



# **POLICY FOR HEALTH and SAFETY**

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## **Related Policies and Documents**

**Advice and Guidance on using COSHH database**  
**Anti-Bullying Policy**  
**Behaviour for Learning Policy**  
**Educational Visits Procedure**  
**Emergency Evacuation Procedure (tbc)**  
**Equality Policy**  
**Fire Evacuation Policy**  
**HSE Guide for new and expectant mothers who work**  
**Individual Health Care Plans**  
**Policy on the use of force to control or restrain pupils**  
**Safe School Guidance**  
**Teaching and Learning Policy**

## **Stakeholders**

**Staff, Students and General Public in attendance.**

**HEALTH AND SAFETY POLICY**  
**For**  
**Liskeard School & Community College**  
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## 1. Statement of Safety Policy

1. Liskeard School and Community College 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.
6. The arrangements for health, safety and wellbeing are detailed in Section 3.
7. The School will ensure, as far as is reasonably practical, that this policy and its supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out on an annual basis by Policies Working Group.

## 2. 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.

### 2.1 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 Head Teacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, attend at the school H&S Committee, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Health and Safety Governor is Mr David Young.

### 2.2 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 and H&S committees are held.
- The school's Business Manager Mr Paul Taylor and the school's Site Manager Mr Andy Sanders, in carrying out inspections each term and ensuring general safe conditions prevail over the site.
- Submitting inspection reports to governors, Trust Board, the LA or their agent.

- 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 and consulting with H&S representatives & staff associations.
- 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;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- 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 and contract terms are in line with this policy.

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 some of these functions have been delegated to:

**Mr Paul Taylor, Business Manager**

Mr Paul Taylor is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled. Mr Paul Taylor is appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe.

### **2.3 Senior Management & Faculty/Department Heads**

Senior Management staff and Faculty/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 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.

### **2.4 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, where and when needed;
- Participating in inspections and the health and safety committee if appropriate;
- Reporting H&S issues to the H&S manager and line manager.

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

In relation to these general responsibilities there is a red Health and Safety file in every Departmental office, Head Teacher and Head's PA office, Business Manager's office Staff Room and Reception which includes the H&S Policy, fire evacuation procedure, code of practice for safe classroom and a risk assessment for general classrooms. Every room also displays an evacuation routes map and a First Aid location plan. Classrooms have a Code of Practice for Safe Classrooms poster

### **2.5 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 under the supervision of a qualified member of staff. In approved circumstances this can be done remotely.

## **3. Specific Health, Safety and Welfare Policy and Procedures**

**Reference should also be made to school's Diabetes and Anaphylaxis folder, Department for Education & Skills guidance on the dispensing of medicines in school, DfE Supporting pupils at school with medical conditions December 2015, Cornwall Council Managing Medical Conditions in School and NHS Resource Pack for supporting children and young people with Type 1 Diabetes in School and Early Years settings updated December 2014.**

### **3.1 First Aid**

The school has assessed the need for first aid provision and has identified that **1** fully qualified first aider holding the First Aid at Work Certificate (First Aid Co-ordinator) and staff holding the Emergency First Aid at Work (appointed persons) Certificate are required for adequate cover across the site. The school may decide to increase this number to suit. A First Aider location plan is available detailing staff names which includes Reception staff.

#### **3.1.1 Co-ordinator:**

**First Aid Co-ordinator Mrs Barbara Ball** 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 (see attached diagram).
- 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 portable first aid kits are available to be booked for field trips and excursions.

- that accident reports and near-misses are correctly documented and presented to the relevant authorities, including the school's H&S committee.
- that first aid logs are used and maintained for all treatment given by any first aider involved.
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years) and that a register is maintained.
- that first aid logs are checked for indications of recurrent or frequently reported types of injury.

### 3.1.2 First Aiders

The first aiders will provide first aid treatment for anyone injured on site during the school day. They will act under instruction of the First Aid Co-ordinator and refer all incidents to them. If there is any doubt the Co-ordinator should be called. They will also provide, as appropriate, first aid cover for

- trips & visits as deemed necessary by the Education Visits Co-ordinator, Mrs Collette Carlin. Note that only a qualified first aider may administer first aid.
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.) as deemed necessary by the organisers of the events.

First aid cover is **not** provided for:-

- contractors (though assistance from the First aiders should be available during normal working hours)
- events organised by third parties (lettings, fetes, evening clubs, etc.)

Assistant First Aiders must assist Barbara Ball by providing the necessary information associated with any treatment applied or accident attended.

### 3.1.3 Treatment of Injuries

The School will rely on the knowledge and experience of its trained first aiders or advice sought from Barbara Ball (First Aid Co-ordinator) in order to administer appropriate treatment to injured persons.

**Reception** will be contacted either by the First Aider or member of staff attending, who will then call 999 or 112 and request that an ambulance and paramedics attend. Reception will also make contact with parents / guardians to inform them of the situation. In emergency situations other persons finding themselves responsible for a casualty should call 999 but, if at all possible, leave the action of calling an ambulance to Reception (extn 100).

The person making the call, whether to Reception or the emergency services should provide the following information:

- 1 Their own name and location, with a contact telephone number
- 2 The name and location of the casualty.
- 3 The nature of the injury or condition of the casualty
- 4 Briefly, any significant detail e.g. fall from height, head injury, ingestion of poison, dangerous situation.

In non-emergency situations where there is any doubt about the appropriate course of action, the First Aid Co-ordinator or first aider will be expected to consult with the Liskeard A&E unit and, in the case of pupil injuries, with the parents or legal guardians. Reception staff must be kept informed at all times as it is to Reception that parents and the Emergency services will make subsequent enquiries.

If the injury takes place during an excursion off-site the visit leader should contact the emergency services (if necessary). Then s/he will contact Reception, or the nominated emergency back-up person, who will contact the parents. The visit leader's main responsibility is to care for the casualty and ensure the safety of the rest of the party.

### **3.1.4 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 regardless.

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.

All head injuries are recorded using the head injury log in the nurse's room and parents/guardians advised to monitor the pupil's wellbeing for the next 12 hours. An incident sheet is also sent home with the student.

### **3.1.5 Other Significant Injuries**

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

Records of notification by telephone to parents will be kept by First Aid Co-ordinator Mrs Barbara Ball, assisted by the Receptionists. Copies of written notification are held in the First Aid office in the locked filing cabinet.

### **3.1.6 Escorting Pupils to Hospital**

In most cases pupils should be taken to hospital in an ambulance and they will be accompanied by a member of staff unless the pupil's parent or guardian is in attendance.

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

Provided that appropriate insurance is in place, staff may use their own vehicle to transport conscious pupils to hospital **but they must be accompanied by another adult.**

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

## 3.2 Medicines in School

### 3.2.1 Storage & Dispensing

The school follows Council and Department for Education & Skills guidance on the dispensing of medicines in school, DfE Supporting pupils at school with medical conditions December 2015, and NHS Resource Pack for Supporting children and young people with Type 1 Diabetes in School and Early Years settings updated December 2014.

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

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

The school does not keep any other medication, except on behalf of students with prescribed medicines.

**Barbara Ball** is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

**Qualified and named first-aiders** will deputise where necessary. No other person should receive or dispense medicines.

All medication will be kept in a secure filing cabinet or fridge in the First Aid office which is kept locked.

Medication for personal use by members of staff must also be kept in a secure location. e.g. handbags, cupboards. Places containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

### 3.2.2 Medical Log

Consent forms will be kept in the Medical Log which will be administered by Barbara Ball and will be kept for the duration of the pupil's attendance at the school.

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

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

### 3.2.3 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 health care-plans.

### 3.2.4 Off-Site Activities

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

### **3.3 Accidents**

#### **3.3.1 Reporting Officer**

Mrs Barbara Ball is the reporting officer and is responsible for the logging and upkeep of the accident logs and the completion of the On-Line Accident Report. In her absence, this role will be fulfilled by the Receptionist on duty. Barbara is responsible for training the first-aiders in the use of the software, and must make it available when necessary. All accidents and near misses must be reported to the reporting officer.

The Reporting Officer Mrs Barbara Ball, will record all accidents occurring during school hours using the On-Line Accident Reporting System. All accident reports reported in this way will be appraised and authorised by the Business Manager who will identify any additional action required and progress this.

- 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.
- Accidents to pupils during structured activities
- Accidents to pupils where first aid treatment has been provided.

Any accident in which the state of the buildings, grounds, furniture or facilities is a contributory factor should additionally be reported to the Site Manager. All other incidents will be recorded in the school's Day Book/Incident Log.

#### **3.3.2 Accident Investigation**

All accident reports reported on line will be authorised by the Business Manager who will identify any additional action required and progress this. Copies of all accident reports will be brought to the Health and Safety Committee for review. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported, as soon as they occur, to the Head Teacher who will liaise with the Business Manager and Health and Safety Governor as necessary.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall by Barbara Ball and are reviewed by a Council Health and Safety Officer who advises on any further actions to be taken.

#### **3.3.3 Accidents Reportable to the Health and Safety Executive**

Reports of fatalities, major accidents and over-seven-day incapacitation 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.

### **3.4 Fire**

#### **3.4.1 Fire Officer**

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

In their absence, the Head Teacher will fulfil this role.

The fire officer is responsible for:

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

#### **3.4.2 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 in accordance with the procedures.

#### **3.4.3 Evacuation and Registration Procedures**

See "Emergency Evacuation Procedure" and "Fire Evacuation Procedure" which includes information on:

- *Exit routes*
- *Signage*
- *Contingency arrangements if quick return to the building is prohibited*
- *Arrangements for taking registers*
- *Arrangements for emergency contacts & mobile phones*
- *Arrangements for contacting the emergency services*
- *Arrangements for evacuating disabled people (each person requires a personal emergency evaluation plan)*
- *Arrangements for evacuation to a location off site*
- *Arrangements for other emergency evacuations such as flood, bomb threat etc.*

### **3.5 Electricity**

#### **3.5.1 Testing**

The school will arrange for an inspection and test (PAT) of all portable electrical appliances by a competent person at least once per year.

All test certificates will be kept in Site Manager's office for the duration of the life of the appliance.

Any electrical items brought into school for use on a repeated basis must have a Portable Appliance Test (PAT). Staff requiring this test should notify the Business Manager or Site Manager to arrange a test.

### **3.5.2 Co-ordinator**

The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. They are also responsible for arranging a whole school fixed wiring inspection every 5 years and any remedials and informing Cornwall Council as such.

### **3.5.3 Personal Items of Equipment**

Personal items of mains-fed electrical equipment should not normally be brought into school for use by staff or pupils but if a personal item is required to be used in school for a repeat type event then permission must be sought from the Business Manager and the equipment must have a current portable appliance certificate and, depending on the power of the item, be used with a residual current device (rcd).

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

### **3.5.4 All Staff**

All staff will visually inspect electrical equipment before use for obvious defects. (refer also to Safer Classroom Practice notice)

Defective equipment will not be used and will be reported to the relevant Head of Department in the first instance and to Site Manager/Business Manager to arrange for repair/replacement. Repaired equipment must be re-tested and given a PAT pass label before use.

## **3.6 Work Equipment**

The Business Manager will be responsible for overseeing the purchase of all school work equipment and capital items.

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,
- best value,
- 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/instruction has been given or undertaken.

### 3.7 Moving and Handling

Equipment and items will on occasion require moving or lifting. Ideally this should be undertaken by the site caretaking or IT technician team who are qualified to undertake these tasks. Staff who are required to do this on a more regular basis as part of their role must undertake training.

There is a DVD self training pack available on site and also a training manual available on the staff shared drive in the H&S folder.

A risk assessment is available for more general reference by staff.

### 3.8 Working at Height

There will be occasions when teaching staff need to work above ground height. A generic risk assessment and code of practice safety guidance is contained in the H&S red folder in each department office. The use of short steps or kick stools is allowed with reference to the above guidance.

The use of tall steps, ladders and scaffold towers is allowed **only** when the user has been trained to the industry standard.

### 3.9 Working Alone

It is recognised that it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include members of staff working in the evenings, weekends or during the holiday in the school. In such circumstances, members of staff must implement the control measures in the risk assessment for lone working (see Health and Safety red file) This also applies to staff working with groups of students at times when the school is not normally in session.

Any staff wishing to work outside normal school hours (7.30 to 17.30) must inform the Site Manager or Business Manager beforehand. It is not general practice to allow a single member of staff on site or without a member of the caretaking or senior leadership staff present somewhere on site. Informing your head of department is also good practice.

In addition, any staff wishing to work outside normal school hours with students must have prior agreement/permission from Mr Roger Quaintance, Assistant Head Teacher (pupils).

### 3.10 Violence at Work

#### 3.10.1 Responsibility

The School follows the Council's policy and guidance on Violence at Work. The school has a separate policy on Restraint and Positive Handling, Anti-Bullying, Behaviour for Learning and Safe School Guidance.

**The Head Teacher** 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.

### **3.10.2 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 school specific staff are trained in these techniques and these are identified, together with a protocol on what to do in a crisis situation, in all departmental offices. Refer to Roger Quaintance (Deputy Head Pupils)

A specific policy aimed at the control of pupils, has been adopted.

## **4. School Security**

### **4.1 Appointed person**

Andy Sanders, Site Manager is the appointed person who is responsible for the security of the school at the end of the day by ensuring that an arrangement is in place to secure doors, windows, skylights etc. and setting intruder alarms.

He is also responsible for arranging that checks of the premises, and general school and grounds security are carried out routinely both during the school term time and holidays. Any maintenance or improvement works will be discussed with the Business Manager for proposal and approval.

School staff are also responsible for ensuring windows and doors to their classrooms are secure at the end of the day.

### **4.2 School Staff responding to Call-Outs**

Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm. A regularly updated key holders listing is held by Business Manager and County Hall, Truro.

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed. In this regard the school has contracted an external security company, Kestrel Guards, to undertake this first response. Kestrel Guards will report to Site Manager who will contact Business Manager or other caretaking staff as necessary, once the premises are deemed safe to enter. An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

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

Following an event, the risk assessment should be reviewed and further control measures implemented if appropriate.

## 5. Arrangements for Supervision of Pupils

The school generally will be open to students **08.30 to 15.30 hrs** on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times unless in a supervised activity.

Pupils should not arrive on site prior to 08:00 from which time the Library will be open and school staff available. Pupils also have the opportunity to use the New Hall where breakfast can be purchased.

After school clubs and activities are supervised by staff or by volunteers acting on the instructions of staff and generally run until 16:30.

Teaching staff are on duty before school starts, at break times and as school closes. An annual duty rota and zoned map is drawn up and distributed to staff. A member of SLT patrols the site to monitor the situation.

Staff should be on site generally by 08:30. School buses arrive after the majority of staff are on site and depart before school staff leave after 15:30.

The Assistant Head Teacher (pupils) has overall responsibility for visits and extra-curricular activities. All foreign trips are approved through the governing body.

Classrooms and corridors are out of use at break and lunchtimes. On occasions of inclement weather, a number of rooms are allocated for year groups to use which are supervised. The Library and Learning Support Base rooms are also available.

A team of lunchtime supervisors, assistant heads of year and members of the Senior Leadership Team are on duty at lunchtime. Halls and outside areas are specifically designated for each year group. As well as this, there are a number of lunchtime clubs supervised by teachers.

Parents and carers are required not to drop and collect pupils directly in front of school and the Main Reception areas except in case of emergency or disability.

## 6. Risk Assessment

### 6.1 Procedures

Copies of common risk assessments are available in the red Health and Safety file in each office. Access to all the school risk assessments held online can be found on website address [www.eeclive.co.uk](http://www.eeclive.co.uk)

The school will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software.

It is the responsibility of the member of staff to ensure that a risk assessment is in place and current. Assistance is available from the Reprographics officer who has responsibility for the co-ordination and maintenance of school risk assessments, and who can provide training and advice to any members of staff.

For the four key departments concerning risk ie Arts, PE, Technology and Science, the lead senior technician will maintain a folder of current risk assessments in the department for easy and immediate reference to all staff using those areas.

The senior technician will be the first person on hand for advice and consultation regarding risk in that department, and will work closely with the head of department and be informed of all and any working arrangement which might expose students, staff and visitors to risk.

## 6.2 Responsibilities

**The Business Manager** is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

**Heads of Departments** are responsible for ensuring that risk assessments specific to teaching and learning activities, specialist equipment and department areas are carried out.

**Senior Technician** is responsible for the preparation and maintenance of their department's risk assessments.

**Individuals** are responsible for activities such as school trips. They should see the ALC Manager for access to the EEC software and training if necessary.

**Reprographics officer** is responsible for the overall coordination of the school's risk assessments, keeping them all in date and liaising with departments.

**Site Manager** is responsible for preparation and maintenance of all site and premises related risk assessments including contractors on site. Contractors will be expected to produce Work Method Statements and appropriate qualifications.

## 6.3 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 the Business Manager or relevant Heads of Departments. Printed copies must be kept in the red Health and Safety file. The safe working procedures are also available online, once a risk assessment has been carried out, on [www.eeclive.co.uk](http://www.eeclive.co.uk)

## 6.4 Pregnancy

There are specific working practices and guidelines established for pregnant staff and students. Risk assessments are available for both and should be followed. Pregnancy conditions can vary and if specific requirements are needed these should be reviewed with the department head and the risk assessment amended accordingly. Doctor's notes and advice should also be taken into account. The school also bases its policy and assessment on the HSE *Guide for new and expectant mothers who work*.

## 7. Personal Protective Equipment (PPE)

### 7.1 Procedure

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

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

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

### 7.2 Responsibilities

PPE will be made available ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the

wearer. (Where specialist PPE is required you may wish to refer to County Council Health & Safety Services for advice).

In the case of all site staff this will be the responsibility of the **Site Manager**. The relevant **Head of Department** will be responsible for students and staff

In addition, these people will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. Replacement PPE must be readily available at all times.

PPE requirements and the replacement of such must be identified to the Business Manager

### **7.3 Users of equipment**

When issued with PPE, persons are required to wear it at all times where identified by Risk or COSHH assessments, keep it clean, store it correctly and report any faults so that replacements can be provided.

## **8. The Control of Substances Hazardous to Health (COSHH)**

### **8.1 Procedure**

All substances which may be considered hazardous to health are assessed using the Council's COSHH Database (except for specific Science related chemicals – these are covered by the Consortium of Local Education Authorities for the Provision of Science Services [CLEAPSS] Hazcard system). Assessments are returned to the school and copies are available in the COSHH file held in Science, Art, Technology and department offices.

### **8.2 Responsibilities**

The Head of Department is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council. They are responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance and that the COSHH file is kept up to date.

The Site Manager is responsible for ensuring the execution of the COSHH Assessment Form process and giving the resultant Assessment to the relevant Heads of Department. He 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 as may need to be controlled.(ref Method Statements)

**All staff** must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment including any hazardous substances/materials being used by artists, crafters, etc.