



Torpoint Nursery and Infant School

Where each child is special and every child matters

Health & Safety Policy - Statement, Organisation & Arrangements

On November 2017 the Governing Body of Torpoint Nursery and Infant School adopted the following statement and procedures for the provision of health, safety and welfare of pupils, visitors, employees and contractors involved with the activities of the School. A review and re-adoption of this policy will be carried out in October 2021.

Signed:

Chair of Governors

Acting Head Teacher

Julie Martin

Danielle Kellond

Statement of Safety Policy For Torpoint Nursery and Infant School

1. Torpoint Nursery and Infant School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The School will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.

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6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section.
7. The School will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than *October 2021*

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 Health and Safety Governors are Nicola Moran, Claire Westall, Martin Baggaley and Jeremy Lock (Chair).

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 LA;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives.
- Where contracts are negotiated directly between the school and the contractor, the Head Teacher is also expected to monitor purchasing and

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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 (i.e. the school's "Safety Manager"). In this school these functions have been delegated to:

Danielle Kellond (AHT)/Claire Westall (AHT) /Amanda Booth (Health and Safety Advisor) /Tracy Girling / Jeremy Lock (School Governor.)

Senior Management

Senior Management staff have responsibilities for: -

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the 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 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 Health and Safety Manager's attention.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

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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.

See Volunteers Handbook

Specific Health, Safety and Welfare Policy and Procedures

First Aid

The school has assessed the need for first aid provision and the majority of all staff holds one of the relevant first aid certificates. Through this training overview we cover the First Aid at Work Certificate and also have a staff member who holds the Emergency Aid Certification. The school also has a high proportion of staff who have paediatric training especially in the Nursery Unit providing more than adequate cover. Named first aiders are displayed in every classroom throughout the school and a listed inventory of all named first aiders and the course they have attended is available in the Health and Safety file.

Coordinator:

Lucile Clarke is responsible for overseeing the arrangements for first aid within the school. Her duties include ensuring: -

- That first aid equipment is available at strategic points in the school
 - **There are First Aid boxes in every class and mobile First Aid bags for school visits**
- 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)

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

First Aiders

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

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, 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.) *

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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 DIRECT 0845 4647

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 Direct for advice or 'phone for an ambulance as appropriate. An accident form must then be completed.

Other Significant Injuries

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

If we have advised a parent to go to a doctor or hospital following an accident / injury, then an accident form must be completed.

If the parent feels their child needs medical assistance or has gone to hospital because of an injury that has happened in school, then an accident form must be completed.

The First Aid Coordinator must be informed of any of the above incidents and they will complete an accident form.

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

- Speak to parent collecting child at end of the day and in the case of more severe injuries a form is also given to the parent, stating what has happened and to seek medical advice if needed. (If children have had an injury that requires this form and are collected by child-minders or an after school club, then the teacher will contact the parents by phone to inform them of the injury directly, rather than passing on a message.)
- a telephone call if the injury is very serious and parent needs to collect
- 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 school follows LA and DCSF guidance on the dispensing of medicines in school.

This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use and the appropriate paperwork has been completed.

The School does not keep any other medication.

Dispensing of Medicine

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

Qualified and named First Aiders are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication. Another member of staff will also witness the issuing of medication and signs to say that they have witnessed the medication being given.

All medication will be kept in a secure location: -

Fridge in the staffroom where no children are allowed

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:

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

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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

Claire Westall/Lucile Clarke is responsible for the collection of information and the completion of the On-Line Accident Report.

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 On-Line Accident Reporting System. This system is being currently in the process of being updated and we await to hear from Cornwall Council when this has been completed.: -

- 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 **Lucile Clarke/Claire Westall** who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. All incidents will be reported to the Head Teacher and major incidents will be reported to the Health and Safety Governors.

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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). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

Fire

Fire Officer

The person responsible for organising the school's fire precautions is Danielle Kellond Elisabeth/Amanda Booth/Tracy Girling/Nicola Moran/ Claire Westall completed Fire Warden's Course October 2020

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)
- Having a timetable for the year covering the evacuation practices.
- 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 visual checks every week, 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

The following are all in place:

- Exit routes
- Signage
- Contingency arrangements if quick return to the building is prohibited
- Arrangements for taking registers
- Emergency contacts & mobile phone
- Arrangements for contacting the emergency services
- Arrangements for evacuating disabled people

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 a company called 'Green Sparks'. All test certificates will be kept in **school office in a Health and Safety File** for the duration of the life of the appliance.

Coordinator

Danielle Kellond (AHT)/ Claire Westall (AHT) /Amanda Booth/Tracy Girling are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The coordinator 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 Danielle Kellond/Amanda Booth /Tracy Girling/ and Claire Westall 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.

In such circumstances, the school will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in **Health and Safety File**

Any staff wishing to work outside normal school hours must have prior agreement/permission from **the Acting Head Teacher**

Violence

The School follows the Council's policy and guidance on Violence at Work.

Danielle Kellond/Claire Westall/Amanda Booth/Tracy Girling are 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

Team Teach

We do not use Team Teach procedures in school, although all staff have received training on the recent guidance from the Government- '*Positive environments where children can flourish*' which gives a school advice on any forms of physical intervention and any restriction of liberty.

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Arrangements for Supervision of Pupils

The school will be open from **8.45 am** to **3.00 pm** (or to **3.15 pm** for Nursery Unit and to **4.00 pm** when the After School Clubs run, currently on a Thursday afternoon) on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

- **Children enter the school premise and are escorted to their classrooms by parents. They are then allowed straight into classrooms and are admitted by either the class teacher or TA**
- **Areas used by pupils outside lesson times- playground**

Risk Assessment

The school will carry out risk assessments for all activities using our own school proforma.

Steph Lock and Claire Westall (AHT's) are responsible for managing the risk assessment process.

All staff members are responsible for providing risk assessments for their own class / room, clubs and visits when they are needed. These risk assessments are then overseen by Steph Lock, Claire Westall or Danielle Kellond.

Copies of risk assessments are available from **the Health and Safety Risk Assessment File** and are also on links and the hard copy file in the workroom. **Teachers keep and use copies of their own risk assessments.**

Safe Working Procedures

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from Health and Safety File

The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database. Assessments have been returned to the school and copies are available in the COSHH file from **Health and Safety COSHH file**

COSHH Coordinator

Danielle Kellond/Amanda Booth/Tracy Girling are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council. Claire Westall has obtained COSHH training (2020.)

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.

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.

Policy Reviewed: October 2020.

Next review: October 2021.