



Statement of Safety Policy For Saltash Community School

1. **Saltash Community 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 students, 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 students, parents or carers of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
7. A copy of this policy is in <k://staffresources/policies>
8. 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 **February 2024**.

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 Headteacher, to prioritise resources for health, safety and welfare issues.

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

The Health, Safety and Wellbeing Governor is shown in appendix A.

Headteacher

The Headteacher has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy
- Ensuring regular inspections are carried out
- 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
- 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 Headteacher 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. In this school these functions have been delegated to:

Operations Manager (see Appendix A)/
Estate and Facilities Manager (see Appendix A)/
Finance Manager (see Appendix A)

Senior Management & Department Heads

Senior Management staff and Department Heads have responsibilities for:-

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

All Employees

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
- Bringing problems to the relevant manager's attention as per flowchart below
- Following DfE guidance for violent students
- It is the responsibility of all staff to read the 'H & S LAW - what you need to know' poster. Displayed in the Staff Room and the Student Services corridor.

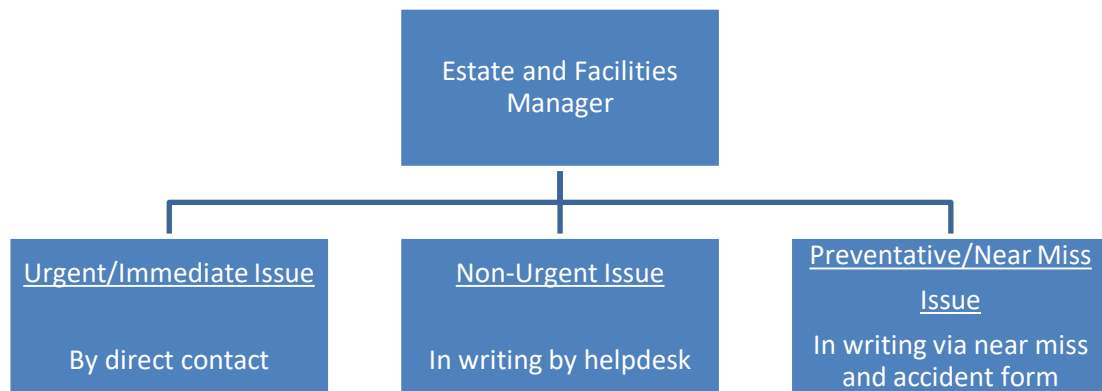
In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

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.

Flowchart for reporting Health and Safety problems



Specific Health, Safety and Welfare Policy and Procedures

First Aid

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

Coordinator:

The Operations Manager is responsible for overseeing the arrangements for first aid within the school. The duties include ensuring:-

- That a sufficient number of personnel are trained in first aid procedures **(see Appendix A)**
- That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- That first aid equipment is available at strategic points in the school. The function of carrying out this task is delegated to the **School First Aider (see Appendix A)**
 - Student Services Reception
 - All Science Laboratories & Prep Rooms
 - All Design & Technology classrooms
 - PE Department
 - ARB
- That the correct level of first aid equipment is maintained in each first aid box. The function of carrying out this task is delegated to the **School First Aider (see Appendix A)**.

- Regularly check first aid logs for indications of recurrent or frequently reported types of injury. The function of carrying out this task is delegated to the **Estate and Facilities Manager (see Appendix A**

First Aiders

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

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.) – **by arrangement only**

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 emergency and urgent care services **111**

and, in the case of student injuries, with the parents or legal carers.

Suspected Head, Neck & Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, to contact the student's parent/guardian and inform them 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 student's wellbeing, the first aider is expected to contact NHS emergency and urgent care services for advice or telephone for an ambulance as appropriate.

Other Significant Injuries requiring hospital treatment, ambulance attendance or more than basic First Aid

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 way of a telephone call.

Escorting Students to Hospital

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

{The member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the student) unless the student is overly distressed/confused. This decision should be made in consultation with the attending paramedics and the parent/guardian if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the student as they are admitted to casualty.}

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

In the event of a student being taken to hospital during a school trip, two members of staff will accompany the student, if practical, or take additional students as support.

Medicines in School

The school follows LA and DfE guidance on the dispensing of medicines in school.

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

This school will dispense non-prescription medication to students only if it supplied by a parent or carer with written instructions for its use.

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 student's parent or carer.

The School First Aider (see Appendix A) is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

A member of the Reception Support Staff will deputise where necessary.

All medication will be kept in a secure location:-

Locked cabinet in Student Services Reception

It was noted that there is a TicTac facility offered on the school site which has its own Health & Safety Policy.

Medical Log

Consent forms will be kept in Student Services and will be kept for the duration of the student's attendance at the school or the school trip

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

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

Medical Procedures

The designated suitable place for the dispensing/application of medicines is **Student Services**. Where necessary, arrangements have been made for students with particular conditions and these are notified to staff.

Details of members of staff/students with life-threatening conditions is available on SIMS and within a student's online provision map.

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. **Refer to School Policy folders kept on the K drive.**

Accidents

Reporting Officer

The School First Aider (see Appendix A), is responsible for the collection of information and the completion of the On-Line Accident Report.

All accidents must be reported to the School First Aider.

The School First Aider will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to Education Handbook for list)
- Specified diseases (refer to Education Handbook for list)
- All employee accidents
- All contractor accidents
- All accidents to members of the public/visitors
- Accidents to students which result in a major injury or death
- Accidents to students which result in the injured person being taken from the scene of the accident directly to hospital

- Accidents to students which may have resulted from a premises/equipment defect
- Accidents to students during structured activities
- Accidents to students where first aid treatment has been provided.

All other incidents will be recorded in the school's Incident Log on SIMS.

Accident Investigation

All accident reports will be seen by the **Operations Manager (see Appendix A)**, who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Headteacher and the Local governing Committee (**see Appendix A**).

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

A record of reported 'near miss' incidents is kept by the **Estate and Facilities Manager**

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 the **Estate and Facilities Manager (see Appendix A)**.

In his absence, the **Operations Manager (see Appendix A)** 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 every week, emergency lighting every month, fire extinguisher checks, chemicals stored on site list, etc.)
- Reporting termly to the Local Governing Committee.

All Staff

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

Evacuation and Registration Procedures

- These procedures are coordinated by the **Estate and Facilities Manager (see Appendix A)** or in his/her absence the **Operations Manager (see Appendix A)**. Full details of the fire alarm routine are available in the Staff Handbook.
- Procedures for physically disabled staff/students are detailed in the Staff Handbook.
- The building is checked by support staff
- Disabled visitors to school who may need assistance with emergency evacuation are asked to inform Reception when signing in.

Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person in line with current H & S guidelines.

The school has arranged for these tests to be carried out by external contractors.

All test certificates will be as a hard copy for the duration of the life of the appliance.

Coordinator

The **Estate and Facilities Manager (see Appendix A)** 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 **Estate and Facilities Manager (see Appendix A)** is also responsible for arranging for a whole school (5 yearly) 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 **Estate and Facilities Manager (see Appendix A)** in the first instance via the help desk.

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 by the department.

Any staff wishing to work outside normal school hours must have prior agreement/permission from **The Leadership Group** and inform the **Estate and Facilities Manager** or **site staff** on locking up duty.

Violence

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

A member of the Leadership Group (see Appendix A) 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
- A specific policy aimed at the control of students is in place and is available in the Policy Files held in the Staff Room.

Arrangements for Supervision of Students

The school will be open from **8.25 am** to **3.10 pm** on weekdays during term times. Between these times supervision will be provided.

Supervision will also be provided by staff for any specific before and after school clubs or activities.

Risk Assessment

The school will carry out risk assessments for all activities

The Operations Manager (see Appendix A), is overall responsible for managing the risk assessment process.

Departmental Responsibility is as follows:

School Site Operations and Estate and Facilities Managers (see Appendix A)

School Trips Educational Visits Coordinator (see Appendix A)

Departmental Heads of Department

Copies of risk assessments are available from Heads of Department or via the Assessnet database

The Control of Hazardous Substances

COSHH Coordinator

Heads of Department are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

The Head of Department is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

The Head of Department 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.

Appendix A

<u>Contacts</u>	<u>Name</u>	<u>Extn.</u>
Leadership Group (Violence)	Ms Kate Littleddyke	228
Operations Manager	Mrs Gaynor Bersey	224
Estate and Facilities Manager	Mr James Ross	226
Finance Manager	Naomi Jones	
Safety Governor	Catherine Jane	
Main School First Aider	Mrs Lorraine Booth	203
Reception		200
Portable electrical appliances testers	External Contractors	
Educational Visits Coordinator	Mr Malcolm Clark	

First Aid Qualified Staff

Name	Qualification	Expiry Date
Jo Frazer	QA level 3 award in Paediatric First Aid (RQF)	23-Mar-24
Lorraine Booth	First Aid at Work	05-Oct-24
Glynis Powell	Emergency First Aid at Work	31-Oct-24
Mark Feldwick	QNUK Level 3 Award in Outdoor First Aid (RQF)	06-Nov-24
Kayleigh Bunney	QNUK Level 3 Award in Emergency First Aid at Work (RQF)	11-Nov-24
Alice Crowe-Wright	QNUK Level 3 Award in Emergency First Aid at Work (RQF)	11-Nov-24
Dan Budd	First Aid at Work	14-Nov-24
Gerry Snowdon	QNUK Level 3 Award in Emergency First Aid at Work (RQF)	23-Jun-25
Jack Perry	QNUK Level 3 Award in Emergency First Aid at Work (RQF)	23-Jun-25
Jacey Kellaway	QNUK Level 3 Award in Emergency First Aid at Work (RQF)	23-Jun-25
Nigel Lutey	QNUK Level 3 Award in Emergency First Aid at Work (RQF)	23-Jun-25
Patricia Hilton	First Aid at Work	08-Dec-25