



Charlestown Primary School

POLICY

Health and Safety Policy

Responsibility:

Headteacher & ACE Estates Manager

Governor Committee:

Health & Safety Governor

Date Adopted by Governors:

Date to be Reviewed:

5 years

Signed:

Health and Safety Governor:

Headteacher: Mark Clutsom

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Appendix 1

1 STATEMENT OF SAFETY POLICY

- 1 Charlestown Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by Academy activities.
- 2 The Academy is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the Academy. The Academy will seek to ensure that its legal duties and policy objectives are complied with at all times.
- 3 All foreseeable risks associated with the Academy's activities will be identified and removed or controlled through a process of risk assessment and management.
- 4 All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
- 5 The Academy will seek to inform pupils' parents or carers of any health and safety issues relevant to their child or children.
- 6 The arrangements for health, safety and welfare are detailed in Appendix 1.
- 7 The Academy will ensure, as far as is reasonably practical, that this policy and its supporting documents is kept up-to-date through a formal review process.
- 8 The Academy expects staff to use common sense to inform their actions alongside agreed and accepted practice as laid down in this document. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

2 RESPONSIBILITIES

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

Governors

The Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and welfare issues.

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

The Safety Governor is identified in Appendix 1.

Headteacher

The Headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the academy in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- The person/s who will carry out the inspection each term is named in Appendix 1.
- Submitting inspection reports to governors;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating staff training needs;
- Liaising with governors on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the Academy and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.
- Ensure that the annual medical needs/asthma record is updated annually or when an in-year child is admitted and that all medical information is passed on to the following teacher.

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

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

Management Staff

Management staff have responsibility for:

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Headteacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Headteacher or Governors.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (raised through staff meeting agenda)

All Employees

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

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed (eg not standing on chairs to reach high displays);
- Ensuring that they undertake all relevant risk assessments involving their children support staff, themselves, and where relevant members of the public.
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention
- In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

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

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

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

The class teacher is responsible for the "volunteers" in his/her classroom.

The class teacher must ensure that the helper:

- is familiar with safe practices and use of equipment
- is aware of fire drills and procedures
- is aware of Health and Safety policy

- is aware of child protection procedure

Visitors to School

In the interest of safety, all visitors must report to the School Office. In the case of fire, it is essential that someone in authority knows who is in the school building. It is the admin team's duty to check that the visitor is bona fide. ("Visitors" includes maintenance staff, grounds staff, tradesmen, visiting teachers, inspectors, advisers, parents, ANYONE).

Procedures for Visitors

Visitors must:

- Sign in
- Receive visitor's badge from office staff
- Make sure visitor's badge is clearly visible
- Sign out when leaving the premises
- Return visitor's badge to office

Procedures for Contractors

Contractors must:

- Report to the office and complete a Code of Conduct for Contractors form if visiting for the first time; these are then held on file
- Sign in
- Receive a visitors badge from office staff
- Make sure the badge is clearly visible
- Sign out when leaving the premises

Arriving and Departing from School

Vehicular access to the school is through the main entrance and exit gates. All pupils and pedestrians must use the pedestrian access.

THE SOCIAL ASPECTS OF HEALTH AND SAFETY AT THE ACADEMY

The Health and Safety of pupils within the Academy community is achieved by an accepted Academy Policy on Behaviour. This set the rules for routines at particular times and for particular areas of the school and so ensures that children work and play safely together respecting each other and their school environment. (See Behaviour Policy)

Personal Hygiene and Appearance

Children are encouraged:

- to wear Academy uniform
- to have long hair tied back away from face and eyes
- not to wear any jewellery other than stud earrings and watches
- to have a change of clothes and footwear for PE
- to wash hands after visiting the toilet or before touching or eating food

The Academy Health Education Policy covers in detail more personal aspects of growing up, health and hygiene.

General Health Issues

Children feeling unwell during the Academy day:

- Parents must be contacted to collect their child or make arrangements to have their child collected after the Headteacher has been informed.
- Parents should be contacted if a child has vomiting, diarrhoea or unexplained rashes.

Supporting Pupils and Staff with Medical Needs

Children with specific medical conditions are identified on admission. The relevant Class Teachers and Teaching Assistants are informed. A meeting is held between the member of staff responsible, the parents and the Headteacher. A protocol is produced and copies given to the relevant staff. Photographs of the pupils are displayed in the staffroom and Academy office and all staff alerted to their needs.

All medicines, epipens, etc. are stored in named containers in a locked cabinet in the medical room. The key is labelled and kept on a labelled board in the office. Some pupils need to keep their epipens with them at all times.

There is a minimum of FOUR fully-trained first aiders.

Staff with specific medical conditions have protocols and staff trained in first aid are made aware of these.

HEALTH AND SAFETY ACROSS THE CURRICULUM

Risk Assessments should be carried out for all activities. These are generated on computer using the recommended software. Hard copies are kept in files in the office for reference.

Practical activities across the core and foundation subjects of the Primary Curriculum involve a variety of tools and equipment. Health and Safety is dependent on good classroom management and organisation.

Classroom Organisation

Good organisation of tools and equipment is essential for safe working and to enable children to accept some responsibility for their own learning.

Staff must ensure that:

- there is a clear distinction between equipment which is for general use, that which can only be used under direct supervision and that which is for teacher use only.
- tools and equipment in use are in a safe and good condition.
- that safety goggles (and protective clothing) are worn.
- children are given specific training in safe ways to use potentially dangerous tools and equipment.
- all Teaching Assistants/volunteers are familiar with safe practices and use of equipment with which they are involved.
- only a manageable number of children are engaged in a specific activity which required close supervision
- they know the procedure to follow in event of an emergency
- children are working with a clear work surface appropriate to the activity taking place with sufficient space and a good level of light
- children are encouraged to work tidily
- there are no trailing extension leads across floors
- they are familiar with the LA DT Safety Guidelines

Guidelines and Procedures

The Academy has a copy of:

- the CC LA Design and Technology Safety Guidelines
- Make It Safe – National Association of Advisors and Inspectors in Design and Technology
- Academy Science Policy Safety Guidelines
- Academy DT Policy
- The above gives detailed information on the full range of tools and equipment and their safe use

Hazardous Substances Used With Children

The LA gives comprehensive guidelines for use of additives, paints and paint brush cleaners and staff must be aware of the same.

PHYSICAL EDUCATION

Indoor Sessions (PE or Dance/Drama)

The Children

Teachers must ensure that:

- children are disciplined and in teacher's control at all times
- children are appropriately dressed (bare feet, shorts, tee shirts)
- no jewellery is worn, including watches
- stud earrings are taped
- hair is tied back safely and will not get caught in apparatus or on another child
- that the level of children's noise is at a minimum so that teacher's instructions can be clearly heard
- that all children are within the teacher's range of vision throughout the lesson

The Hall

Because the hall is a multi-purpose area teachers must ensure that:

- the floor has no slippery areas (from spillage's during lunchtime or wet feet during inclement weather)
- that the floor is free from pins, staples, drawing pins near display areas
- that there is no furniture likely to cause obstruction

Apparatus

Teachers must ensure that:

- children know how to handle apparatus safely when putting it out or putting it away
- the task set is appropriate to the ability of the child and the apparatus being used
- the apparatus is checked for correct fixing before children are permitted to use it
- that the apparatus / mats are positioned sensibly with space enough for each group activity
- that children are taught safe landing techniques before being required to jump or come down from heights
- that only one piece of apparatus is above shoulder height of the children
- that apparatus is put away tidily and safely

Outdoor Sessions

Teachers must ensure that:

- he/she has control of the children at all times and children respond to instructions
- children are appropriately dressed. Plimsolls or trainers are essential. (In cold weather warm sweatshirts/tracksuits can be worn over PE kit.)
- children know how to handle safely the equipment involved
- it is encouraged that sun hats and sun block should be worn in the summer term

- all children are in the teacher's line of vision during activity
- the rules of good sportsmanship prevail
- the equipment is stored tidily at the end of the lesson

SWIMMING

Children should walk down the path in an orderly manner escorted by the teacher in charge or any parent helpers.

The teacher is advised to count the pupils before they enter the bus and before leaving the swimming pool. This is of special importance when teachers are taking some children from another class.

Children should enter the bus as ordered by the teacher and fill in the seats at the rear of the bus first. At no time should children occupy the front row of seats in the bus. All children must be seated before the bus moves off. At no time will children stand during the journey to the swimming pool.

On arrival at the pool, children shall alight from the bus in an orderly fashion and not move away from the side of the bus until told to by their teacher.

Children will not enter or leave the water until instructed to do so by their teacher.

Swimming goggles will not be worn unless the parents have specifically requested that their child can do so. In such cases the Headteacher or class teacher should make it quite clear that the staff cannot be responsible for any eye injuries caused by the wearing of the goggles.

At the end of the lesson children will get changed in an orderly manner and wait in the changing room until told to leave by their teacher.

The teacher will supervise the children onto the bus for the return trip and lead them back to their class making sure that they do not disturb other classes.

Every effort must be made to make these lessons as enjoyable as possible to get the maximum results. Parent helpers must be encouraged to help get the younger children changed as it is most important to keep the coach running to time.

Hygiene

Before entering the pool children are instructed to:

- use the toilet
- blow their nose
- make sure hair is tied back away from the face

Medical Consideration

Epilepsy and Physical Handicap

Children with these conditions should get clearance to swim from their GP and the teacher should check that this is the case. The child should not be encouraged to swim under water or dive (there is evidence this may trigger an attack). A helper should accompany the child in the water on a 1:1 basis.

Other conditions

- Academy records should be checked carefully to identify medical disabilities.
- Children with open wounds, cold sores, rashes, ear/eye infections must be excluded.
- Children with verruca's need not be excluded.
- Children must not swim within an hour of eating a meal.

Emergency Procedure

- One long blast on the whistle to clear the pool – children swim nearest side and get out and sit with backs to wall away from pool edge
- Nearest adult starts rescue
- Second supervises children
- Pool staff are always in attendance during swim sessions and have the necessary expertise and equipment to support the rescuer.

Responsibility

From the moment the pupils leave the classroom until they return the duty of care is the responsibility of the teacher.

The instructor is there to assist the teachers and a good working relationship has to be established. The teacher in charge of swimming has an over-riding responsibility to check any details he or she may feel needs adjustment.

A qualified Life Saver must be present at all times.

Organisation

Swimming areas are roped off creating a division between shallow end and deep end.

Shallow end – beginner group

Middle section – average group

Deep end – advanced group

Maximum number of children per group: 20

Children are counted before and after each swimming session.

After swimming session has finished the children are to walk carefully back to the changing area with the teacher.

CHILDREN MUST NOT BE LEFT UNACCOMPANIED WHILE CHANGING

Extra-curricular Provision for Health and Safety

Cycling Proficiency

Y5 children are given the opportunity to train for and be tested in Cycling Proficiency. The course runs annually.

Children and Strangers

The Police Liaison officer visits the school to talk to all year groups about staying safe and not talking to strangers.

Beach Safety

Lifeguards visit the school annually with representatives from the local beach guards to familiarize the children with rules for safe bathing and to introduce the local guards.

Fire Safety

Fire Officers visit the school to give children and awareness of the danger of fire and how to take precautions against fire.

ENVIRONMENTAL STUDIES

Using the Academy environment:

- Children may only use the outside environment of the school in the company of an adult helper or teacher
- Children must be taught the safe use of tools
- Children must be appropriately dressed for the task, eg bringing Wellingtons and old trousers to school for particularly dirty jobs
- Children must wash hands after working outside / Garden Gloves are available
- Children must only taste produce in the presence of a teacher

If the children are taken pond dipping, CCCLA Guidelines must be followed.

OUTDOOR EDUCATION – OFF-SITE ACTIVITIES

Before any off-site activities are planned initial approval must be sought from the Headteacher. Once this has been given staff should consult Cornwall County Council Guidelines “Safety on Educational Visits” and plan in detail the off-site venture. All details regarding forms to be completed for visits can be obtained in the Educational visits file in the head’s office.

Day Visits or part

Planning

Detailed planning must then be submitted to the Headteacher for approval. The detailed planning will include all of the following:

- To have read the Academy’s outdoor education policy
- Purpose of off-site activity
- Safety and supervision
- Safety Principles and Codes of Practice

- Emergency Procedures – First Aid
- Insurances
- Charging and Costs
- Transport
- Notification of Parents and Parental Consent forms
- A risk assessment should be carried out for the visit and related activities (refer to on-line risk assessments).

Transport

Staff must ensure that:

- the number of children travelling on coaches/buses is within the maximum seating limit for the vehicle concerned (1 child per seat). Children must wear seatbelts
- children are well controlled and disciplined and remain seated at all times while travelling
- any equipment is safely stored in luggage areas and does not obstruct passengers should there be a need to leave the bus in an emergency
- parent helpers providing transport are;
 - adequately insured
 - conveying children safely
 - car is not overcrowded
 - seat belts are worn (see CCCLA Guidelines)
- parents of children travelling are notified of the travel arrangements through return slips (this is especially important when private cars are used; not all vehicles will arrive back at the same time).

Safety and Supervision

- This must be appropriate to the activity taking place
- The adult helper must be briefed beforehand with regard to his/her responsibilities
- Infant classes should work on a ratio of one adult to 5 children for class and group visits
- Junior classes should work on a ratio of one adult to 8 children for class and group visits
- Wherever possible, both male and female helpers should accompany children

The Venue

Staff must

- have visited the venue beforehand and checked into suitability for the group intending to visit
- be aware of the Health and Safety issues which may arise from visit, eg health precautions on farm visits
- check that any persons working with children at the venue are suitably qualified to carry out the activities concerned
- be in control of the visit at all times

- ensure that adult helpers accompanying children know the focus of the visit and are adequately briefed on organization and procedure
- ensure that children are appropriately dressed for the venue and protective clothing is worn in necessary
- take a mobile telephone

(Refer to Supervision Policy)

Residential Camps

Staff organising Academy camps must:

- have consulted the County Council's "Safety in Off-Site Activities" (HS.50)
- be familiar with the camping area and centre
- ensure that there are both male and female adults who are competent and well briefed with regard to organization and rules
- only use qualified LA approved instructors for outdoor education instruction
- ensure that children have rules and abide by them for living safely together
- ensure that facilities are available for personal hygiene, eg adequate water supply, toilets, etc., and children know the rules for cleanliness
- have read guidelines for contact with animals and Pond Dipping
- ensure that for activity sessions the adult/pupil ratio is 1:8
- make sure that First Aid is readily available by qualified adult

3 FIRST AID

The Academy has assessed the need for first aid provision and has identified staff holding the fully qualified first aiders First Aid at Work Certificate or Appointed Persons Certificate or attended First Aid for Children Course. The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders.

Co-ordinators

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

- That first aid equipment is available at strategic points in the academy
 - Each classroom
 - First Aid / Medical Room
 - Portable sets for class trips
- that the correct level of first aid equipment is maintained in each first aid box (micropore, scissors, triangular bandage, wound dressing/bandage and gloves)
- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (eg First Aid at Work Certificates are valid for 3 years)
- undertake the annual medical needs/asthma audit

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

First Aiders

The first aiders will provide first aid treatment for anyone injured on site during the academy day.

They will also provide, as appropriate, first aid cover for

- trips & visits for Foundation Stage classes
- extra-curricular activities organised by the academy on school grounds (eg sports events, after academy clubs, parent's evenings, academy-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)

Allergies

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

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

Procedures

In the Academy:

- in the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other Teacher
- Any pupil complaining of illness or who has been injured is sent to the School office for the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided (this designated facility has access to a wash basin). Parents should be contacted as soon as possible so that the child can be collected and taken home. The Headteacher (or, if unavailable, the Assistant Headteacher) will need to grant permission for this.
- Parents are contacted if there is any doubt over the health or welfare of a pupil.
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions: exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid, disposable gloves should be worn.
- All serious accidents should be reported to the Headteacher/Leadership team or First Aider who should call an ambulance and the child's parents ASAP (numbers located in files or SIMS).
- If staff are concerned about the welfare of a pupil they should contact the school office immediately. If an injury has been sustained the pupil should not be moved.

Out of school:

- Mobile telephones must be taken on trips out of school
- Teachers to check that pupils who have asthma take their inhalers
- Trip leaders must take a portable first aid kit.

Educational Visits

- The Headteacher and Educational Visits Coordinator, has the responsibility for ensuring staff have adhered to the academy's Educational Visits Procedures.
- A risk assessment will need to be carried out as part of an education trip.

All incidents, injuries, head injuries, ailments and treatment are reported in the accident file, kept in the Medical Room. Parents are informed of a head injury by letter signed by the class teacher and put into the child's bag. Parents are phoned if the head bump is significant or there are any concerns following the injury.

Staff should complete the accident book if they sustain an injury at work.

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

The Member of staff or other supervising adult concerned should seek medical advice without delay.

The Health & Safety co-ordinator will investigate all accidents reported to the LA and assess what steps should be taken to avoid recurrence.

Treatment of Injuries

The Academy will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations, the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend and, in the case of pupil injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this academy, in addition to the normal first aid procedures, that the pupil's parent/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 is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

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

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

- a telephone call

Escorting Pupils to Hospital

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

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

4 MEDICINES

The Academy follows DfES guidance on the dispensing of medicines in academy.

This Academy will dispense medication which has been prescribed by a medical practitioner with written instructions for its use. All antibiotics (or other prescriptions that need to be kept cool) **will be kept in the fridge in the staff room.**

The Academy does not keep any other medication.

Dispensing of Medicine

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

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

All medication, except for medicines which need to be kept cool, will be kept in the lockable cupboard in the School office, with access only for staff. Staff must complete the medical folder kept in the office each time medicine is administered in school time.

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

Prescription Medicines

Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);

All medicines should be taken directly to the school office by a responsible adult;

Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration

The medicine should be clearly marked with the child's name

The appropriate dosage spoon should be included with all medicines sent to school.

Any medicine administered will be recorded by the staff member in the Medical Folder

Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.

All use of medication defined as a controlled drug, even if the pupil can administer the medical themselves, is done under the supervision of a named member of staff at this school.

Non-prescription medicines

We will not administer paracetamol, ibuprofen or medicines containing those drugs (e.g. Calpol) routinely, as their primary use is to control raised temperature for which a child should be at home; except where negotiated for special reasons (eg. known long term conditions) or other special circumstance.

We do not allow cough sweets in school.

Parents are responsible for ensuring that all medication kept in school eg, asthma pumps, epipens, are kept up to date.

Parents are responsible for notifying the school if there is a change in circumstances, eg, if a child is deemed to be no longer asthmatic.

Long Term and Complex Needs

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

Medical Log

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the academy.

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

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

Medical Procedures

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

Off-Site Activities

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

Reporting of Diseases

If a parent reports that a child has an infectious medical condition, reference should be made to the "Spotty Book".

Staff Health Issues

If a member of staff has concerns over the health or well-being of a colleague, or suspects that someone is suffering from stress, this should be reported to the Headteacher or team leader.

The Headteacher will ensure that appropriate support is sought and given.

5 ACCIDENTS

Reporting Officer

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

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

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

- Specified Dangerous Occurrences (refer to <http://www.legislation.gov.uk/ukxi/1995/3163/schedule/2/made> for list)
- Specified diseases (refer to www.legislation.gov.uk/ukxi/1995/3163/schedule/3/made for list)
- All accidents on site to children or adults
- All accidents to members of the public/visitors
- Accidents to pupils which result in a major injury or death
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to pupils which may have resulted from a premises/equipment defect
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

Accident Investigation

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary. Major incidents will be reported to the Local Advisory Board (LAB).

Accidents Reportable to the Health and Safety Executive

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

Procedures

Reporting Accidents

- All minor accidents must be reported in the First Aid Treatment Log Book (eg minor cuts and bruises) which is kept in the medical room.
- Soiled tissue, cotton wool, etc. must be disposed of in the medical bins provided.
- Serious injuries which require hospital treatment must be:
 - Noted in the First Aid Treatment Log Book
 - Reported to the school office so that a form can be completed

- Any blow to the head, no matter how slight, must be reported in the First Aid Log Book and reported to a First Aider. A letter must be sent home to the parents by the child's teacher concerned.
- A record of "near misses" is kept in the Medical Room.

The following must also be reported:

- Accidents to pupils and staff occurring before/after Academy sessions, when the pupils/staff are legitimately on Academy premises.
- Accidents to pupils on Academy transport.
- Accidents occurring to workmen on Academy premises.
- Accidents occurring during extra-curricular activities at the Academy or elsewhere.
- Accidents to members of the public while the Academy is hired to outside bodies.
- Accidents occurring to any visitors to the Academy.

In the event of an accident during a lesson or while teacher is on duty:

- Phone or radio the office to summon assistance

CLASS OR PLAYGROUND MUST NOT BE LEFT UNSUPERVISED

THERE SHOULD ALWAYS BE TWO MEMBERS OF STAFF SUPERVISING EACH PLAYGROUND

- If injury is minor (e.g. scab knocked off, small cut) one member of staff takes the child to a qualified adult.
- Slight bumps to the head may occur during playtime fun. A child who has received any blow to the head should be watched carefully for signs of concussion and incident recorded in First Aid Log Book and head bump letter sent home with child. (See above.)

Responsibilities of Headteacher and Staff

In the event of an accident to a pupil or if a pupil is taken ill at the Academy, staff should act as would a reasonable parent in similar circumstances.

Action to be taken in the event of an accident

Parents should be contacted and the nature of the accident explained so that they can collect their child and seek professional medical advice.

If parents are unavailable and it is felt more than first aid is required, the child should be referred to their GP, if known, or any other doctor if he-she is unavailable.

If immediate hospital treatment is required, an ambulance must be called (eg broken limb, head/back injury) and parents notified. If parent not available, member of non-teaching staff to accompany the child.

Where it is necessary for staff to take a child home, to a doctor, or hospital, the cost will be met by the Academy.

Violent Incidents

All incidents of violence are reported to the Headteacher. Violence towards children by children are recorded and incidents discussed with parents. (See Behaviour Policy) Violence by pupils towards staff are reported to the Headteacher.

6 FIRE

Fire Officer

The Headteacher (with assistance from the Estates Manager) is responsible for organising the Academy's fire precautions.

The Fire Officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the academy year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

All Staff

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

Evacuation and Registration Procedures are detailed in the appropriate areas.

Evacuation and Registration Procedures

ON HEARING THE ALARM:

- Leave the Academy by the exit door nearest to the classroom.
- Teacher to escort the class in an orderly manner. **DO NOT STOP TO COLLECT BELONGINGS, COAT, ETC**
- Teacher to check nearest toilets/close doors.
- Teacher to close classroom doors and fire doors.
- Proceed to assembly point which is at the **FRONT PLAYGROUND or FRONT PLAYING FIELD**.
- Children to line up in **CLASS ORDER** in accordance with Class signage.
- In the event of the need for an extended evacuation of the school, pupils and staff will go to Penrice Academy.

SPECIAL NOTES

Children out of their class base to be escorted by the teacher/person responsible for the group, via the nearest safe exit, to join their class at the assembly point.

NB If this means having to take the children from the front to the back of the Academy (or vice versa), use the path on the **KEY STAGE 1 SIDE** of the Academy unless the danger is on that side of the building.

LUNCH TIME

Children should be evacuated by the Midday Supervisors via the nearest safe exit. All children will assemble on the DESIGNATED ASSEMBLY AREA. Children who are on the back playground should be escorted to the front by the Midday Supervisors via the safest route.

All other available support staff should go to the main entrance, via the safest route, to assist with distribution and checking of registers, etc.

Registers will be checked by the midday supervisors. Available teachers will go to the front playground to take over registration if on Academy premises.

Available Leadership Team members will assist with the evacuation of the Hall. The Health and Safety coordinator will check the building.

Children in the hall should evacuate through the fire exit or main entrance and be escorted to the designated assembly area via the safest route.

WET LUNCH TIME

Midday Supervisors will evacuate the children via the safest designated fire exits. Available teaching staff will assist lunchtime supervisors with evacuating the children.

EVACUATION DRILL FOR ADMINISTRATION STAFF

- In the event of a real incident the Admin team or Headteacher to dial 999.
- Headteacher and administration staff to organise the checking of visitors books to account for visitors, volunteer helpers and support staff on the school premises.
- Available support staff to be responsible for distribution of registers to all staff.
- Caretaker to open the main gates to enable access for emergency vehicles.

7 ELECTRICITY

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

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

All test certificates will be held by Estates Manager for the duration of the life of the appliance.

Co-ordinator

The Estates Manager (see Appendix 1) is responsible for ensuring an up-to-date inventory of all relevant electrical appliances is held and for ensuring that all equipment is available for testing.

The Estates Manager is also responsible for liaising with contractors to arrange for a whole academy fixed wiring inspection every 5 years.

Personal Items of Equipment

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

If a personal item is required to be used in academy for a one off type event then permission must be sought from the equipment safety coordinator and the equipment must have a current portable appliance certificate and be used with a residual current device.

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

All Staff

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

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

8 WORK EQUIPMENT

The Business Manager 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.

Maintenance Work

Staff report damage/defects to the Health and Safety coordinator and/or the Caretaker. This is recorded in the Fault Register held by the Caretaker.

Should it be necessary for maintenance works to be carried out while the school is in session, staff should make sure that children are not near to works on Academy premises which expose them to:

- solvent based products (paints, polishers, lacquers, resins, adhesives)
- pesticides, fungicides, fertilizers
- timber, plastic and metal where dust or waste is created (sawing, planing, grinding, drilling processes)
- glass fibre
- brazing, welding, soldering and resin based processes where toxic fumes can be generated.
- Building works where asbestos may be disturbed
- Photocopying ink and fluids

Fencing is erected when necessary to ensure pupils and others are not exposed to unsafe areas.

Purchase of Personal Protective Equipment

The Academy will be responsible for purchasing any personal protective equipment (e.g. reflective jackets, waterproof trousers, protective goggles, etc.) which is required by the job role (e.g. Caretaker).

Whenever work is to be carried out, contractors are given a copy of '**Procedures for contractors working in school**' by the office staff, or the Estates Manager for major works projects.

DISPOSAL OF WASTE

Clinical Waste

In our Academy this will comprise of one or more of the following:

- Sanitary towels or similar items
- Incontinence pads or nappies from visitors or siblings
- Soiled tissues, bandages, plasters
- Any material used to mop up body fluids, e.g. blood, urine, faeces
- Human or animal matter produced or used in science lessons

Medical bins are provided where first aid is administered. These must be lined with an appropriate bin liner. There are sanitary disposal units in the female staff toilets and the Year 6 girls' toilet.

These must **NOT** be placed in bins in toilets, corridors or classrooms where it is likely to remain until cleaning staff empty them at the end of the day.

Broken Glass or Sharp Objects

These must be securely wrapped in several layers of newspaper/or collected in a suitable container and clearly labelled. Whenever possible, the Caretaking staff should be given the parcel or container so that they know exactly where it is positioned when they deal with the packaging of refuse for collection.

Paper and Playground Litter

Each classroom, toilet area and playground area has its own litter bin for general waste and each classroom has a recycling bin for paper.

Batteries/Aerosol Can/Any hard materials from DT work

As with sharp objects, these should be given to a member of the site staff and not be placed in bin. It is important that site staff know what type of waste they are handling when loading the refuse collection containers.

9 WORKING ALONE

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

In such circumstances, the Academy/individual will assess the risk to using and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the teachers files.

Any staff wishing to work outside normal Academy hours must inform the Head Teacher giving as much notice as possible.

Academy Security

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

The Caretaker is also responsible for carrying out checks of the premises during the Academy holidays.

ACADEMY STAFF/GOVERNORS RESPONDING TO CALL OUTS

Staff nominated as out of hour's key holders are required to attend the site following the activation of the alarm, if Kestrel Security request assistance.

CALL OUT ARRANGEMENTS

Call out is as follows (in order):

- 1 Caretaker
- 2 Malcolm Godwin (Estates Manager)
- 3 Mark Clutsom (Headteacher)
- 4 Jennie Walker (ACE Executive Headteacher)
- 5 Gill Harper (Business Director)

Police Attendance

In any call out situation it is preferable to meet the police on site if possible.

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

10 VIOLENCE

The Academy continues to adopt Cornwall Council's policy and guidance on Violence at Work.

The Headteacher is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

Team Teach

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this Academy the relevant staff are trained in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted and is available to staff (Physical Contact Policy).

11 ARRANGEMENTS FOR SUPERVISION OF PUPILS

The Academy will be open from **8.45am to 3.15pm** term time other than on Bank holidays. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

Entering and Leaving the Academy

All children enter and leave the Academy by the designated entrances or classroom doors. The front door is to be used only if a child arrives after 9am, when they should report (that they are late) to the office. Some children may have special arrangements in place to use the front door. All parents are asked to wait outside the Academy building.

Supervision of Academy Grounds

Children are not supervised before the start of the Academy day or after it, on the Academy site. During these times they are under the supervision of their parents.

Children are supervised at all other times when in the playground(s). Supervision is by teachers and support staff at morning break and by the Midday Supervisors at lunchtime. Supervision ratios are 1:30 for KS1 and 1:35 for KS2.

Leaving the Academy at the End of the Day

End of day arrangements for KS2 children are known and records are kept in classrooms and in the office.

At the end of the Academy day, the children are taken by the person in charge of the class by the designated exit or classroom door. All of them know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. The child stays in the front entrance or goes to after school club until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Some children go home by taxi. All taxi drivers report to the office on arrival, show their identification and state the name of the child they are collecting. Children who travel home by taxi wait in the entrance area.

Parents inform the school if a different adult than usual is to collect the child.

Leaving the Academy during the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the Academy.

12 RISK ASSESSMENT

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

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

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

Copies of risk assessments are available on request from the Estates Manager.

Safe Working Procedures

The risk assessments will be used to develop safe working procedures which must be followed by all staff.

13 THE CONTROL OF HAZARDOUS SUBSTANCES

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

COSHH Co-ordinator

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

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

The Estates Manager 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 Estates Manager is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc) where persons may be affected by their use on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters, etc. must have appropriate COSHH assessments before being used in the academy.

All Staff

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

Hazardous substances fall into 2 categories:

- Those used by children under adult supervision across the primary curriculum
- Those used by adults in the running and maintenance of the Academy

All hazardous substances must:

- have been checked for risk assessment by completing the appropriate form
- be logged so that a record is kept
- only be used by designated persons
- only be used if correct protective clothing is worn
- be clearly marked and appropriate storage conditions adopted
- BE INACCESSIBLE TO CHILDREN

Risk Areas

- Cleaner's materials (disinfectant, floor polish, etc.) must be kept locked in cleaner's cupboard.
- Boiler Fuel – The boiler room door must be kept locked at all times with access limited to head, caretaker and maintenance personnel.
- Staff Room and Office – Photocopy/duplicator fluids, spirit-based correcting fluid must be clearly marked and kept securely away from children.
- Caretaker's room to remain locked at all times with access limited to staff or authorised adults.

Responsibility	Named Individual
Health and Safety Advisor	Estates Manager (with assistance from CC H&S Co-ordinator (Matt Grainger) through SLA)
The person /s who will carry out the inspection each term	Estates Manager – Compliance Governor
The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled	Caretaker (with assistance from Malcolm Godwin)
The person appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe	Caretaker (with assistance from Malcolm Godwin)
Reporting Officer (Accidents)	Rachel Lean
Deputy Reporting Officer (Accidents)	School Secretary
First Reviewing Manager	Mark Clutsom
Second Reviewing Manager	Estates Manager
Electrical Test Contractor	PAT Testing SW
Estates Manager	Malcolm Godwin
Equipment Safety Coordinator	Caretaker (with assistance from Malcolm Godwin)
Caretaker	Red Steel (Temporary)
COSSH Coordinator	Malcolm Godwin
List trained first aiders, date of training and qualification	List in the school office and staff room
Fire Officer	Headteacher (with assistance from Malcolm Godwin)
Deputy Fire Officer's	SLT
EVC	Mark Clutsom