

Health and Safety Policy ver.12 2022-23

Change Summary

Page 7. Additional wording added.

SECTION 2 - ORGANISATION

2.1 The Duties of the Employing Body (Plymouth CAST MAT)

- The employing body has taken reasonable steps to protect staff, pupils, and others from serious contagious diseases. Infection Prevention Control (IPC) measures must be part of the school's risk assessment process. In an outbreak situation a risk assessment should be completed and the school's emergency and contingency plans to be enacted in the event of an outbreak.

Page 13. Additional wording added.

SECTION 2 - ORGANISATION

2.5 The Duties of the Health and Safety Coordinator

- collate accident and incident information and, when necessary, carry out accident and incident investigations **if qualified to do so, or they will seek assistance where necessary.**

Page 14. Change of wording

SECTION 2 - ORGANISATION

2.6 The Duties of the Health and Safety Governor

Change from: -

- review the school Premises Compliance Checklist ensuring it is maintained and that all statutory compliance testing, checks and inspections have been carried out and that all non-conformities have been addressed.

Change to: -

- **use Checklist 28 to ensure that school buildings and facilities are being** maintained and that all statutory compliance testing, checks and inspections have been carried out and that all non-conformities have been addressed.

Page 21. Additional wording added

SECTION 4 – ARRANGEMENTS

4.2 Accident and Incident Reporting

In addition to reporting in OSHENS, the Head Teacher must ensure the CEO of Plymouth CAST, via the Premises and Procurement Manager, is informed within **1 hour** of any incident involving staff, pupils, or any visitor to site, including contractors **that requires emergency services to attend or staff, pupils, or any visitor taken to hospital.** Notification to the Director of Education and Standards and/or the COO can be deemed as informing CEO.

Page 28. Change of wording and additional wording

SECTION 4 – ARRANGEMENTS

4.17 Medication

Addition: -

Plymouth CAST has adopted the policy ***Supporting Pupils at School with Medical Conditions and Administration of Medication – January 2022.***

Change from: -

In circumstances when a student suffers headaches, menstrual pains, toothache etc., staff may be asked to provide a mild analgesic to relieve pain. Only analgesics containing paracetamol will be given to children under the age of 16 when parents have **given prior written permission**. On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen, be given to students unless prescribed by a doctor.

Change to: -

In circumstances when a student suffers headaches, menstrual pains, toothache etc., staff may be asked to provide a mild analgesic to relieve pain (e.g., paracetamol) to relieve pain.

Analgesics should only be given to children under the age of 16 when parents have given **prior written permission**. Pupils under the age of 16 should never be given medicine containing aspirin unless it is prescribed by a doctor. Parents must be informed of any doses given.

Page 29. Change of wording and additional wording

SECTION 4 – ARRANGEMENTS

4.18 Monitoring (AUDITING)

Addition: -

Each school will ensure that self-assessment arrangements are in place for interim years when a formal Health and Safety Review is not undertaken by the Devon Health and Safety Service. This will be undertaken on an annual basis using the Devon Health and Safety review document. The summary of findings will be reported by the Head Teacher in the annual school Health and Safety declaration.

Change from: -

A general inspection of the site will be conducted half-termly. The person(s) undertaking these inspections will complete a written report and submit this to the Head Teacher and the Local Governing Body. Each school will designate someone to be responsible for following up items detailed in the safety inspection report.

Change to: -

A general inspection of the site will be conducted at least termly. **Inspections will be conducted jointly with the school's Health and Safety Representative(s) (if possible) and the H&S Governor.** The person(s) undertaking these inspections will complete a written report using **Checklist 28** and submit this to the Head Teacher and the Local Governing Body. Each school will designate someone to be responsible for following up items detailed in the safety inspection report.

Page 31. Change of wording

SECTION 4 – ARRANGEMENTS

4.21 Off-site visits

Change from: -

Every school will use the Devon Evolve system for the recording of all category A, B and C trips. They will also use and complete the separate *Management of Outdoor Education, Visits and Off-Site Activities Policy* along with the *Standard Operating Procedures* for Category A off-site visits. These documents must be reviewed annually.

Change to: -

Every school will use the Devon Evolve system for the recording of all category **A, B and C** trips. They will also use and complete the separate *Management of Outdoor Education, Visits and Off-Site Activities Policy* along with the **appropriate** *Standard Operating Procedures* for **all** off-site visits. These documents must be reviewed annually.

Page 32. Change of wording

SECTION 4 – ARRANGEMENTS

4.22 Pandemics

Change from: -

As the Employing Body Plymouth CAST must protect people from harm. This includes taking reasonable steps to protect our staff, pupils, and others from coronavirus. Each school will complete and maintain a COVID-19 risk assessment (RAA100) to help manage the risk of COVID-19 and to protect people from harm in as far as is reasonably practicable.

We have identified and put in control measures on: -

- work activities or situations which might cause transmission of the virus.
- those staff and pupils who could be at increased risk (vulnerable person's risk assessment).
- how likely it is that someone could be exposed to the virus.

Change to: -

SECTION 4 – ARRANGEMENTS

4.22 Pandemics **and Infection Control**

As the Employing Body Plymouth CAST must protect people from harm. This includes taking reasonable steps to protect our staff, pupils, and others **from serious contagious diseases**. **Infection Prevention Control (IPC) measures must be part of the school's risk assessment process. In an outbreak situation a risk assessment should be completed and the school's emergency and contingency plans to be enacted in the event of an outbreak.**

For full details relating to infection control, reference should be made to the HSA26 Infection Control Arrangements Note.

Page 37. Change of wording
SECTION 4 – ARRANGEMENTS
4.28 Training

Change from: -

The Head Teacher must ensure that adequate records are kept of all health and safety training undertaken by staff under their control. All training records will be kept on SIMS, and a member of the school will be made responsible for coordinating health and safety training needs, and for ensuring that refresher training is undertaken within the prescribed time limits.

Change to: -

The Head Teacher must ensure that adequate records are kept of all health and safety training undertaken by staff under their control. All training records will be **suitably** kept, and a member of the school will be made responsible for coordinating health and safety training needs, and for ensuring that refresher training is undertaken within the prescribed time limits.