



# KEA SCHOOL

## Health and Safety Policy

**Autumn 2017**

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On 11 October 2017 the Governing Body of Kea 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.

Signed:

Headteacher

\_\_\_\_\_ Date: \_\_\_\_\_

Chair of Governors

\_\_\_\_\_ Date: \_\_\_\_\_

## **Statement of Safety Policy**

### **For Kea School**

1. Kea School 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 carers 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 out by no later than July 2015.

## 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 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 Health and Safety Governor is **Matt Jobe**.

### Headteacher

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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; **Matt Jobe and Katherine Warren, where possible supported by colleagues from Interserve**, will 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;
- 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 Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

**Interserve** 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.

**Interserve** is appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe.

## **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 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, 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 direction 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 **two** fully qualified members of staff holding the Appointed Persons First Aid Certificate, **two** staff with Paediatric First Aid and all other staff hold a one day emergency first aid at work certificate.

#### **Coordinator:**

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

- that first aid equipment is available in the first aid room
- 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

This person will also ensure that there are regular checks of the first aid logs for indications of recurrent or frequently reported types of injury.

#### **First Aiders**

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

- trips & 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, private bookings 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.

## **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/carer is contacted and informed of the injury.

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

In any case where there is any doubt about the pupil's wellbeing, the first aider will call for an ambulance as appropriate.

## **Other Significant Injuries**

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

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

- a form sent home (head injury or if a child has been stung)
- a telephone call if the child is very anxious, or if it is a head injury.

Records of notification by telephone to parents will be kept by **office staff**. Copies of written notification are held in individual child's file.

## **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 carer is in attendance.

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

## Medicines in School

The school follows Council and DFE 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 in an exceptional circumstance and with the prior agreement of the Headteacher.

The School does not keep any other medication.

The school issues a guide for illnesses and medicines in school for parents.

### Dispensing of Medicine

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

**The administrator** is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

**An administrative colleague** will deputise where necessary.

All medication will be kept in a secure location:-

**Normal medicine/tablets – in locked medicine cabinet in school office**

**Medication which needs to be stored in the refrigerator – in the staffroom fridge**

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.

### Medicines stored in School

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Children who suffer from illnesses such as asthma/ allergies are required to provide inhalers etc for use in school. These medicines will be stored in a teacher drawer in each classroom for ease of use when required. Some older children keep their inhalers in their school bags.

### 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



- 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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Risk assessments are carried out for all off-site activities, which includes the assessment of medical needs of all involved in the trip.

## Accidents

### Reporting Officer

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All staff are responsible for collating the information for accidents **and the administrator**, is responsible for the completion of the On-Line Accident Report. In her absence, this role will be fulfilled by **another administrator**.

All accidents must be reported to the reporting officer.

The Reporting Officer will record all serious 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)
- 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 which result in a major injury or death

All other incidents will be recorded in the school's accident book.

Near misses (which potentially could have caused serious injury) will be recorded in the school's near miss book.

### Accident Investigation

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All online accident reports will be seen by **The headteacher** who will decide if an investigation is necessary. Investigation reports will be entered onto the on-line accident reporting system. Major incidents will also be reported to 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 Local Authority's Health and Safety Services section will liaise with the HSE on these incidents.

# Fire

## Fire Officer

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Both **Interserve** and the **headteacher** are responsible for organising the school's fire precautions.

In her absence, **the deputy headteacher** will fulfil this role.

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

## All Staff

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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

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If you discover a Fire in the building you must immediately activate the alarm system by breaking the glass panel on the Emergency Call Point. Emergency call points are strategically located throughout the building and coloured **RED**. Activation of the fire alarm automatically notifies the emergency services.

### Exit Routes

Each classroom and cloakroom have exits to the outside. These are all clearly signed.

The hall has 3 exit points.

From the corridor, find the quickest exit.

Teacher to lead their classes outside through the nearest exit.

Teaching Assistants to check toilets then close doors after exiting the building.

One to One TAs to support the child they work with if child is requiring additional assistance.

### Evacuation Point

The play court

Children to line up in a quiet and orderly manner.

Administrator to collect the following before exiting the building:

- All class registers
- Pupil and adult signing in books
- Mobile phone

Teachers to register class and then report to the Headteacher.

<b>No person must enter the building unless directed by the Safety Officer or a member of the Emergency Services.</b>
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Critical Incident Planned Response Dealing with the pupils after a school evacuation

Immediate action:

Headteacher will ascertain the possibility of the pupils being able to return to the school building. This will depend on the nature of the evacuation. For example after a fire it is unlikely that the full school site will be usable, whereas after a bomb threat, it may be possible to return after a full search if so advised by the police.

Action as soon as possible

Sending children home will be organised by;

Headteacher or secretary will contact local media (BBC Radio Cornwall Pirate FM and Atlantic FM) in order to have public announcements. The Local Authority will also be informed so that they can advise any parents who may call them for advice.

Parents will then be contacted by phone if possible. This may involve utilising mobile phones, and may need a telephone directory borrowed from another house if school records are not available. Parents may be asked to care for other pupils as well as their own to facilitate quick movement of children to a safe environment.

Creative use of accommodation to keep children comfortable in the interim will be needed. For example, the Pre School building may be usable (with their toilets). If this is not the case, the school will use Kea Community Centre as an emergency evacuation centre.

Later action

The Headteacher should work with the emergency services, Interserve, the Local Authority and relevant contractors with regard to re-opening the school site.

## Electricity

**Interserve** 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 **a contractor on behalf of Interserve**

All test certificates will be kept at Interserve Offices, Treleigh Industrial Estate, Redruth, for the duration of the life of the appliance.

### Coordinator

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**The administrator** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Interserve is also responsible for arranging 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 **The headteacher** and the equipment must have a current portable appliance certificate and be used with a residual current device.

### 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 **the headteacher or the administrator** for repair/replacement.

## **Work Equipment**

**The headteacher** will be responsible for overseeing the purchase of all work equipment for school use. **Interserve** will be responsible for overseeing the purchase of all work equipment for cleaning use. **Autograph (contracted by Interserve)** will be responsible for overseeing the purchase of all work equipment for all kitchen 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**.

Any staff wishing to work outside normal school hours should have prior agreement/permission from **Interserve Helpdesk (0800 6344190)** or contact them on arrival at school.

## School Security

**Interserve / Churchills / Kestrel Guards** are the appointed persons who are responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured.

**Interserve** is also responsible for carrying out checks of the premises during the school holidays.

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

**Interserve** is the school's nominated representative who will respond in an out-of-hours call out.

**Interserve** will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

On occasions staff nominated as out of hours key holders are sometimes required to attend site following the activation of the alarm.

## **CALL OUT ARRANGEMENTS**

**Interserve** organises call out arrangements which ensures that if an incident occurs support will be provided.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

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

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.

**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**

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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 **Katherine Warren, Maria Cross, Nicola Lawry, Rebecca Olive, Clare Green, Stuart Moyes and Aaron Simmons** are trained in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted (**Use of Physical Restraint Policy**).



## **Arrangements for Supervision of Pupils**

The school will be open from 8.45am to 3.30pm on weekdays during term times. Between these times supervision will be provided.

School arrangements for supervision.

- Staff member (usually Headteacher) on duty every morning – walking round between outside.
- The bell is rung at 8.55am and children line up outside their classroom (Y5/6 line up on main playground) where their teacher meets them. If wet, the children may enter their classroom from 8.45am.
- EYFS and KS1 children may play on the top infant playground
- Playcourt activities (football, huff and puff), pirate ship and adventure playground are available on a rota basis
- 4 members of staff on duty each break time (+ individual staff for one to one pupils)
- 3 outdoor lunchtime supervisors (+ individual staff for one to one pupils)
- EYFS – Y4 are all met from school (outside their classroom doors) by their parents or other named person. Older children may walk or cycle home unsupervised if written permission is given.
- Children whose parents are late to collect them are brought to the school office until they are collected. A phone call is made from school if no one arrives.

## Risk Assessment

The school will carry out risk assessments for all activities using the a range of risk assessment templates or the European Education Consultants Risk Assessment Software.

**The headteacher** is responsible for managing the risk assessment process and producing relevant reports for the Governors.

Copies of risk assessments are available from **the school office**.

## 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 **the school office**.

## **Personal Protective Equipment (PPE)**

Personal protective equipment must be supplied to control a 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 headteacher** 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, **school administrators** 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 **the school office or Interserve**.

### **COSHH Coordinator**

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**The headteacher** is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council. All chemical products ordered from Consortium or Llawnroc (standard suppliers) are automatically supplied with a COSHH certificate.

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.