

**Nanpean Community Primary School**

***Nurturing Children's Passion to Succeed***



**Health and Safety Policy**

***Headteacher: Mr Nicholls***

***Health and Safety Governors: Bex Hancock and Bryony Tucker***

**Approved by Governors (Date): 27<sup>th</sup> September, 2022**

**Next Review (Date): September 2023**

### **Mission statement**

At Nanpean Primary School we will provide every child with a safe and healthy environment in which to learn and develop the skills they need to be positive members of the community.

On **Tuesday 27<sup>th</sup> September 2022**, the Governing Board of Nanpean Primary 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.

Signed:

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**Chair of Governors**

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**Head Teacher**

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### **Statement of Safety Policy for Nanpean School**

1. Nanpean 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.
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 September 2023.

## **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 Health and Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Health and Safety Governor is **Bex Hancock**.

### **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 Local Authority (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;
- Reporting to the Governing Board's 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, trade 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 and to ensure that their employer's health and safety policy is complied with.

**Matthew Nicholls** 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.

**Clive Ellacott** is appointed, with the authority of the Head Teacher, to request action from the contractor where conditions are considered to be unsafe.

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 are not delegated.

## Senior Management

Senior Management staff have responsibilities for:

- Day-to-day management of health and safety in accordance with the Health and Safety Policy;
- 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 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.

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

### Specific Health, Safety and Welfare Policy and Procedures

Listed below are some specific health, safety and welfare policies and procedures for the school to adapt and adopt. In addition to those enclosed, the school should attach any other specific policies and procedures which may be relevant to the school.

#### First Aid

The school has assessed the need for First Aid provision and has identified that **at least one member of per class are paediatric first aid trained and at least three members of staff are First Aid at Work trained.**

**Coordinator: Matthew Nicholls (Headteacher)** is responsible for overseeing the arrangements for first aid within the school. Duties include ensuring:

- That first aid equipment is available at strategic points in the school
  - All classrooms,

- The staffroom,
  - The Hall,
  - The field (to be held in the school office),
  - The school office.
- That the correct level of first aid equipment is maintained in each first aid box.
  - That a sufficient number of people are trained in first aid procedures.
  - That first aid qualifications are, and remain, current.

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

### **First Aiders**

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

- Trips and visits;
- Extra-curricular activities organized by the school (e.g. sports events, after school clubs, parents evenings, school organized fundraising events etc);

First aid cover is not provided for:

- Contractors;
- Events organized by third parties (e.g. 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 the 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 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 and 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/ carer is contacted and informed of the injury.

The attending first aider, in consultation with the parent/ carer, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/ carer.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Direct for advice or phone for an ambulance as appropriate.

## Other Significant Injuries

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

In addition to the procedures above, the School will notify parents/ carers of any other significant injury by way of a telephone call and a letter/ slip. Records of notification by telephone to parents will be kept by **Kerry Dash**. Copies of written notification are to be kept in the office.

## 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/ carer is in attendance. The member of staff will stay with the pupil until a parent/ carer arrives and responsibility is 'handed over'.

## Medicines in School

The school follows Council and DFE guidance on the dispensing of medicines in school. The school will dispense medication that has been prescribed by a medical practitioner with written instructions on it for its use. Where medication has not been prescribed by a medical practitioner, persons with parental responsibility for the child will confirm in writing that the child has no known allergies to the medication being administered.

The school does not keep any other medication.

## Dispensing on Medicine

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

**The class allocated Teaching Assistant (TA)** is responsible for receiving medicines, checking consent and dose information, checking 'use-by' dates and dispensing medication. **Another TA will deputise where necessary.**

All medication will be kept in a secure location: In the staff room.

Medication for personal use by members of staff must also be kept in a secure location. Handbags etc. containing such items must be locked away and not be kept in the classroom where pupils could gain access to them.

## 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:

- Name of the pupil;
- Name of the medication and dosage;
- 'Use-by' date;
- Time and date;
- Signature of dispenser and any comments/ reactions.

## 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: The Head Teacher** is responsible for the collection of information and the completion of the Online Accident Report. In their absence, this role will be fulfilled by **the Assistant Headteacher**.

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;

- 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 the **Head Teacher** who will decide if an investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Major incidents will be reported to the Head Teacher and the Health and Safety Governor.

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

## 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 online 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 **Matt Nicholls**. In his absence **Jo Cooper and Bryony Tucker** 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 one every term.
- Recording the significant results of fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

## **All Staff**

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

## **Evacuation and Registration Procedures**

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

## **Electricity**

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

The Health and Safety Compliance Officer will arrange for a company to undertake these tests.

All test certificates will be kept in the **Premises log** for the duration of the life of the appliance.

**Coordinator: Administrative Staff** 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 arranging a whole school fixed wiring inspection once every 5 years.

## **Personal Items of Equipment**

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



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

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

### **All Staff**

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

Defective equipment will not be used and will be reported to **Administrative Staff** for repair/ replacement.

### **Work Equipment**

The **Headteacher** will be responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Manufacturers' instructions must be available, read by all members of staff using the item and adhered to.

Before purchase consideration must be given to:

- The installation requirements
- The suitability for purpose
- The positioning and/ or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

### **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 the **Premises Log**.

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

### **Working at Heights**

There may be an increased risk to the health and safety of employees when working at heights. The school has a duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, to ensure, as far as is reasonably practicable, the health, safety and welfare of employees. The school also has obligations under the Work at Height Regulations 2005.

Within this policy, 'working at height' refers to situations where staff, in the course of their duties work at heights: this is defined in accordance with the HSE definition as any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury or death.

Where it is practicable to do so, working at height should be avoided by school staff. Where working at height cannot be avoided, **Matthew Nicholls** is responsible for ensuring that suitable procedures (including a risk assessment, staff training and emergency actions that may need to be taken) and equipment are in place for working at height.

An approved list of working at height activities will be established and risk assessed annually. Unless explicitly stated on the approved list, work at height must only be authorised by the Headteacher and a specific Risk Assessment carried out. Lone working at height will not be given authorisation in any circumstances.

It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times, in accordance with their instructions and training. A visual inspection of the location and equipment must be carried out prior to commencing work. If it becomes evident that the control methods are ineffective or equipment is damaged or inappropriate, working at height should cease immediately and the Headteacher informed.

### **Training**

All staff will be provided with basic working at height training to allow them to undertake approved working at height activities. This training will be updated at least every three years, or more frequently if deemed necessary.

### **Contractors**

Where a contractor is required to work at heights, the school will take reasonable steps to ensure that the contractor has sufficient training, suitable equipment and a risk assessment in place to undertake the work. First Aid kits and a qualified First Aider will be on site whilst working at height is ongoing.

### **Manual Handling**

*To be read in conjunction with our Team Teach / Safe Touch Policy*

Manual Handling occurs during any transporting or supporting of a load (including, but not limited to, lifting, putting down, pushing, pulling, carrying or otherwise moving) by hand or bodily force. This extends to the force required to move or restrain any animate or inanimate object. Manual handling may prove hazardous when it has the potential to cause both short and long term injury. The health and wellbeing of all members of staff will be maintained and promoted by providing a safe working environment with regards to manual handling. Equipment and training in manual handling, necessary to ensure the health and safety of those involved in manual handling, will be provided to all staff.

Where manual handling cannot be practicably avoided, **Matthew Nicholls** must ensure that a risk assessment is carried out and publicised to those it will affect, and the control measures in the risk assessment are monitored to ensure compliance.

**Matthew Nicholls** is responsible for ensuring that only staff capable of carrying out manual handling tasks safely do so. If a person has sustained recent injuries, hernias, back problems, heart conditions, other physical conditions or are a new or expectant mother, manual handling should be avoided. Where it cannot be avoided, a specific risk

assessment must be carried out. Where manual handling causes concern to the person undertaking the task or the head teacher, no manual handling should take place.

### **Training**

All staff will be provided with basic manual handling training to allow them to undertake manual handling task. This training will be updated at least every three years, or more frequently if deemed necessary.

## **Health and Safety in the Curriculum**

### **Science/ Design and Technology**

*To be read in conjunction with the school's Science Policy; DT Policy; Accident Reporting and Near Miss Policy.*

Practical science and DT lessons are potentially hazardous; therefore, teachers will take the safety of these lessons very seriously. By following the rules and procedures outlined in this policy, all members of staff will be free to plan interesting lessons, whilst ensuring that pupils and staff remain safe.

Risk assessments will be completed by the Class Teacher before any practical science or DT lesson. Existing risk assessments which cover lessons may be used again if they are up to date. **Matthew Nicholls** is responsible for ensuring that risk assessments are in place, adequate and control measures are followed.

It is the responsibility of the Class Teacher to ensure they are familiar with any COSHH risk assessments in place for hazardous materials that may be used during these lessons. **Matthew Nicholls** is responsible for ensuring that adequate COSHH risk assessments are in place and up to date.

### **Accidents**

If an accident occurs, the teacher in charge will decide upon the correct course of action and, if necessary, will contact a qualified first aider at the earliest opportunity, who will follow the school's First Aid procedures. If the accident involves the ingestion, inhalation or absorption of hazardous materials, a first aider will always be contacted and the emergency procedures followed.

Following the incident, the teacher concerned will complete and submit an accident report form and follow the accident/ incident procedures outlined in the school's policies.

### **Training**

**Matthew Nicholls** is responsible for ensuring that all staff members have adequate, up to date training for managing the risks associated with Primary Science or DT lessons.

### **Equipment**

**Jennifer Jago (Science Subject Lead)** is responsible for ensuring that an inventory of all science equipment must be kept up to date.

All purchased equipment will be safe and appropriate for primary aged pupils. Equipment will only be purchased from recognised educational suppliers and hazardous material may not be used until a risk assessment has been completed and shared with relevant staff. Donated equipment will not be used unless explicitly authorised by the Head teacher.

All science equipment will be visually inspected by the teacher in charge before use and must undergo safety checks at least annually. All records of safety checks will be kept with the equipment inventory. Defective equipment must be disposed of safely and in accordance with the school's policy and legislation. If any equipment causes concern, **Administrative Staff** will be notified and will arrange for the equipment to be checked by a qualified person to determine whether the equipment can be used or replaced.

Hazardous equipment will be stored in Cupboard 9 whilst not in use. When taken to a classroom for use in a science lesson, equipment must be appropriately stored to ensure the safety of pupils.

### **Living Organisms**

Any plants, animals or micro-organisms purchased from the school will be acquired from reputable sources. Specific risk assessments will be carried out before any living organism enters the premises. CLEAPSS guidance will be followed on any human cells activities: such as looking at cheek cells or investigating blood.

### **Cooking**

Where a Cooking Lesson is planned, the Class teacher is responsible for ensuring that they are aware of any food allergies or intolerances of children participating in the lesson and will incorporate this information into their risk assessment.

### **P.E**

Teachers, coaches and instructors who coordinate or take PE lessons have a duty of care for those in their charge. They must ensure that planning and implementation of Physical Education activities includes recognition of safety as an important element.

Risk Assessments must be carried out by Class Teachers to ensure that the risks are understood and mitigated in order to protect pupils from injury.

### **Manual handling and storage of equipment:**

Generally, manual handling tasks should be avoided where possible. When this is not feasible, the risk of handling injuries should be minimised by using aids such as trolleys.

The layout of PE equipment storage facilities should be carefully planned and kept tidy and organised. This will minimise the risk of handling injuries by making equipment, particularly heavy equipment, easier to access and accessible without the need to stretch or manoeuvre past other objects.

### **Apparatus handling by pupils:**

While it is important pupils handle PE apparatus in order to learn and develop new skills, pupils must always be taught how to use equipment properly and safely before they are allowed access to it.

As well as making safety 'briefings' a prerequisite to accessing equipment, teachers should have due regard to pupils age, strength and maturity levels when deciding which activities and apparatus they can be given access to.

### **Inspection of equipment:**

Regular inspections of all PE facilities (including premises) and equipment must be carried out, including visual checks of equipment before each use. If any defects or concerns about equipment is noted, use of this equipment must cease immediately. Defects must be reported to Matthew Nicholls and action taken to rectify the defect as soon as practicable. All staff members must be made aware that this equipment cannot be used until further notice and the equipment should be identified with hazard tape.

Annual inspections by a qualified contractor should also be carried out.

### **Clothing and footwear:**

Children and staff are not permitted to do P.E in inappropriate clothing or footwear for the activity. P.E should never be done in socks or tights due to the risk of slipping. Bare feet can be acceptable indoors where the floor is free from any debris.

Jewellery of any form (including watches) should not be worn during PE lessons. This includes any piercings, although sometimes it is appropriate to tape over ear studs, the teacher in charge will be given discretion as to whether this is an acceptable mitigation of risk. Teachers should not attempt to remove or replace a pupil's earrings.

Where pupils need to wear glasses or hearing aids, the teacher in charge should make a judgement call as to whether it is safe, both for the pupils wearing such items and other pupils, to continue with the planned activity. Alternative arrangements may be required.

Suitable P.E clothing and footwear is communicated to parents in the initial Parent Handbook given to all parents, via the website or newsletter where appropriate.

### **Sports Fixtures Off-Site**

In the event of activities which take place off school grounds, such as away sports matches or adventure activities, there should be a procedure document setting out how teachers should respond in the event of an emergency. This might be a case of ensuring that safety procedures from the relevant venue are forwarded to all teachers who will be present a certain number of days before the activity is undertaken.

### **Swimming**

A Risk Assessment must be carried out prior to swimming lessons beginning. Specific Risk Assessments may be required for children with specific needs or disabilities.

### **School Security**

**Fiona Dash** is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured.

A named key holder (**Matthew Nicholls, Fred Hooper, Clare Morton, or Fiona Dash**) will also be responsible for carrying out checks of the premises during the school holidays based on a schedule agreed with the Head teacher.

**Matthew Nicholls** is the appointed person responsible for the security of the school should a meeting occur later than 6pm. This involves setting the alarm and locking doors.

### **School Staff/ Governors Responding to Call Outs**

Staff nominated as out of hours key holders are sometimes required to attend the site following the activation of the alarm.

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.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The following persons: **Fiona Dash, Matthew Nicholls, and Fred Hooper** are the school's nominated representatives who will respond to an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

**Call out arrangements:** The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an accident occurs, support will be provided.

**Police Attendance:** In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.

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

A copy of the procedures introduced to control these risks will be kept in the Premises Log.

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

### **Violence**

The school follows the Council's policy and guidance on Violence at Work. The Council recognises that it has a duty to protect the safety and well-being of all staff who deal with customers in difficult and potentially confrontational situations. The Council will ensure that it takes suitable steps to remove or reduce the likelihood and effect of violent or abusive behaviour towards any employee and will take all necessary steps to demonstrate that this behaviour will not be tolerated.

**The Head Teacher** is responsible for ensuring:

- All staff are aware of the Council's Violence at Work Policy and Guidance.
- 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 support facilities available to victims of violence at work
- All incidents of verbal and physical abuse are recorded using the online accident reporting system.
- That a zero tolerance approach is taken towards violent incidents

- Support staff affected by violent or aggressive attacks to ensure the effects are reduced as much as possible.

**All Staff** have a duty to:

- Comply with the Council's policy.
- Comply with any instructions provided for reasons of health and safety.
- Attend any training provided for health and safety.
- Report any incident for which this policy applies
- Report any concerns or failures in safety systems.
- Ensure the visitor window and reception door is always closed and locked when not in use.

### **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 **appropriate teaching staff and support staff** are trained in Team Teach techniques. A specific policy, aimed at the control of pupils, has been adopted.

### **Arrangements for the Supervision of Pupils**

The school will be open from **8.45am to 3.10pm** on weekdays during term times. Between these times, supervision will be provided. Pupils will not be allowed on site outside of these times, unless they are attending a morning or after school club.

### **Risk Assessment**

The school will carry out risk assessments for relevant activities.

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

Copies of risk assessments are available in the **Risk Assessment File**.

### **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 **SWP File**.

### **Personal Protective Equipment (PPE)**

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 etc.

The **Head Teacher** will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for 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 H&S Services for advice).

In addition, **Administrative Staff** will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be available at all times).

### **Staff**

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

### **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.

**COSHH Coordinator:** The **Head Teacher** is responsible for ensuring that, before any new substance/ chemical is used; a COSHH assessment has been obtained.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff that 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.

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

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

### **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.

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

Policy reviewed: September 2022

Approved by Governing Board: Tuesday 27<sup>th</sup> September, 2022

To be reviewed: Annually. Next Review Date: September 2023