



Health and Safety Policy

Flushing C of E Primary School

Introduction

Flushing C of E Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors. The School will seek to ensure that its legal duties and policy objectives are complied with at all times. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children. The School will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out every year.

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 an H&S Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues. The governor will also carry out termly H&S inspections with the head (and on occasion with members of the school council).

Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring regular inspections are carried out;
- Submitting inspection reports to governors and/or the LEA
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LEA 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.
- Where contracts are negotiated directly between the school and the contractor, the Head Teacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff.

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.

Specific Health, Safety and Welfare Policy and Procedures

First Aid

The school has assessed the need for first aid provision and has identified that teaching and support staff that are full time will be given first aid training.

The First Aid coordinator is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the school
 - **The main first aid point is based in the library.**
 - **Minor first aid stations are based in each of the classrooms.**
 - **Mobile kits are available.**
- that the correct level of first aid equipment is maintained in each first aid box (staff check this upon use and before trips. Supplies are monitored and ordered by Jane Maclean.
- 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)

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

Staff 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 Headteacher, 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 phone for an ambulance as appropriate.

Other Significant Injuries

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

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by the most appropriate method which may include one or more of the following:

- a telephone call
- a letter
- a form

Escorting Pupils to Hospital

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

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

Medicines in School

The current position is that this school will not dispense medication except in exceptional circumstances. These exceptions will be where a child is on long term medication which if not available in school would prevent the child from attending.

Where other medication needs to be given, e.g. antibiotics, parents are asked to arrange to visit the school to administer the medicine themselves and to keep any medication with them.

*The school no longer keeps an "emergency asthma kit" and therefore individual children must have their own inhaler at school, plus a spare banked in the office. Spares should be taken on all trips.

Dispensing of Medicine *in exceptional circumstances*

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.

Named adults are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication. The personnel depends on the child and the circumstance because some children require medical treatment requiring particular training. It will usually be the class teacher or teaching assistant in the child's class.

All medication will be kept **in the office in a locked cabinet.**

Consent Forms

Consent forms will be kept in the medicine dispensing folder and will be kept for the duration of the pupil's attendance at the school.

Medical Procedures

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

The headteacher is responsible for the collection of information and ensuring that an accident report is completed for the incidents listed below. In his/her absence, this role will be fulfilled by the senior teacher. The headteacher must be told immediately of the following incidents-

- 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

All of these need to be completed online.

Accidents to pupils where first aid treatment has been provided will be recorded in the accident book held in the office. This will be signed by the person completing the report and countersigned by the headteacher. All reports are sent electronically online to the Duty Safety Officer.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over seven day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

Fire

Fire Warden

The person responsible for organising the school's fire precautions is **the headteacher**. In his/her absence, **the teacher in charge** 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
- 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, 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 attached to this document.

Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once per year. Staff are advised not to bring in any personal portable electrical equipment – unless it has been PAT tested, or is less than 12 months old and with the authority to use in school by the headteacher

The headteacher 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 headteacher is also responsible for liaising with Cornwall Council to arrange for a whole school fixed wiring inspection.

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** for repair/replacement.

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. An AssessNet risk assessment has been completed for this purpose and is kept in **the risk assessment folder**.

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. Any violent incident to staff is reported to the headteacher who records it and decides what action is to be taken.
- All staff are aware of the support facilities available to victims of violence at work

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. The school trains key staff in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted which is available.

Risk Assessment

The school will carry out risk assessments for all activities using the AssessNet platform. **The EVC coordinator** is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors. Copies of risk assessments are available from **the risk assessment folder**. The risk assessments will be used to develop safe working procedures which must be followed by all staff.

The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the school and copies are available in the COSHH file from **the school secretary**. The head is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

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.

This policy will be reviewed every year.

Adopted.....

Signed..... (Head Teacher)

Signed.....(Chair of Governors)

March 2023