

# Health and Safety Policy for Sir Robert Geffery's School

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The Governing Body of Sir Robert Geffery's 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 academy.

This policy is reviewed annually through the Premises Committee.

Date of Review: 14<sup>th</sup> July 2017

Reviewed by the Premises / Health & Safety Committee

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# Statement of Safety

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1. Sir Robert Geffery's School recognises its legal and moral responsibilities to persons who may be adversely affected by academy activities.
2. The academy 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 academy. The academy will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the academy'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 academy 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 academy 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 annually.
8. The Academy expects staff to use common sense to inform their actions alongside agreed and accepted practice as laid down in this document. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

# Responsibilities

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It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the academy. The individuals and groups identified below are expected to have read and understood the Academy's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them. Named individuals with specific responsibilities are listed in Appendix 1.

## **Governors**

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 Headteacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is identified in Appendix 1.

## **Headteacher**

The Headteacher has responsibility for:-

- Day-to-day management of all health and safety matters in the academy in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- The person /s who will carry out the inspection each term is named in Appendix 1.
- Submitting inspection reports to governors;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the academy health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;

- Where contracts are negotiated directly between the academy and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensure that the annual medical needs/asthma audit is updated annually or when an in-year child is admitted and that all medical information is passed on to the following teacher.

The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled is named in Appendix 1.

The person appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe is named in Appendix 1.

### **Management Staff**

Management staff have responsibility 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 Headteacher;
- 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 Headteacher or Governors.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda)

### **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 (e.g. not standing on chairs to reach high displays);
- Ensuring that they undertake all relevant risk assessments involving their children support staff, themselves, and where relevant members of the public.
- 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 academy'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.

Volunteers are also expected to read and implement the code of practice supplied to them.

## **Pupils**

While school staff carry the main responsibility for health and safety provision, it is important that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

Listening to and following instructions from staff;

Ensuring that their actions are safe for themselves and will not harm others in any way;

Being sensible around the school site and when using any equipment;

Reporting health and safety concerns or incidents to a member of staff immediately;

Acting in line with the school code of conduct.

Pupils that are found to be a risk to health and safety may not be allowed to partake in certain school activities, [and may be dealt with under the school's behaviour policy if the circumstances require it]. We expect pupils to follow the school code of conduct, as this helps maintain good health and safety around the school.

# First Aid

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The academy has assessed the need for first aid provision and has identified that **14** fully qualified first aiders holding the First Aid at Work Certificate or Appointed Persons Certificate or attended First Aid for Children Course.

## Coordinator

The first aid coordinator (named in Appendix 1) is responsible for overseeing the arrangements for first aid within the academy. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the academy
  - At the First Aid Stations outside Reception/Year 1 Classrooms, Outside KS2 Library, disabled toilet opposite School Office and kitchen.
- 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
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- undertake the annual medical needs/asthma audit

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 appendix will provide first aid treatment for anyone injured on site during the academy day. They will also provide, as appropriate, first aid cover for

- trips & visits
- extra-curricular activities organised by the academy (e.g. sports events, after academy clubs, parents evenings, academy-organised fund raising events, etc.) – Note: All supervising staff are first aid trained

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)

## Allergies

All staff and children who suffer from allergies will be recorded in the medical conditions annual audit with treatments specified. Emergency actions for severe cases will be posted on the notice board in the staffroom, all relevant training taken by staff, and all staff expected

to be familiar with procedures. Parent/carers of children new into the school will have to disclose all relevant medical needs of their child.

### **Treatment of Injuries**

The Academy 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 111

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 academy, 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 Academy will notify parents/legal guardians of any other significant injury by way of either:

- a telephone call;
- a letter;
- or a form.

### **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".

# Medicines

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The academy follows DfE guidance on the dispensing of medicines in academy.

This academy will dispense medication which has been prescribed by a medical practitioner with written instructions for its use, if a member of staff is happy to do so. All antibiotics (or other prescriptions that need to be kept cool) **MUST** be stored in the staffroom fridge.

This academy will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use and a member of staff is happy to carry the task out. We reserve the right not to dispense medicines if we feel it inappropriate or unsafe.

The Academy does not keep any other medication.

## Dispensing of Medicine

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

The administration team and class teacher are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

All medication will be kept in the lockable cupboard in the disabled toilet opposite school office (key available from school office).

Medication for personal use by members of staff must also be kept in a secure location.

## 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 academy.

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

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

### **Medical Procedures**

The academy 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**

The academy has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip (named co-ordinator in appendix 1).

# Accidents

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## Reporting Officer

The reporting officer (see Appendix 1) is responsible for the collection of information and the completion of the Accident Report. In his/her absence, this role will be fulfilled by Deputy Reporting Officer (see Appendix 1).

All accidents must be recorded in the accident book. The reporting officer will review the book monthly to assess incidents and any possible patterns emerging.

The relevant member of staff attending the incident will record all accidents in the academy's Incident Log, including:-

- Specified Dangerous Occurrences - refer to <http://www.hse.gov.uk/riddor/>
- Specified diseases - refer to <http://www.hse.gov.uk/riddor/>
- All accidents on site to children or adults
- 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

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary. Major incidents will be reported to the Health and Safety Governor.

## Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents will be forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/).

# Fire

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## **Fire Officer**

The Health and Safety Governor and the Headteacher are responsible for organising the schools fire precautions.

The Fire Officer (Headteacher) is responsible for:

- Arranging a fire evacuation drill at the beginning of the academy 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.)

See Appendix for named Fire Officer and Fire Marshalls.

## **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 Procedures are detailed in the appropriate areas.

# Electricity

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

The academy has arranged for these tests to be carried out by the contractor identified in Appendix 1.

All test certificates will be kept in the school office for the duration of the life of the appliance.

## **Coordinator**

The Premises Manager (see Appendix 1) 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 Manager is also responsible for liaising with contractors to arrange for a whole academy fixed wiring inspection.

## **Personal Items of Equipment**

Personal items of electrical equipment **should not** be brought into academy for use by staff or pupils.

If a personal item is required to be used in academy for a one off type event then permission must be sought from the equipment safety coordinator 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**

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

Defective equipment will not be used and will be reported to equipment safety coordinator for repair/replacement.

# Work Equipment

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The Headteacher, and School Administrator (when relevant), 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

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It is recognised that, from time to time, it may be necessary for academy 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 academy on their own.

In such circumstances, the academy/individual will assess the risk to using 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 teachers files.

Any staff wishing to work outside normal academy hours must inform a member of the senior management team giving as much notice as possible.

## **Academy Security**

The Site Supervisor is the person who is responsible for the security of the academy at the end of the day by ensuring that doors, windows, skylights etc are secured.

The Site Supervisor is also responsible for carrying out checks of the premises during the academy holidays.

## **ACADEMY 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.

If there is any concern about the reason for activation, the Police should be called out.

**No employee is expected to enter a building where it is believed that there is a significant risk.**

# Violence

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The Academy has adopted Cornwall Council's policy and guidance on Violence at Work.

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 academy the relevant staff (appendix 1) are trained in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted and is available to staff.

# Arrangements for Supervision of Pupils

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The Academy will be open from 7.30 am to 5.30 pm term time only. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

## Risk Assessment

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The staff will carry out risk assessments for all.

The staff are responsible for managing the risk assessment process within their classrooms, the school, and all other activities involving their children support staff, and others.

The Premises Manager is responsible for assessing risks associated with the grounds and building.

The EVC is responsible for over-seeing and co-signing the safety of Educational Visits out of schools, individual teachers in charge will clear their RAs with the EVC.

The EVC will have his RAs checked and signed by the Headteacher.

The Headteacher is responsible for producing relevant reports for the Headteacher and the Governors.

Copies of risk assessments are available in files held in the school office

### **Safe Working Procedures**

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 in files held in every classroom.

# The Control of Hazardous Substances

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All substances which may be considered hazardous to health have been assessed using the Health and Safety Executive COSHH Database [www.coshh-essentials.org.uk](http://www.coshh-essentials.org.uk) (except in Science – these are covered by the CLEAPSS Hazcard system).

## **COSHH Coordinator**

The Administrator / Premises Manager (Appendix 1) are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

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

The Administrator 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 Administrator 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 academy.

## **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.

**APPENDIX TO  
HEALTH AND SAFETY POLICY**

Named Individuals with Responsibilities

<b>Responsibility</b>	<b>Named Individual</b>
Safety Governor	Mandy Kellagher
The person/s who will carry out the inspection each term	Julie Curtis (Headteacher) Trish Burfoot (Site Supervisor)
The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled	Debbie Pitman (School Administrator)
The person appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe	Debbie Pitman (School Administrator)
First aid coordinator	Julie Curtis (Headteacher)
Reporting Officer (Accidents)	Julie Curtis (Headteacher)
Deputy Reporting Officer (Accidents)	Debbie Pitman (School Administrator)
Electrical Test Contractor	Arranged through Project Design Consultants
Equipment Safety Coordinator	Julie Curtis (Headteacher) Debbie Pitman (School Administrator)
Site Manager	Julie Curtis (Headteacher)
COSSH Coordinator	Debbie Pitman (School Administrator) Trish Burfoot (Site Supervisor)
List trained first aiders, date of training and qualification	Jackie Hatton First Aid at Work  Izzy Williams First Aid at Work  Carolyne Pierce-Jones First Aid at Work  Tracey Parry Paediatric First Aid
	Continues over

List trained first aiders, date of training and qualification	<p>Cat Miles Paediatric First Aid</p> <p>Trish Burfoot Paediatric First Aid</p> <p>All other staff receive Emergency First Aid training every 3 years</p>
Fire Officer	Mrs Julie Curtis
Fire Marshalls	<p>Izzy Williams</p> <p>Debbie Pitman</p> <p>Kath Jones</p> <p>Jo White</p>

Appendix Updated Feb 2018