



## **Health & Safety Policy**

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On 3<sup>rd</sup> February 2010 the Governing Body of St Mary's Catholic 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. It is reviewed and updated annually or earlier if necessary.

Signed:

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Chair of Governors

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Head Teacher



**“I am the way, the truth and the life.”**  
(John 14:6)

St Mary's is a Catholic Primary School.  
We place our children at the heart of all we do,  
inspired by the love, life and teachings of Jesus  
and the Catholic Christian Church.

### **Statement of Safety Policy**

St Mary's Catholic School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors 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.

All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.

All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.

The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.

The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section

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 annually.

## **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the School's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

## **Governors**

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head Teacher, to prioritise resources for health, safety and welfare issues.

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

The Safety Governor is **Mrs Susan Marshall**

## **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;
- Mr. Pipkin (Premises Manager) and Mrs Marshall will carry out the inspection each term;
- Submitting inspection reports to governors and/or CAST
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or CAST 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.
- The Headteacher/Premises Manager 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.

The Assistant Head Teachers are appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe.

### **Senior Management & Co-ordinators**

Senior Management staff and Co-ordinators 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, CAST 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 adopted by St Mary's School. Further details can be found in the specific policy stored on the public area of the 'H' drive. All linked policies are listed below.

<b>Policy or procedure for safeguarding</b>
Anti-Bullying ( with reference to racial bullying and cyber bullying <a href="http://www.cypf.cornwall.gov.uk/media/word/g/d/Cyberbullying.doc">www.cypf.cornwall.gov.uk/media/word/g/d/Cyberbullying.doc</a> )
Behaviour management/student discipline
Children in Care

Confidentiality Policy
Drugs and Substance Misuse
Educating Children with Medical Needs
First Aid ( included in Safeguarding Policy & Intimate Care Policy)
Health & Safety
Intimate Care
Management of allegations made against staff (Included in Safeguarding Policy)
Home School Agreement
PSHE curriculum
Recruitment and Selection (Safer Recruitment included in Safeguarding Policy)
Safeguarding statement in school prospectus/website
Security
Sexual Health and Relationships Education
Single Equality Scheme
Special Educational Needs
Staff Appraisal /Performance management
Staff handbook (guidance on conduct)
Use of Positive Handling & Restraint
Volunteer/Visitors Policy
Use of photographs/video
Whistleblowing
Work Placement (Work Experience)

### **First Aid**

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

### **Coordinator:**

Mrs Penny Barrett is responsible for overseeing the arrangements for first aid within the school. Miss Buscombe, Mrs. Marshall, Mrs. Burton and Mrs Pennock have completed Paediatric First Aid Training. Their duties include ensuring:-

- That first aid equipment is available at strategic points in the school
- The Staffroom, Lunchtime Supervisors station, Medical Room and each classroom.
- that the correct level of first aid equipment is maintained in each first aid box
- that a sufficient number of personnel are trained in first aid procedures, that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- Mrs. Barrett will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

Trained staff include:- Mrs Pipkin, Mrs Higham, Mrs Barrett, Mrs Marshall, Miss Buscombe, Mrs Pennock, Mrs Austin-Smith, Miss Curtis, Mr. Blakely-May & Mrs Mills.

### **First Aiders**

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

- trips & visits
- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parent's evenings, school-organised fund raising events, etc.)

First aid cover is not provided for:-

- contractors
- Events organised by third parties (fetes, evening clubs, etc.)

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 111                      Telephone Number: 111 and, in the case of pupil injuries, with the parents or legal guardians.

### **Suspected Head, Neck & Spinal Injuries to Pupils**

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

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

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS 111 for advice or 'phone for an ambulance as appropriate.

### **Other Significant Injuries**

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

In the event of a head injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupils' parent/guardian is contacted and informed of the injury. Minor bumps are indicated on an incident sheet which is sent home to parents.

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

- a telephone call
- an incident form

Records of notification by telephone to parents will be kept by the reporting member of staff. Copies of written notification are held in the secretary's 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 and another adult – unless the pupil's parent or guardian is in attendance.

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

### **Medicines in School**

The school follows Council 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.

The School keeps medication for children with 'Medical Needs' in special circumstances. These may include epipens, diazepam and insulin.

### **Dispensing of Medicine**

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

The office staff are responsible for receiving medicines and Mrs Barrett is responsible for checking consent and dose information, checking "use-by" dates.

Mrs Scarborough will deputise where necessary.

All medication will be kept in a secure location: - Medical Room.

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.

### **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 pupil
- name of medication
- "use-by" date
- dose
- time and date
- signature of dispenser
- 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 Headteacher/Secretary is responsible for the collection of information and the completion of the Riddor on-Line Accident Report. In her absence, this role will be fulfilled by the Assistant Head Teacher.

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 Riddor 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 Headteacher who will decide if an investigation is necessary. Investigation reports will be entered onto the Riddor on-line Accident Reporting System via the OSHENS system. Major incidents will be reported to the Head Teacher and the Health and Safety Governor.

All on-line reports are sent electronically to CAST Central 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 on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). CAST Central will liaise with the HSE on these incidents.



## **Fire**

### **Fire Officer**

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

In his/her absence, one of the Assistant Head Teachers 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, emergency lighting checks, fire extinguisher checks etc. on a regular basis)

### **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**

On hearing the fire alarm, pupils will leave their classrooms using the external exits and gather on the playground. If in the hall, they will leave using the fire exits in the hall or library.

The Headteacher will contact the emergency services and Mrs Pipkin will deputise in her absence.

In the event that a quick return to the building is prohibited due to e.g. fire or flood, after making contact with St. Francis School, pupils will be escorted up Mongleath Road to the school. Should there be a gas leak in school, pupils will be escorted to St. Francis School. No electricity should be used in the event of a gas leak, which includes opening the main front door. In this situation, an alternative exit should be used.

In the event of a bomb threat to the school, either by telephone, through email or social media, the Headteacher, Assistant Headteacher or office staff will follow the procedure for recording details of the threat and informing the police. Staff will be alerted to the need for quick evacuation of the building and surrounding area with the words 'St. Francis'. Either the Headteacher, Assistant Headteacher or office staff will visit each classroom in turn to convey this message. This will indicate that pupils must be escorted to St. Francis School as quickly and calmly as possible.

### **Fire Drill in School**

#### **Introduction**

The following sequence should be adopted in case of fire in schools:

- Raise the alarm
- Call the Fire Brigade
- Evacuate the premises
- Assemble

- Roll call
- Tackle the fire

When a practice fire-drill is carried out, the following sequence should be adopted:

- Raise the alarm
- Evacuate the premises
- Assemble
- Roll call

### **Procedure**

The following procedure should be adopted. In cases where variations are necessary due to local conditions, the advice of the Chief Fire Officer should be obtained.

#### **On discovering a fire**

Any pupil who discovers or suspects an outbreak of fire is to inform a member of staff, who will immediately raise the alarm.

If the fire warning system is not of the type which is audible, then arrangements are to be made for staff to pass on the warning from alarm point to alarm point. Whoever raises the alarm should contact the person in charge of the school at the time, and pass on details of the incident.

#### **On calling the fire brigade**

All outbreaks of fire, irrespective of size, or any suspected outbreak should be reported immediately to the Fire Brigade. All members of staff should be made familiar with the correct procedure and the facilities available for calling the Fire Brigade.

#### **Evacuating the premises**

- On hearing the alarm, pupils in classrooms should stand where they happen to be; when instructed by the teacher or person in charge, they should proceed in single file and in an orderly manner to evacuate rooms, using the route previously designated by the Head Teacher.
- Pupils not in class should proceed to their assembly point.
- As the pupils are leaving the building, all doors which will not be used again during the evacuation are to be closed behind them.
- Talking should not be allowed, to ensure that any orders given can be heard. Overtaking by classes or individuals must not be permitted.

The **Headteacher** will check the new extension at the front of the school.

**Mr Blakely-May** will check the hall, library and infant toilets and **Mrs Walton** to deputise in his absence.

**Mrs Watkins** will check the junior toilets and **Mrs Barrett** to deputise in her absence.

The **office staff** will open the green gates at the front of the school.

All classes will evacuate the classroom through the external doors.

**Teaching assistants** will be responsible for evacuating disabled pupils or children of a very nervous disposition where appropriate.

The secretary will take class registers, the visitors book, fire log and computer backup tapes to the playground on leaving the building.

The kitchen staff should leave by the external door and proceed around the building via the green gate, to the assembly point on the playground.

The person in charge of the school (**Headteacher/Assistant Headteacher**) at the time will go to the place of assembly and await reports from all sections. He/she should have in her possession a check list which will enable him/her to make a complete report to the first Fire Officer on arrival.

### **Assembly**

The place of assembly in case of fire is the playground. All pupils and staff must be made aware of its location and, if necessary, their own particular place at the assembly point.

The assembly point should be as far away from the buildings as possible.

### **Roll call**

Immediately the pupils have arrived at the assembly point, a roll call must be taken by class teachers, who should then report to the person in overall charge 'all present' or otherwise.

### **Tackling the fire**

All members of staff should be aware of the location of the various types of extinguishers and know which type of fire they are intended for. Any member of staff in the vicinity of the outbreak of fire, who is capable of using an extinguisher, should tackle the fire, providing he/she does not expose him/herself to any undue risk or danger and that he/she is able to arrange a substitute if he/she is in charge of a class.

### **New Intake**

On the first day of a school term, all new entrants, staff and pupils, should be conducted over the escape routes, shown the alarm points and be instructed in the fire routine procedure.

### **Notices**

Each fire alarm should be indicated conspicuously by a notice worded 'FIRE ALARM' followed by appropriate operating instructions.

### **Test fire drills**

Test fire drills should be held at least once per term and a record kept of them. It should be assumed that the fire outbreak is in a different place for each fire drill, so that a variety of fire situations may be covered.

Separate fire drills should be held for areas such as kitchens, where drills at particular times would cause difficulty.

### **Electricity**

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

The school has arranged for these tests to be carried out by contractors used by CAST Diocesan Building Scheme. (See Service, Repairs & Maintenance File).

All test certificates will be kept in the above file kept in the secretary's office for the duration of the life of the appliance.

### **Coordinator**

The Premises 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.

The Premises Manager is also responsible for liaising with CAST Central to arrange for a whole school fixed wiring inspection.

### **Personal Items of Equipment**

Personal items of electrical 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 before use for obvious defects.

Defective equipment will not be used and will be reported to the Headteacher **and/or** the Premises Manager 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.

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 & 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 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 Health and Safety File for the attention of teaching staff, kept in the staff room.

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

### **School Security**

The caretaker 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.

The caretaker/Premises Manager is also responsible for carrying out checks of the premises during the school holidays.

The green gate and the gate leading to the playground are locked between the hours of 9:00 to 3:15pm.

### **School Staff/Governors 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.

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 person(s) the Caretaker/Headteacher/Assistant Headteacher are the school's nominated representatives who will respond in 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 incident occurs support will be provided.

### **Security Firm Personnel Attending**

A contract with Kestrel Security Firm ensures that response to alarm activations without recourse to a school key holder takes place.

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.

A copy of the procedures introduced to control these risks will be kept in the security file kept in the secretary's office.

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 Headteacher is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- 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.

### **Positive Handling**

Staff have been trained in utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school a number of support staff have been trained in positive handling techniques. A specific policy, aimed at the control of pupils, has been adopted.

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

The school will be open for pupils from 8.45 am to 3.45 pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times unless they are attending a breakfast or after school club.

There will inevitably be exceptions to this structure for example, Masses, visiting speakers, theatre groups, children working through breaks supervised by the class teacher (see timetable framework sheets) etc., but outside of these exceptions the structure must be adhered to for good order and efficiency.

### **Between School Opening and Lesson Start Time:**

Pupils must not be on the school premises before 8.45 am, unless attending the breakfast club

On arrival they should make their way to their classroom via the outside path and not through the school building (Y1 – Y6). The gate is unlocked by the member of staff on duty at 8:45am. Reception class will go straight into the Reception classroom.

### **Break-Times**

KS1 break-times are from 10.30 – 10.45 am and from 2:15 -2:30pm. A teacher and an infant teaching assistant will be on duty.

KS2 break-time is from 10.45 – 11:00 am.

A teacher and a KS2 teaching assistant will be on duty.

The teaching assistant will supervise the class during wet breaks and take their break afterwards.

### **Lunchtimes:**

Lunchtime is from 12.00 – 1.00pm for Reception to Year 4

12.30 – 1.30pm for Years 5/6.

Seven lunchtime supervisors are on duty. This ratio is well above HSE and OSHENS risk assessment guidelines.

### **End of Lessons and School Closing Time:**

KS1 pupils leave school at 3.15 pm and are collected by their parents from the playground.

If parents are late, pupils are escorted back into the reception foyer where a KS1 teacher is on duty until they are collected.

KS2 pupils leave school at 3.30 pm and children in Y4-6 are escorted to the gate for collection by their parents. Children in Y3 are collected by their parents from the playground.

If parents are late, pupils are escorted back into the reception foyer. The teacher will report their names to the School Office or a senior member of staff and the child remains inside the building until their collection.

Staff or external providers running after school clubs are responsible for supervising pupils until collected by parents/carers.

### **Risk Assessment**

The school will carry out risk assessments for activities where there are significant risks and hazards, using the European Education Consultants Risk Assessment Software (EEC). During this year we are phasing in the use of the OSHENS (Online Safety Health and Environmental System) service.

Miss Susan Buscombe is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Staff have a duty to take care of their own Health and Safety and that of others who may be affected by their actions. All risk assessments need to be suitable and sufficient, carried out before an activity takes place, and follow the 5 step risk assessment process.

- Identify any potential hazards
- Identify who may be harmed
- Evaluate the risks and set the relevant control measures and precautions
- Record the findings of the assessment and share with the relevant groups of people
- Review the assessment

Every risk assessment will be carried out by a competent person, with the relevant knowledge, experience, and training in a particular area. For each risk assessment there will be safe working procedures associated with the activity. When identical activities are carried out a generic risk assessment may be used.

All class teachers are responsible for managing the risk assessment process for class trips, with support when necessary from the Educational Visits Co-ordinator. We are phasing in the use of the Evolve online system for completing risk assessments for educational visits. Copies of these risk assessments are stored centrally in the co-ordinators file. Risk assessments must be given to the EVC at least one week in advance of the visit.

Subject co-ordinators are responsible for managing and monitoring the risk assessment process for their areas of responsibility. These risk assessments are kept centrally in the co-ordinators files and the staffroom.

All risk assessments will be reviewed regularly to ensure that they are up-to-date. For most activities the risk assessments will be reviewed annually, although when there is evidence that the risk assessment is no longer valid or there has been a significant change it will be reviewed more frequently. Risk assessments will be reviewed after an incident or accident.

Copies of risk assessments are available from the staffroom or co-ordinators files.

### **The Control of Hazardous Substances**

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazcard system). Assessments have been returned to the school and copies are available in the COSHH file to be found in the caretaker's room.

### **COSHH Coordinator**

The Headteacher is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

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

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance and that the COSHH file is kept up-to-date.

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.

### **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.

The class teachers will be responsible for the purchase of PPE 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 H&S Services for advice).

In addition, class teachers 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)

### **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.

### **Online Safety**

The overall co-ordination of online safety forms part of the responsibility of the ICT subject leader, however all staff have a responsibility for online safety. All staff need to be familiar with the spectrum of online risks facing children, and how they can support and empower children to address them.

Online safety forms part of the planned Computing Curriculum. All children are taught digital literacy skills using a wide range of age appropriate resources. We use an accredited filtering service provided by Netsweeper and managed through NCi. The internet use throughout the school network is monitored internally by the ICT subject leader and externally through NCi. The AUP (Acceptable use of the Internet Policy) outlines the rules and responsibilities of all users of the school network. All users need to be aware of and comply with the code for responsible use of the internet.

This policy will be reviewed in September 2018.