

Appendix 3

Further arrangements specific to St. Mary's Catholic Primary School, Falmouth

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Devon Health and Safety Service.

Where model risk assessments do not address all the significant hazards of the academy, the template RAA01 format will be used to record findings and decisions.

Risk assessments are available for all staff to view and are held centrally in the staffroom. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Risk Assessment Arrangements.

Accident/Incident Reporting

All employee and visitor accidents must be reported to Plymouth CAST. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to students and other non-employees should be recorded in the accident book. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure which needs addressing, must also be reported by entering accident details onto the OSHENS on-line accident reporting system.

Parents/carers will be notified immediately of all major injuries.

The Head Teacher will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrences Regulations 2013 will be reported to the Health and Safety Executive (HSE) via the OSHENS on-line accident reporting system. This will be undertaken by the Devon Health and Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Accident Information Arrangements.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the school office.

The Asbestos Register is held in the school office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment that may contain asbestos. Contractors will sign to acknowledge receipt and understanding of the Asbestos Register. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- the AMP is reviewed annually or more frequently if the Asbestos Register recommends this and that any changes are approved by the Employing Body
- that the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- a visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP
- all changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Asbestos Register

All parties will ensure that any damage to materials known or suspected to contain asbestos is reported to Tony Pipkin or the admin staff in the school office at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA004 Asbestos Management Arrangements as well as the Asbestos Management Plan.

Communication and Training

Detailed guidance and information about health and safety issues can be found in the Devon Health and Safety Service's Arrangements which are located in the OSHENS Document Library.

The Health and Safety Law poster is displayed in the staffroom.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept in the school office. Carol Pipkin is responsible for coordinating health and safety training needs. The academy has a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Arrangements.

Consultation

Teachers and Support Staff are represented on the Plymouth CAST Health and Safety Committee. The terms of reference for this committee are published on the Plymouth CAST website and a copy of the Committee Terms of Reference is available on request from admin@plymouthcast.org.uk The committee meets at least termly.

Consultation of day-to-day matters at Academy level will be achieved by attendance at weekly staff meetings. Minutes of these meetings are made available to all staff. Support staff meetings are planned at regular intervals.

Members of staff with concerns should raise them initially with the Head Teacher and/or the Health and Safety Coordinator. If required, requests for external advice should then be sought from the Devon Health and Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Employing Body welcome the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HSA008 Consultation and Communication Arrangements.

Contractors

All contractors used by the academy shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to Carol Pipkin or Suzannah Chapman in the school office, where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency Tony Pipkin, Premises Manager will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The academy, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

Tony Pipkin is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. Tony Pipkin will ensure that the specific client requirements of the Construction (Design and Management) Regulations 2015 have been complied with.

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Arrangements.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant class teacher using the appropriate Devon Health and Safety Service model risk assessments listed previously.

Within science, CLEAPSS *Hazards* and *Recipe Cards* are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into our medium term planning.

For full details relating to the higher risk curriculum areas, reference should be made to the HSA0003 Art and Pottery, HSA0011 Design and Technology, HSA0042 Physical Education and HSA0049 Science Safety Arrangements.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use). Further details and latest policy is available by emailing admin@plymouthcast.org.uk

For full details relating to DSE, reference should be made to the HSA0012 DSE Arrangements.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Carol Pipkin or Suzannah Chapman in the school office.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the appliance type.

Tony Pipkin is responsible for keeping an up to date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate, tested according to the frequencies set out above.

Personal items of equipment should not be brought into the academy without prior authorisation and must be subjected to the same inspection process as academy-

owned equipment.

An electrical installation test will be conducted by Cannings and Son every 5 years. Tony Pipkin is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 Electrical Safety and HSA0058 Work Equipment Arrangements.

Fire Safety

The Head Teacher is responsible for ensuring the Academy's Fire Risk Assessment is undertaken using the RAA08 or equivalent document and controls implemented accordingly. The Fire Risk Assessment is located in the staffroom and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the fire log book and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the Fire Risk Assessment and are made available to all staff as part of the academy induction process.

All staff will be briefed in the contents of the Fire Emergency Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly, and results recorded in the Fire Log Book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

Evacuation procedures are also made known to all contractors/visitors.

Emergency contact and key holder details are held in the school office.

Tony Pipkin is responsible for ensuring that the Academy's Fire Log is kept up to date and that the following inspection/maintenance is undertaken:

- dates of fire-fighting equipment inspections and checks
- dates and outcome of fire alarm system(s) inspections and checks
- dates and outcome of emergency lighting system - records of tests
- dates and outcome of visits by the Fire and Rescue Service
- list of all fire training/instruction carried out
- dates and outcome of fire drills

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located in the fire log book and will be reviewed annually.

For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Arrangements.

First Aid

The academy has risk assessed the need for first aid provision and this is recorded on the RAA22 Whole Primary Academy or RAA09 First Aid Needs Risk Assessment document. The following first aid provision has been provided accordingly:

First Aid at Work level:

Sue Marshall 09/18

Emergency First Aid at Work level:

Carol Pipkin 03/19

Ashley Blakely-May 10/16

Kate Mulcahy 04/19

Karen Higham 03/19

Alanah Butterly 04/19

Luz Dobson 09/17

Lucy Butterly 09/17

Sarah Gough 09/17

Louise Martin 09/17

Rebecca Watkins 09/17

Paediatric First Aid (where required):

Biddy Alway 06/17

Marianne Burton 06/17

Sue Marshall 03/16

First aid qualifications remain valid for 3 years and Carol Pipkin will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

First Aid boxes are located at the following locations:

- All classrooms
- Medical Room
- Bags ready to be taken outside during PE lessons and lunchtimes

Sue Marshall is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary. Class TA's monitor the stocks in the class first aid boxes.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Arrangements.

Hazardous Substances

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

Within curriculum areas class teachers are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, heads of

departments must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department.

In all other areas, the responsible manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment (PPE)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

For full details relating to the control of hazardous chemicals, reference should be made to the HSA0010 COSHH Arrangements.

Legionella

A Water Hygiene Risk Assessment for the academy has been completed by WEMCo and Tony Pipkin is responsible for ensuring that the identified operational controls are being conducted and recorded in the Water Hygiene Log Book. This risk assessment will be reviewed where significant changes have occurred to the water system.

A Water Hygiene Management Plan is in place and has been completed by Churchills and Tony Pipkin is responsible for ensuring that it is reviewed on an annual basis.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Arrangements.

Lettings/shared use of premises

A member of the SLT will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard, either to the building itself or to the safety or health of the occupants within it.

Maintenance of Plant and Equipment

Regular inspection and testing of academy equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the school office. All staff are required to report any problems found with plant or equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

Plymouth CAST have contracted for provision of specific statutory compliance inspections and tests where required (for example lifts, gas appliances or water quality). This is provisioned by means of 'Service Level Agreements' or 'SLA'. Carol Pipkin holds a list of SLAs that the Academy is signed up to. This can be checked by email to propertyserviceshelpdesk@tedcltd.com

All staff should immediately report if they believe any plant and equipment present significant hazards. This will then require risk assessments to be undertaken and any training needs and personal protective equipment requirements provided.

Monitoring

The Head Teacher, assisted by the Health and Safety Coordinator, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health and Safety Review process undertaken by the Devon Health and Safety Service. Feedback from this process is to be referred to the LGB and the Plymouth CAST MAT Chief Finance and Operating Officer. Monitoring reports will be presented to the Health and Safety Committee at least annually for all schools.

A general inspection of the site will be conducted at least termly and be undertaken by Tony Pipkin. The person undertaking inspections will complete a report in writing and submit this to the Head Teacher and the Governing Body. Responsibility for following up items detailed in the safety inspection report will rest with Tony Pipkin.

Inspections will be conducted jointly with the Academy's Health and Safety Representative(s) if possible.

For full details relating to monitoring, reference should be made to the HSA0005 Audit and Monitoring Arrangements.

Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to the Headteacher. Where such activities cannot be avoided, a specific risk

assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

All moving and handling of students will be risk assessed by Lucy Draycott in conjunction with the staff involved and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA0035 Moving and Handling People Arrangements will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by South Western Aid.

For full details relating to moving and handling, reference should be made to the HSA0034/35 Moving and Handling Objects/People Arrangements.

Off-site Visits

The academy has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health and Safety Policy 2016* as its own policy.

In line with this policy, the DCC Educational Visit Adviser has been engaged to endorse arrangements for higher risk activities. The DCC Educational Visit Adviser will therefore be notified of all Category B and C visits via the *Evolve* online system.

Local arrangements for Category A off-site visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities Policy and Standard Operating Procedures, which are reviewed annually. A copy of these documents can be found on the H:Drive.

The Academy's Educational Visits Coordinator Chris Scarborough will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Head Teacher for final approval.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health and Safety Policy 2018*.

Personal Safety and Security

The academy believes that staff should not be expected to put themselves in danger and will not tolerate violent or threatening behaviour to its staff.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line

manager in order to identify and implement control measures. Work involving potentially significant risks for example, work at height, will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal academy hours must obtain the permission of the Headteacher.

The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Academy staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA13 Lone Working Risk Assessment or equivalent risk assessment document.

Academy Security

Tony Pipkin/Lucy Draycott are responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded by amending the RAA24B Security Risk Assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Arrangements.

Radon Gas

The academy is located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 7-10 year cycle as the Trust perceives necessary.

If levels are below the 400 Bq/m³ threshold, this process of measurement will continue. If readings exceed the 400 Bq/m³ threshold a Radiation Protection Adviser (RPA) will be engaged and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 400 Bq/m³. These systems will be maintained.

Stress/Wellbeing

The academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the Health and Safety Executive's management standards.

Where appropriate, risk assessment findings will be recorded on the RAA25s Stress Risk Assessment document.

For full details relating to staff wellbeing, reference should be made to the HSA0024

Health Issues for Staff Arrangements.

Work at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs/tables etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The Academy's nominated person(s) responsible for work at height is Tony Pipkin.

The nominated person(s) shall ensure:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- access to fragile surfaces is properly controlled

For full details relating to the control of work at height, reference should be made to the HSA0060 Work at Height Arrangements.

Work Experience

The Assistant Headteachers are responsible for managing and coordinating work experience.

If the academy *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the RAA28 Work Experience Placement Risk Assessment document.

Workplace Safety

Tony Pipkin and Lucy Draycott are responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- slips, trips and falls
- glazing
- trees
- waste storage and disposal

- vehicle/pedestrian conflict

This will be reviewed annually or after significant change and recorded by amending the RAA03 Building and Site Safety Risk Assessment document or equivalent risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HSA0044 Premises Arrangements.

APPENDIX 4

REPORTING TOOLS AND EMERGENCY PYRAMID

Background

Knowing what to report and when can be confusing. In a busy school environment there are likely to be many different events that need recording in order to ensure appropriate compliance and record keeping. This is to ensure the needs of the casualty are met; that lessons can be learned and that the school can respond to any subsequent action or investigation.

Goal

The goal is that all Academies in the Trust have auditable records to improve health and safety for the benefit of all those under our care and supervision including pupils, staff, visitors and members of the public including parents. All of the guidance below is available from the OSHENS website.

Threshold for Formal Reporting

The adage of ‘if in doubt report it’ should apply. Clearly any system also needs to be effectively managed to ensure it does not become overwhelmed. The first principle is the OSHENS ‘Reporting Triangle at Figure 1. If in doubt report it.

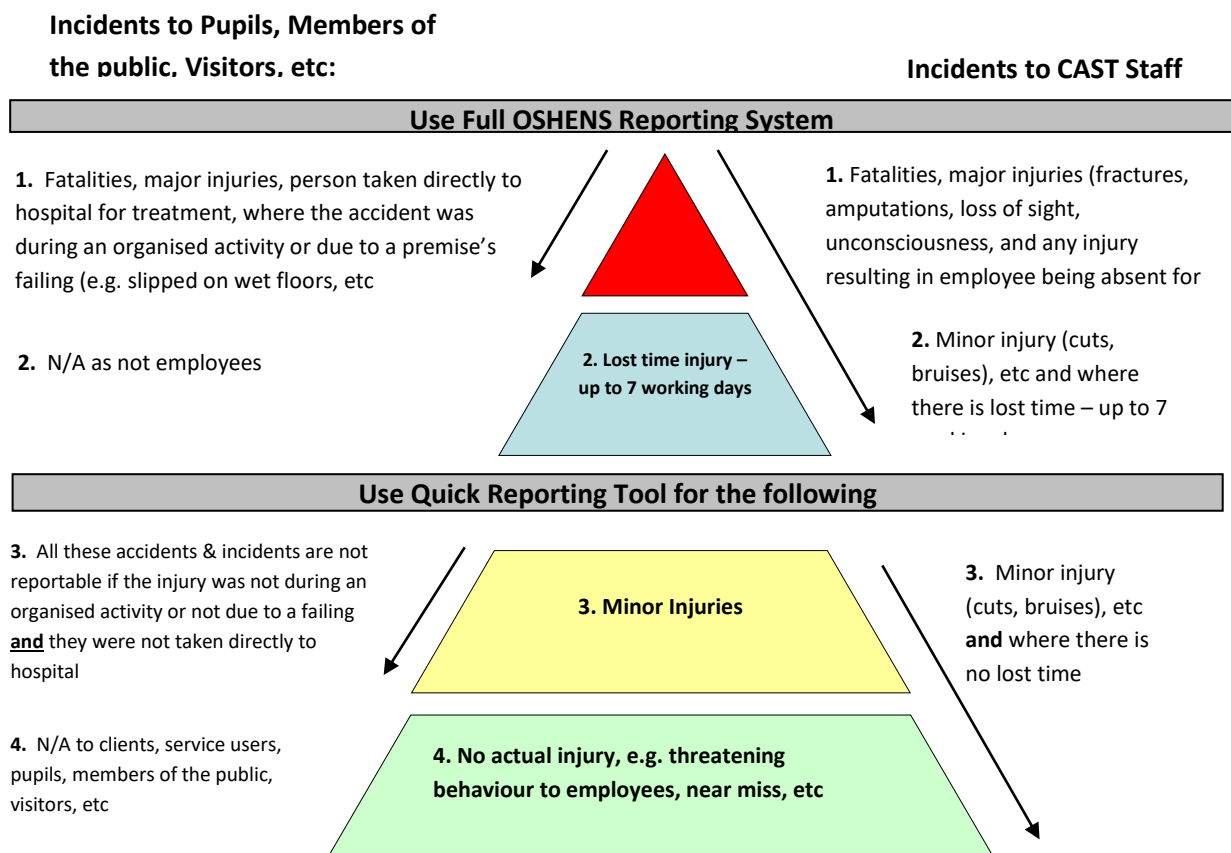
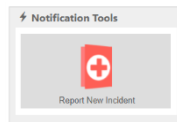


Figure 1. OSHENS Reporting Triangle

1. QUICK REPORTING TOOL

1. Go to <https://devon-safety.co.uk>
2. Enter username and password. If you do not have a username and password, contact the Health and Safety Service on 01392 382027 or alternatively healthandsafety@devon.gov.uk
3. Refer to Accident Triangle to check Quick Reporting Tool is appropriate to use



4. Click on icon below Quick Tools
5. Select **Type of Incident** from drop-down list
6. Under 'Person Entering this Report (Contact Details:)'
7. If your name does not populate automatically (e.g. because you have used a generic team/establishment password to open up the record) you will need to enter your name
8. Ensure you add your contact telephone number
9. Under 'About the Incident':
10. Ensure you change the time and date to that of the incident if not autogenerated.
11. Complete **Part of Organisation** if not already pre-populated, incorrect or if you have used a generic team/establishment password. This should read:
12. Department: Non DCC LA Maintained Establishment
13. Service: Plymouth CAST MAT
14. Group or Team: Select your school from the drop-down list
15. Click NEXT
16. Under 'Where it happened' enter:
17. Did it occur on or near one of our sites click Yes or No (most likely yes)
18. Location Type: Select Primary or Secondary School or Nursery Unit
19. Site or Building: Select Your establishment from the List
20. Area; select the most appropriate descriptor for the area.
21. Complete text box for exact location with as much detail as possible.
22. CLICK NEXT

23. What: describe a) what happened and b) follow up actions to prevent a reoccurrence. Select most appropriate main cause from drop-down list. Click Next

24. People: if there were people involved in incident select Yes. Select Add Details

- a. In **Personal Details** select category of person and type of involvement. If “Look up Employee” is available – click and search. If person is found – select by ticking the box and click OK (you can access additional details about that person by clicking on their name; this will help if you find two or more individuals with the same name). If “Look up Employee” is not available or person is not found in search – add personal details and click next (if affected person click Save)
- b. In **Injuries** add injury details (click Add Injury if more than one). Select the most appropriate severity/outcome of injury (as known at time of entering report). Click Next
- c. In **Initial Treatment** section, select treatment given from the drop-down list. Answer the three yes/no questions relating to the injury (if answers to these questions are not known, DO NOT tick a box as ticks can be changed but not removed). Then select what happened after incident from the drop-down list. Click Next and Save Details

25. Local Investigation: complete either employee or non-employee section. Click Next

26. Tick agreement box and select Submit Now

27. You can now save or print the PDF report by clicking on red icon and click Close

2. FULL ACCIDENT/INCIDENT REPORTING

1. Go to <https://devon-safety.co.uk>
2. Enter username and password. If you do not have a username and password, contact the Health and Safety Service on 01392 382027 or alternatively healthandsafety@devon.gov.uk
3. Check that the incident has to be inputted using the full system. Check the accident triangle if unsure
4. Select the **Incident Management** icon
5. Select the **New Incident** tab
 - Under 'Select Department' dropdown choose Non-DCC LA Maintained Establishments
 - Under 'Select Service' dropdown choose Plymouth CAST MAT
 - Under 'Group or Team' dropdown choose your own site.
6. Select type of incident from the drop-down list. Click Create. The full incident report screen will be created and will open in the **Incidents Details** tab, **Date & Time** section. The report has now been given a unique reference number that is displayed at the top left of the page
7. Change the Incident time and date to the actual one of the incident (it pre-populates with the current time and date)
8. Next to **Date & Time** select **Where**. Select whether the incident took place on your site. If yes, use the three drop-down boxes to select the location, building and area of the incident. Provide more information in the **Exact Location** field, e.g. 'room 24' or 'by monkey bars'.
9. Next to **Where** select **What**. Describe a) what happened and b) follow up actions to prevent a reoccurrence
10. Next to **What** select **People**: if there were people involved in incident select **Add Person**
 - a. In pop up box, select **Category of Person**, i.e. employee etc and **Nature of Involvement**, i.e. injured person etc.
 - b. If **Verify Person Identity** box appears, continue below. If **Person Details** box appears, go to 11C.
Enter surname and click search. If person is found – select by ticking the box and click Save (you can access additional details about that person by clicking on their name; this will help if you find two or more individuals with the same name). If not found in search, select **New Person**, enter details of person and click Save. Note that New Person details will appear under the search section; tick box next to person added which will select that person. Click Save. Go to 11D

- c. If **Person Details** box appears, enter details in **Personal** tab. If contractor, enter details in top section of **Employment** tab and click Save

Note: All boxes with red asterisk * are mandatory fields

Note: Once new record is created you may wish to click on person's name to add further details. This is mandatory for RIDDOR

- d. Select **Involvement Details**

- In **Involvement Details** if person is employee, select **Type of Work** from drop-down list. Click Next
- If Affected Person (no injury), press SAVE and go to 12
- In **Injury Details**, use the 4 dropdown boxes to select injury. If there are multiple injuries, use **Add Injury** and complete another line
- In **Injury Severity** select the most appropriate level from the drop-down list (as known at time of entering report). The level can be amended later if necessary
- Add comments if necessary and click Next
- Complete the 5 questions (if answers to the 3 tick box questions are not known, DO NOT tick a box as ticks can be changed but not removed). Click Save

11. Next to **People** select **Local Investigation**. Complete either employee or non-employee box

12. Next to **Local Investigation** select **Notify**

- Here you can send a notification email, if necessary, to let others know about the incident. However, this has to be to someone with named access to the system (not a generic login). This could be a manager / Headteacher or the Devon Health and Safety Service Mailbox.
- Select **Allocate People** and search for person's surname. For H&S Mailbox, type 'H&S Inbox', select by ticking the box next to name and click OK
- Select **Email People** to send standard notification email. Pop-up confirmation box comes up, tick box and click OK

13. Next to **Notify** select **Sign Off**

- Select most appropriate main cause from drop-down list
- Select **Review and Sign Off**
- **System Check**
OSHENS will automatically check the record.

Yellow warning signs flag up issues but will not prevent you from moving on. Check to see if any require actions.

Red error signs flag issues that must be rectified – possibly missing information. Note the Record Section and the Error Description, select Cancel to go back into the main record to make the amendments. Once completed start 14 again. Click Next

- **RIDDOR Check**

OSHENS will automatically check the record to see whether the incident MAY BE notifiable to the H.S.E. This is only a recommendation. The Devon Health and Safety Service will be able to give you advice and will send the report to the H.S.E. if necessary. Click Next

- **Incident Assessment**

Use the 3 drop-down boxes to select the Actual Severity, Potential Severity and Likelihood (press “i” button for guidance on each of these). Click Next

Note the advice given on the level of investigation required. Further action may be required.

- **Sign Off**

Tick confirmation box and click OK

14. By selecting the red icon (Incident Review Form) on the next screen you can print and/or save a copy for your records or pass to the injured/affected person

15. Absence

If there is any employee absence associated with incident, select the **Absence** tab and **either** update the record by selecting the person and adding absence end date **or** select **Record Absence** and complete the record for each injured person’s absence

16. RIDDOR

If you believe that the incident is reportable under RIDDOR, select the RIDDOR tab and fill out the form. There is a separate Guide available to help you do this. If you are unsure about whether to complete this step, contact the Devon Health and Safety Service on 01392 382027

APPENDIX 5

REPORTING MINOR FIRST AID AND INFORMING PARENTS

Minor incidents such as a plaster or bump are likely to outnumber OSHENS reportable incidents. The OSHENS system 'Quick Reporting' may be used for all incident reporting but this may be impractical for schools and is not suitable for notifying parents.

The following two forms produced by Plymouth CAST may be adapted at local level for recording minor incidents and notifying parents.

It is perfectly acceptable for Schools to use their own forms provided all the information require is collected as per the sample forms and that receipt of the form is acknowledged by the parent/guardian.



Injury

Date _____

Child's name _____

Class _____

Dear Parent

Your child sustained an injury today at _____am/pm

Whilst in class/ playing in the playground/ taking part in PE/ at an after school club. .

The following first aid was administered:-

It was not felt that you needed to be contacted at the time but should you have any reason for concern please contact your doctor or the Minor Injuries Unit at Falmouth Hospital

Signed _____
Class Teacher

Signed _____
Person administrating first aid

Injury

Please Tear off and return to School Office:

Child's Name _____

Childs Class _____

I confirm I have received a First Aid Injury Form today

Signed _____

Date _____



Head Bump

Date _____

Child's name _____

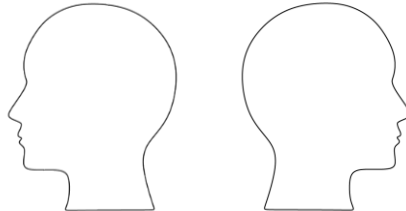
Class _____

Dear Parent

Your child sustained a head injury today at _____ am/pm, where they received a knock to the head. Ice was applied to reduce any swelling and your child has been monitored for signs of concussion. As per school policy it was felt that you needed to be contacted.

Left

Right



If your child exhibits any signs of:-
confusion, headache, dizziness, feeling or being sick, loss of balance, feeling stunned or dazed, disturbances of vision, blurred vision or seeing stars/flashing lights, difficulty with memory or any other abnormal behaviour then please consult your doctor or the Minor Injuries Unit at Falmouth Hospital on 01326 430000.

Further guidance can be found on the NHS website

<https://www.nhs.uk/conditions/Concussion/>

Signed _____ Signed _____
Class Teacher Person administrating first aid

Head Bump

Please Tear off and return to School Office:

Child's Name _____ Childs Class _____

I confirm I have received a Head Bump First Aid note today

Signed _____ Date _____



Nose Bleed

Date _____

Child's name _____

Class _____

Dear Parent

Your child suffered a nose bleed today at _____ am/pm

Whilst in class/ playing in the playground/ taking part in PE/ at an after school club.

The bleed was spontaneous/as a result of a knock to the nose.

The bleeding lasted approx _____ minutes, during which time the relevant first aid was administered.

It was not felt that you needed to be contacted at the time but should you have any reason for concern please contact your doctor or the Minor Injuries Unit at Falmouth Hospital

Signed _____
Class Teacher

Signed _____
Person administering first aid

Nose Bleed

Please Tear off and return to School Office:

Child's Name _____

Childs Class _____

I confirm I have received a Nose Bleed First Aid note today

Signed _____

Date _____



Health & Safety Procedures

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Responsibilities

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

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, 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 **Mrs Susan Marshall**

Senior Management & Co-ordinators

Senior Management staff and Co-ordinators have responsibilities for:-

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

All Employees

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

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention
- In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

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

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

Specific Health, Safety and Welfare Policy and Procedures

Listed below are some specific health, safety and welfare policies and procedures adopted by St Mary's School. Further details can be found in the specific policy stored on the public area of the 'H' drive. All linked policies are listed below.

Policy or procedure for safeguarding
Anti-Bullying (with reference to racial bullying and cyber bullying www.cypf.cornwall.gov.uk/media/word/g/d/Cyberbullying.doc)
Behaviour management/student discipline
Children in Care
Confidentiality Policy
Drugs and Substance Misuse
Educating Children with Medical Needs
First Aid (included in Safeguarding Policy & Intimate Care Policy)
Health & Safety
Intimate Care
Management of allegations made against staff (Included in Safeguarding Policy)
Home School Agreement
PSHE curriculum
Recruitment and Selection (Safer Recruitment included in Safeguarding Policy)
Safeguarding statement in school prospectus/website
Security
Sexual Health and Relationships Education
Single Equality Scheme
Special Educational Needs
Staff Appraisal /Performance management
Staff handbook (guidance on conduct)
Use of Positive Handling & Restraint
Volunteer/Visitors Policy
Use of photographs/video
Whistleblowing
Work Placement (Work Experience)

First Aid

The school has assessed the need for first aid provision and has identified that two fully qualified first aiders holding the First Aid at Work Certificate and at least three personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover.

Coordinator:

Mrs Sue Marshall is responsible for overseeing the arrangements for first aid within the school. Mrs Marshall, Mrs Burton and Mrs Alway and have completed Paediatric First Aid Training. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the school
- The Staffroom, Lunchtime Supervisors station, Medical Room and each classroom.

- 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)
- Mrs Marshall will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

Trained staff include: Mrs Pipkin, Mrs Higham, Mrs Marshall, Mrs Butterly, Mrs Mulcahy and Mr. Blakely-May.

First Aiders

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, parent's 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

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 111 Telephone Number: 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 school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

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

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS 111 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 the event of a head injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupils' parent/guardian is contacted and informed of the injury. Minor bumps are indicated on an incident sheet which is sent home to parents.

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

- a telephone call
- an incident form

Records of notification by telephone to parents will be kept by the reporting member of staff. Copies of written notification are held in the secretary's office.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff and another adult – 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 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.

The School keeps medication for children with 'Medical Needs' in special circumstances. These may include epipens, diazepam and insulin.

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 office staff are responsible for receiving medicines and Mrs Marshall is responsible for checking consent and dose information, checking "use-by" dates.

Mrs Draycott will deputise where necessary.

All medication will be kept in a secure location: - Medical Room.

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

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 and date
- signature of dispenser
- comments/reactions

Medical Procedures

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

The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

Accidents

Reporting Officer

The Headteacher/Secretary is responsible for the collection of information and the completion of the OSHENS on-Line Accident Report. In her absence, this role will be fulfilled by the Assistant Head Teacher.

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 Riddor 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
- 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.
- All other incidents will be recorded in the school's Day Book/Incident Log.

Accident Investigation

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary. Investigation reports will be entered onto the Riddor on-line Accident Reporting System via the OSHENS system. Major incidents will be reported to the Head Teacher and the Health and Safety Governor.

All on-line reports are sent electronically to CAST Central and are reviewed by a Health and Safety Officer.

Accidents Reportable to the Health and Safety Executive

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). CAST Central will liaise with the HSE on these incidents.

Fire

Fire Officer

The person responsible for organising the school's fire precautions is the Headteacher.

In her absence, the Deputy Headteacher 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
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests, emergency lighting checks, fire extinguisher checks etc. on a regular basis)

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

On hearing the fire alarm, pupils will leave their classrooms using the external exits and gather on the playground. If in the hall, they will leave using the fire exits in the hall or library.

The Headteacher will contact the emergency services and Mrs Pipkin or Mrs Chapman in the office will deputise in her absence.

In the event that a quick return to the building is prohibited due to e.g. fire or flood, after making contact with St. Francis School, pupils will be escorted up Mongleath Road to the school. Should there be a gas leak in school, pupils will be escorted to St. Francis School. No electricity should be used in the event of a gas leak, which includes opening the main front door. In this situation, an alternative exit should be used.

In the event of a bomb threat to the school, either by telephone, through email or social media, the Headteacher, Deputy Headteacher or office staff will follow the procedure for recording details of the threat and informing the police. Staff will be alerted to the need for quick evacuation of the building and surrounding area with the words 'St. Francis'. Either the Headteacher, Deputy Headteacher or office staff will visit each classroom in turn to convey this message. This will indicate that pupils must be escorted to St. Francis School as quickly and calmly as possible.

Fire Drill in School

Introduction

The following sequence should be adopted in case of fire in schools:

- Raise the alarm
- Call the Fire Brigade
- Evacuate the premises
- Assemble
- Roll call
- Tackle the fire

When a practice fire-drill is carried out, the following sequence should be adopted:

- Ring monitoring station to inform them of drill time and length of drill i.e. ½ hr

- Raise the alarm by releasing the call-point, using appropriate key. Close call-point immediately.
- Evacuate the premises
- Assemble and hand out registers
- Roll call and check staff signing-in sheet, lates and visitors book
- Reset alarm

Procedure

The following procedure should be adopted. In cases where variations are necessary due to local conditions, the advice of the Chief Fire Officer should be obtained.

On discovering a fire

Any pupil who discovers or suspects an outbreak of fire is to inform a member of staff, who will immediately raise the alarm.

If the fire warning system is not of the type which is audible, then arrangements are to be made for staff to pass on the warning from alarm point to alarm point.

Whoever raises the alarm should contact the person in charge of the school at the time, and pass on details of the incident.

On calling the fire brigade

All outbreaks of fire, irrespective of size, or any suspected outbreak should be reported immediately to the Fire Brigade. All members of staff should be made familiar with the correct procedure and the facilities available for calling the Fire Brigade.

Evacuating the premises

- On hearing the alarm, pupils in classrooms should stand where they happen to be; when instructed by the teacher or person in charge, they should proceed in single file and in an orderly manner to evacuate rooms, using the route previously designated by the Head Teacher.
- Pupils not in class should proceed to their assembly point.
- As the pupils are leaving the building, all doors which will not be used again during the evacuation are to be closed behind them.
- Talking should not be allowed, to ensure that any orders given can be heard. Overtaking by classes or individuals must not be permitted.

The **Headteacher/ Deputy Headteacher** will check the new extension at the front of the school.

Mr Blakely-May will check the hall, library and infant toilets and **Mrs Walton** to deputise in his absence.

Mrs Mulcahy will check the junior toilets and **Headteacher/ Deputy Headteacher** to deputise in her absence.

The **office staff** will open the green gates at the front of the school.

All classes will evacuate the classroom through the external doors, unless otherwise instructed by the person in charge. The Reception class will evacuate the classroom through Class 1 and 2's cloakroom and onto the playground.

Teaching assistants will be responsible for evacuating disabled pupils or children of a very nervous disposition where appropriate. Chelsea Robinson in Reception Class will require a T.A. to ensure she safely leaves the building.

If Jozef Stasiak (Class 4) is in Class 4 at the time of the fire alarm, he will need his chair wheeling from the Thrive room to the playground. (**Mr. Blakely-May** to bring the chair outside. **Mrs. Walton** to deputise in his absence). His two teaching assistants will carry him from the classroom and place him into his chair on the playground.

The secretary will take class registers, the visitors/lates book, staff sign-in sheet, mobile phone, fire log and computer backup tapes to the playground on leaving the building.

The kitchen staff should leave by the external door and proceed around the building via the green gate, to the assembly point on the playground.

The person in charge of the school (**Headteacher/Deputy Headteacher**) at the time will go to the place of assembly and await reports from all sections. He/she should have in his/her possession a check list which will enable him/her to make a complete report to the first Fire Officer on arrival.

Assembly

The place of assembly in case of fire is the playground. All pupils and staff must be made aware of its location and, if necessary, their own particular place at the assembly point.

The assembly point should be as far away from the buildings as possible.

Roll call

Immediately the pupils have arrived at the assembly point, a roll call must be taken by class teachers, who should then report to the person in overall charge 'all present' or otherwise.

Tackling the fire

All members of staff should be aware of the location of the various types of extinguishers and know which type of fire they are intended for. Any member of staff in the vicinity of the outbreak of fire, who is capable of using an extinguisher, should tackle the fire, providing he/she does not expose him/herself to any undue risk or danger and that he/she is able to arrange a substitute if he/she is in charge of a class.

New Intake

On the first day of a school term, all new entrants, staff and pupils, should be conducted over the escape routes, shown the alarm points and be instructed in the fire routine procedure.

Notices

Each fire alarm should be indicated conspicuously by a notice worded 'FIRE ALARM' followed by appropriate operating instructions.

Test fire drills

Test fire drills should be held at least once per term and a record kept of them. It should be assumed that the fire outbreak is in a different place for each fire drill, so that a variety of fire situations may be covered.

Separate fire drills should be held for areas such as kitchens, where drills at particular times would cause difficulty.

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 contractors used by CAST. (See Service, Repairs & Maintenance File).

All test certificates will be kept in the above file kept in the secretary's office for the duration of the life of the appliance.

Coordinator

The Premises Manager 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 Premises Manager is also responsible for liaising with CAST Central 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 the Headteacher 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 the Headteacher and/or the Premises Manager for repair/replacement.

Work Equipment

The Headteacher will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,

- maintenance requirements (contracts & repairs);
- training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

Working Alone

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals 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 File for the attention of teaching staff, kept in the staff room.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Headteacher.

School Security

The caretaker is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured.

The Caretaker/Premises Manager is also responsible for carrying out checks of the premises during the school holidays.

The green gate and the gate leading to the playground are locked between the hours of 9:00 to 3:15pm.

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) the Caretaker/Headteacher/ Deputy Headteacher 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.

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.

Security Firm Personnel Attending

A contract with Kestrel Security Firm ensures that response to alarm activations without recourse to a school key holder takes place.

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.

A copy of the procedures introduced to control these risks will be kept in the security file kept in the secretary's office.

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.

Positive Handling

Staff have been trained in utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school a number of support staff have been trained in positive handling techniques. A specific policy, aimed at the control of pupils, has been adopted. Trained staff are Marianne Burton (11/18), Vicki Walton (11/18) and Melanie Anderson.

Arrangements for Supervision of Pupils

The school will be open for pupils from 8.45 am to 3.45 pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times unless they are attending a breakfast or after school club. There will inevitably be exceptions to this structure for example, Masses, visiting speakers, theatre groups, children working through breaks supervised by the class teacher (see timetable framework sheets) etc., but outside of these exceptions the structure must be adhered to for good order and efficiency.

Between School Opening and Lesson Start Time:

Pupils must not be on the school premises before 8.45 am, unless attending the breakfast club

On arrival they should make their way to their classroom via the outside path and not through the school building (Y1 – Y6). The gate is unlocked by the member of staff on duty at 8:45am. Reception class will go straight into the Reception classroom.

Break-Times

KS1 break-times are from 10.30 – 10.45 am and from 2:15 -2:30pm.

A teacher and an infant teaching assistant will be on duty.

KS2 break-time is from 10.45 – 11:00 am.

A teacher and a KS2 teaching assistant will be on duty.

The teaching assistant will supervise the class during wet breaks and take their break afterwards.

Lunchtimes:

Lunchtime is from 12.00 – 1.00pm for Reception to Year 4
12.30 – 1.30pm for Years 5/6.

Seven lunchtime supervisors are on duty. This ratio is well above HSE and OSHENS risk assessment guidelines.

End of Lessons and School Closing Time:

KS1 pupils leave school at 3.15 pm and are collected by their parents from the playground.

If parents are late, pupils are escorted back into the reception foyer where a KS1 teacher is on duty until they are collected.

KS2 pupils leave school at 3.30 pm and children in Y4-6 are escorted to the gate for collection by their parents. Children in Y3 are collected by their parents from the playground.

If parents are late, pupils are escorted back into the reception foyer. The teacher will report their names to the School Office or a senior member of staff and the child remains inside the building until their collection.

Staff or external providers running after school clubs are responsible for supervising pupils until collected by parents/carers.

Risk Assessment

The school will carry out risk assessments for activities where there are significant risks and hazards. During this year we are phasing in the use of the OSHENS (Online Safety Health and Environmental System) service.

Mrs Lucy Draycott is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Staff have a duty to take care of their own Health and Safety and that of others who may be affected by their actions. All risk assessments need to be suitable and sufficient, carried out before an activity takes place, and follow the 5 step risk assessment process:

- Identify any potential hazards
- Identify who may be harmed
- Evaluate the risks and set the relevant control measures and precautions
- Record the findings of the assessment and share with the relevant groups of people
- Review the assessment

Every risk assessment will be carried out by a competent person, with the relevant knowledge, experience, and training in a particular area. For each risk assessment there will be safe working procedures associated with the activity. When identical activities are carried out a generic risk assessment may be used.

All class teachers are responsible for managing the risk assessment process for class trips, with support when necessary from the Educational Visits Co-ordinator.

We are phasing in the use of the Evolve online system for completing risk assessments for educational visits. Copies of these risk assessments are stored centrally in the co-ordinators file. Risk assessments must be given to the EVC at least one week in advance of the visit.

Subject co-ordinators are responsible for managing and monitoring the risk assessment process for their areas of responsibility. These risk assessments are kept centrally in the co-ordinators files and the staffroom.

All risk assessments will be reviewed regularly to ensure that they are up-to-date. For most activities the risk assessments will be reviewed annually, although when there is evidence that the risk assessment is no longer valid or there has been a significant change it will be reviewed more frequently. Risk assessments will be reviewed after an incident or accident.

Copies of risk assessments are available from the staffroom or co-ordinators files.

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 Hazcard system). Assessments have been returned to the school and copies are available in the COSHH file to be found in the caretaker's room.

COSHH Coordinator

The Headteacher 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

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Personal Protective Equipment (PPE)

Personal protective equipment must be supplied to control the hazard as a last resort; i.e. where the hazard cannot be reduced to an acceptable level of risk by other means.

Where identified by the process of Risk or COSHH assessment, personal protective equipment will be supplied to staff or pupils.

Examples – eye protection, hearing protection, gloves, high visibility wear, helmets, footwear.

The class teachers 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, class teachers 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.

Online Safety

The overall co-ordination of online safety forms part of the responsibility of the ICT subject leader, however all staff have a responsibility for online safety. All staff need to be familiar with the spectrum of online risks facing children, and how they can support and empower children to address them.

Online safety forms part of the planned Computing Curriculum. All children are taught digital literacy skills using a wide range of age appropriate resources.

We use an accredited filtering service provided by Netsweeper and managed through NCi. The internet use throughout the school network is monitored internally by the ICT subject leader and externally through NCi. The AUP (Acceptable use of the Internet Policy) outlines the rules and responsibilities of all users of the school network. All users need to be aware of and comply with the code for responsible use of the internet.