be informed by telephone by a member of school staff. An ambulance will be called if necessary. If an ambulance is not necessary and parents / carers cannot be contacted a member of staff will take the child to hospital in a taxi. Taxi numbers are in 'Yellow Pages' which is located in the school office.

### First Aid

Emergency first aid will be provided by a qualified first aider when one is present. Staff should be aware of the possibility of adverse reactions and should only administer medication or dressings in an emergency. Details of pupils likely to suffer from adverse reactions are kept in medical notes in the staffroom. See also Roles and Responsibilities – First Aid above.

### Medicine and Meeting Medical Needs

The school staff will try to support and supervise children requiring medicines for long term medical needs. A care plan will be written in conjunction with parents or carers and relevant specialists.

Any prescribed medicines which need to be administered for short periods should be taken to the office with the dosage requirements. These medicines will be stored in the locked medical cabinet in the office. Parents/carers will be asked to sign an administration of medicines form. Staff who administer medicines will record actions in the Medicines Log in the office.

## Sickness

The LA 'Spotty Book' has the relevant exclusion periods for all communicable diseases. Parents should be informed of the recommendations in this guidance which details exclusion periods and contains advice.

## Clothing

All pupils will be encouraged to wear suitable clothing for school including guidance on suitable footwear.

All pupils should also wear a P.E. Kit for all P.E. activities.

Regular reminders are sent out throughout the year to remind parents and pupils of these requirements.

Pupils should not be allowed to use P.E climbing equipment unless suitably attired.

The wearing of jewellery is not permitted in school apart from one pair of ear studs where pupils have pierced ears. No jewellery or watches should be worn while doing P.E.

## Allergies/Medical conditions

These are collated by Mrs George or Mrs Batten at the beginning of the school year and given to each class for staff to be made aware of. Class teachers are responsible for informing the office of any amendments.

## Safety on Educational Visits

All staff planning an Educational visit should consult with the Headteacher who is also the EVC [Educational Visits Co-ordinator] to ensure that the visit preparations comply with the guidance given by the LA in their handbook for Educational Visits.

## Group Leaders must

- Seek and obtain any necessary approval for the visit from the Headteacher and governors.
- Plan ahead in sufficient time to organise it effectively.
- Designate appropriate group leaders.
- Ensure that appropriate pupil protection checks are done on accompanying adults including volunteers.
- An adequate ratio of teachers/supervisors to pupils .
- Parental agreement is obtained with a signed consent –copies of these are in the Ed Visits file located in the office.
- Ensure that all staff are aware of, and understand, the health and safety policies of the school.
- Carry out Risk Assessments in good time and share these with accompanying adults.

## Health and Safety Vigilance

It is the duty of staff to be constantly vigilant.

## Home Visits

Staff undertaking home visits must ensure that staff in school are informed of the timetable. They must always undertake visits with another member of school staff. They must report in person or by telephone when the visit is finished. They must have a mobile telephone.

### Car Park

Parents use the on-site parking at their own risk.

#### *Morning Procedures*

- Parents are asked to use the drop off zone.
- No parking in the drop off zone at any time.
- Any parking should be in marked bays.
- Parents are encouraged to walk.
- Pedestrians from the village direction must use the pedestrian gate.
- Pedestrians from the new development should exercise caution if using the exit gate or crossing the car-park gates.
- Pedestrians should use the designated walk ways.
- Car drivers are asked to exercise extreme caution and give way to pedestrians.

#### *Afternoon Procedures*

- Parents should not arrive by car before 3pm.
- The playground will be opened for parking at 3pm.
- Anyone on site before 3pm must park in a marked parking bay in the car-park.
- Drivers parking in the playground are asked to use the correct gates for entrance and exit and to park safely in rows facing down the playground towards the field.
- Drivers are asked to give way to pedestrians and to park and drive with consideration for others.
- Drivers are asked not to block the entrance to the car-park or the playground.
- Any drivers who do not comply with the car-park procedures will be denied access to the school site.
- Pedestrians should use the pedestrian gates and pathways at all times.

### Electrical Equipment

This will be inspected on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been PAT tested.

### Security

- All reasonable steps will be taken to secure the school during the day.
- Playground gates should be shut at all times from 9am onwards.
- The key padded entrance doors will be shut at all times.
- Children will not be allowed in the kitchen.
- Visitors to school can only access the building via Reception and must be signed in to the Visitors Book.

### Potentially Hazardous Substances

Substances which have a warning symbol detailed in Appendix 3 of COSHH section in Part 1 of the Safety Manual will not be allowed on school premises. Other substances e.g.

cleaning sprays will be kept in the caretakers locked cupboard to which the children do not have access.

All COSHH reports will be made available to relevant members of staff who will sign to indicate that they have read and understood them.

The COSHH file is located in the school office and is available to all staff.

### Training

New members of staff and volunteers will be given a tour of the school during which health and safety measures will be highlighted. These include emergency exits and assembly points. The tour will be given either by the Headteacher or the secretary.

### Bomb Alerts

Staff will follow advice from the emergency services.

### Computers

The children's computers have the highest level of Internet filter system provided by the South West Grid for Learning.

Children must not use the internet without adult supervision.

### Lone Working Procedures

Staff should follow the procedures laid out in the school's Lone Working Policy (2013-17) and should not expose themselves to unnecessary dangers by breaching the guidance in the policy.

Policy adopted by the Governor's Buildings committee	March 2020
Signed by Chair of Buildings committee	
Ratified at Full Governing Body meeting	March 2020
Signed by Chair of Governors	
Review date	March 2022