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On 3rd December 2014 the Governing Body of Wadebridge School approved 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:

Chair of Governors

Head Teacher

Mrs Val Crabb

Miss Tina Yardley

Statement of Safety Policy For Wadebridge School

1. Wadebridge 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 31st December 2015.

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 Safety Governors 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 Mr D Constance

Head Teacher

The Head Teacher (HT) has responsibility for:

(Further abbreviations: CALS – Curriculum Area Leaders; SM - Steve Miles, Health and Safety Coordinator; PL – Phil Luke, Line Management responsibilities for Health and Safety)

- Day-to-day management of all health and safety matters in the school in accordance with the Health and Safety Policy; (CALS, SM, PL)
- Ensuring regular inspections are carried out; (SM, CALS)
 - *Mr S Miles Site Supervisor and Health and Safety Coordinator*, will carry out the premises related inspections.
- Submitting inspection reports to governors and/or the LA .(CALS to HT, HT/PL to Govs, SM to LA)
- Ensuring action is taken on health, safety and welfare issues; (HT,CALS, SM, PL)
- Passing on information received on health and safety matters to appropriate people; (HT, SM, PL, CALS)
- Carrying out accident investigations; (HT, SM, PL)
- Chairing the school Health and Safety Committee. This responsibility is incorporated within the Finance and Buildings Governors' Committee chaired by Mrs Nicola Brooks.
- Identifying and facilitating staff training needs; (Training Coordinator, CALS, SM and PL)
- Liaising with governors and/or the LA on policy issues and any problems in implementing the Health and Safety Policy; (HT and PL)
- Co-operating with and providing necessary facilities for trades union safety representatives; (HT, SM)
- Providing necessary facilities for all employees to be consulted on health and safety matters; (HT, PL, SM)
- 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. (HT, PL and SM)

Mr P Luke, Business Manager (Premises) 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.

No approved contractors list is now held by Cornwall Council, the school will ensure that where ever possible the contractor has the necessary Health and Safety accreditation through current membership of CHAS, EXOR, Safecontractor or similar recognised organisations.

Where the work involves undertaking statutory inspections, testing, maintenance or alterations or similar to comply with a statutory requirement, this is to be undertaken by a competent and experienced contractor requiring current membership of an organisation such as Gasafe, Oftec, NICEIC.

Mr P Luke, Business Manager (Premises) 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 some of these functions have been delegated to:

CALS – Curriculum Area Leaders; PL – Phil Luke, overall delegated management responsibility for Health and Safety, SM - Steve Miles, Health and Safety Coordinator

CALS 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.

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

First Aid

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

Coordinator:

Miss R Cuthbertson is responsible for overseeing the arrangements for first aid within the school. Their duties include ensuring:-

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

- *Library (Main store for First Aid boxes)*

Mrs Talling's Office (second floor)

First Aid Room (key to room and cupboards held in Library)

Science Prep Room (Technicians)

Science Seminar Room between S9 and S10

Wiggles Nursery

DT1, 2, 3, 4, 5 & 6

PE Office

A2 in Art Department

Reception 2 (New Block Reception)

6th Form Office

E5

Grounds man's Store

- 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
 - **please see attached list at [Appendix A](#)**
- that first aid qualifications are and remain current (e.g. First Aid at Work Certificates are valid for 3 years)

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

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, parents' 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 non emergency helpline telephone, 111. Note that NHS DIRECT is no longer available in this area, and in the case of pupil injuries, with the parents or legal guardians.

Where the injury occurs off the school site to a member of staff, or while a student is in the supervision of school staff member e.g. a sports fixture, a member of staff will if there is no first aider available follow the above procedure, noting the injury for reporting under the accident procedure as later described.

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 the NHS non-emergency Helpline telephone 111 for advice or telephone 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 addition to the procedures above, the School will notify parents/legal guardians of any other significant injury as follows:

- parents are telephoned; if no response then a letter is sent to them informing them of the incident). Specific details for head injury and in this case note always sent home. ([Appendix B](#))
- The School Principal First Aider, Miss Cuthbertson, then enters the information into the register which is held in the Library Office.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, the school will contact the parent to come to the school and accompany their child. Where this is not possible a member of staff will accompany the child

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 he or she 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.

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 where the medication is accompanied by instructions from the parent and the medication is clearly labelled with the student’s name.*

**This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use and is clearly labelled with the student’s name*

**Paracetamol is not given out by the school except when the parent sends this in with a written request to administer, this is then treated as a dispensed medicine (see below).*

Before students join our school the parents/legal guardians are required to complete a form with the student’s full details including medical information, relevant student data and a consent for. These forms are held by the School First Aider and the information on them is input to SIMS

The school keeps an “emergency asthma kit”.

The school keeps prescribed epi-pens – sent in to school by parents with written authority for those students who may need them (see under dispensing of medicines below)

The School does not keep any other medication.

Dispensing of Medicine

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

Miss Rebecca Cuthbertson is responsible for receiving medicines, checking consent and dose information, checking “use-by” dates and dispensing medication.

Mrs Chris Mewton will deputise where necessary.

Mrs Ellen Morrison will deputise where necessary in the event of the above staff being out of school.

(All of the above staff hold the First Aid at Work qualification)

All medication will be kept in a secure location:-

Medication and the Medication Log are kept in a safe in the 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 and Medical Forms are completed when the child first joins the school. These are entered onto the SIMS database and the paper originals filed in the Library office. This information will be kept for the duration of the pupils' 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

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:

Medical Room (Main Building)

Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

The school has Individual Care Plans for pupils with special medical needs, these are retained by:

- ***The SENCO (currently shared role between 2 staff: Assistant Head Lee Bateman and HLTA – records held by HLTA in the Curriculum Support Office.***
- ***The Pastoral Team***

Off-Site Activities

The school has a policy and procedure (LA model) for off-site activities which includes the assessment of medical needs and the school will ensure that:

- Provision is made to support all pupils at school with medical conditions to ensure that they have full access to education, including school trips and physical education.
- School leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

Through the development and implementation of a policy and risk based procedure for support of each pupil with a medical condition which would need to be reviewed regularly and be readily accessible to parents and school staff.

- The Headteacher or a delegated member of staff will have overall responsibility for policy implementation.
- The School First Aider **Rebecca Cuthbertson** and **Lee Bateman** SENCO will ensure that sufficient staff are suitably trained in being able to offer the pupil the necessary support.
- The school will ensure that all relevant staff will be made aware of the child's condition.
- In the event of staff absence or turnover the school will ensure a suitably trained member of staff is always available to offer the necessary level of support.
- Risk assessments for school visits and other school activities outside of the normal timetable will always be completed on EEC Live website.
- Monitoring and updating on a regular basis, generally annually of the individual's healthcare plans by the SENCO **Lee Bateman**.

Accidents

Reporting Officer

The School First Aider, Miss R Cuthbertson is the Reporting Officer, responsible for the collection of information and completing the On-Line Accident Report Form for submitting as soon as practicable, but no longer than three days, in case of statutory time implications to the Cornwall Council Health, Safety and Wellbeing Section for accidents, incidents as listed on the spreadsheet included in [Appendix B1](#)

In Miss Cuthbertson's absence, this role will be fulfilled by **Mrs C Mewton**

If neither, Miss Cuthbertson, or Mrs C Mewton are available **Mrs Julie Trevelyan** fill out and submit the On-Line form.

During holiday periods the reporting will be fulfilled by **Mr P Luke**

All accidents must be reported to the reporting officer.

The Reporting Officer will record and be responsible for maintaining a file in the Library Office of 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 **Miss T Yardley, Headteacher**, who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Head Teacher and the Health and Safety Governor by **Mr P Luke**.

All on-line reports are sent electronically to the Cornwall Council Health, Safety and Wellbeing Section at New County Hall and are reviewed by a Health and Safety Officer for possible notification to the HSE where RIDDOR 2013 applies and for the compilation of termly statistics.

Accidents Reportable to the Health and Safety Executive - RIDDOR 2013

Reports of Deaths, 'Specified Injuries' and over seven day away from work incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

For most types of incident, including:

- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences.

All reportable incidents must be received by the HSE within the 10 day period from Cornwall Council except in the case of over seven day away from work incidents which are reportable with 15 days from but not including the day of the incident.

Reference can be made to the HSE website www.hse.gov.uk/riddor/index.htm for a full list of specified and further details of reportable incidents.

Fire

Fire Officer

The school has split this role between the Head, Deputy Head and Site Supervisor.

The person responsible for organising the school's fire precautions is **Head Teacher - Miss Tina Yardley**

In his/her absence, **Deputy Head Teacher - Mr Siòn Williams** will fulfil this role.

The **Head Teacher** will be 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)

The **Site Supervisor – Mr Steven Miles** will be responsible for:

- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.) and assisting with supplying this information to **Mr. P Luke** for the compilation of compliance spreadsheets and files on a monthly basis.
- Obtaining feedback from staff via **Mr. P Luke** re any issues arising which may require action or remedial work.

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

- [Appendix C1](#) – Fire Drill
- [Appendix C2](#) – Fire Drill out of school hours
- [Appendix C3](#) – Fire Evacuation Line up
- [Appendix C4](#) - Fire Instructions
- *Contingency arrangements if quick return to the building is prohibited*

This will be decided at the time by SLT and will depend on the reasons, weather and other factors. Decisions will at all times consider the safety of all and the safeguarding of students

- *Arrangements for evacuating disabled people (each person requires a personal emergency evaluation plan)*

Disabled students will have a PEP which will be notified to all relevant staff.

- *Arrangements for evacuation to a location off site*

A decision will be made at the time by SLT depending on the variety of factors. The school has a large field, there is a football club on the opposite side of a B road.

- *Arrangements for other emergency evacuations such as flood, bomb threat etc.*
- A decision will be made at the time by SLT depending on the variety of factors. The school has a large field. There is a football club on the opposite side of a B road. Advice from the Local Authority and Emergency Services will support any decisions made by SLT.

Electricity

The school will undertake to inspect and test all portable electrical appliances by a competent person at least annually or at a period recommended by the IEE Code of Practice for In-service Inspection and Testing of Electrical Equipment with each appliance suitably marked to indicate the date of the test.

The school had these tests carried out on the 4th to 16th April 2014 by Camelford Testing.

The test certificates and appliance records will be kept in:

- *in the Business Manager's (Premises) Office (bottom shelf next to asbestos Management Plan)*

for the duration of the life of the appliance.

Coordinator

Mr P. Luke Business Manager (Premises) is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that staff ensure that all equipment for which they are responsible, are placed out and made available for testing.

Mr. P. Luke is also responsible for arranging a whole school fixed wiring inspection undertaken by Electrical Services (Cornwall) Ltd. On 4th November 2013. All code 1 defects requiring urgent attention and code 2 defects requiring improvement were completed by 25th September 2014.

The test certificate and report is kept in:

- The *in the Business Manager's (Premises) Office (bottom shelf next to asbestos Management Plan)*

Personal Items of Electrical 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 **Mr P Luke, Business Manager (Premises)** 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.

Staff with responsibility for departments or areas in the school will regularly carry out visual checks to ensure that electrical equipment in their department or area is free from defects.

Defective equipment will not be used and will be reported to the staff member in charge of the department or the Site Supervisor for repair/replacement (dependent on funding approval being given)

Defective equipment will not be used and will be reported **to Mr Steve Miles, Site Supervisor or Mr P Luke, Business Manager (Premises)** for repair/replacement.

Work Equipment

Mr Phil Luke, Business Manager (Premises) 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 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 Staff Handbook. [Policy Appendix D](#) and [Policy Appendix D1](#) specifically compiled for the Site Team.

Any staff wishing to work outside normal school hours must have prior agreement/permission from **Miss T Yardley Headteacher** and must notify **the Site Supervisor Mr S Miles**.

School Security

Mr Steve Miles, Site Supervisor 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.

Mr Steve Miles, Site Supervisor is also responsible for carrying out checks of the premises during the school holidays.

SCHOOL STAFF/GOVERNORS RESPONDING TO CALL OUTS

Staff nominated as out of hour's key holders, the details of which are held by the Alarm Receiving Station for both the fire and security alarms 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 persons are the school's nominated representatives who will respond in an out-of-hours call out and have been issued with the necessary key fob to deactivate the security alarm and notify the Alarm Receiving Station telephone 0844 809 9980 giving the password:

- Mr S Miles, Site Supervisor
- Mr R Bolsover, Assistant Site Supervisor
- Mr A Barnard, Caretaker
- Mr P Luke, Business Manager (Premises)
- Miss T Yardley, Headteacher
- Mr S Robertson, Chair of Governors
- Mr L Bateman, Assistant Headteacher

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. Call out procedures have been issued to all key-holders.

1 – 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. *Procedures following risk assessments carried out by the Health and Safety Coordinator are issued to all key-holders.*

a) 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.

Mobile phone contacts and hand held radios are available for use.

c) Two Persons to Attend –

The school can implement a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders could be staff members or governors.

A list of key-holders and contact information is held by the Alarm Receiving Station, the security alarm contractor (currently Duchy Alarms), Site Staff, Cornwall Council and the Police.

d) Lone person attends – This is the least favoured option and where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact police should the individual not return at a given time.

Site Supervisor, Steve Miles and members of the site team should follow the procedure which relate specifically to the Site Team who will operate a ‘buddy’ system as detailed in Appendix D1.

(This could be at a security centre, a designated member of staff or a partner. The person attending should have a mobile phone.)

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 is issued to all key-holders. 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 that:

- 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.

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.

This school does not use Team Teach as it is not felt to be appropriate to our school. The CC Model policy on Pupil Restraint will be reviewed by SLT and a decision made on what is appropriate for our school.

Arrangements for Supervision of Pupils

The school excluding Wiggles Nursery will be open from **8.30 am** to **3.30 pm** on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

- **Supervision & locations between school opening and lesson start time:**

Senior Playground
& surrounding area (3)

Junior Playground,7
New Block & surrounding areas (4/5)

Front of School / Hall area (1)

Junior Canteen (1)

Senior Canteen (1)

- **Supervision & locations at break and lunchtimes**

Junior Canteen and playground, 2 staff (inc. DHT) and 2 employed 6th Formers

Senior Canteen and Playground, 2 staff (inc. HT) and 2 employed 6th Formers

Patrol:

- staff from above when canteens completed serving
- additional 6th Formers in each of the Senior and Junior Playgrounds (4)
- Assistant Head – Internal patrol
- rest of SLT (3) external patrol all areas.
- if field is in use this is patrolled by SLT and 6th Form patrol.

- **Supervision & locations between end of lessons and school closing time**

Front Gates (2 minimum)

Front Entrance + Crossing (2)

Area outside Music Block (1)

Junior Canteen area & door (1)

Area between senior & Junior
Playgrounds (1)

Bus Bays & Junior Playground.(4)

- **Areas to be used by pupils outside lesson times**

- Senior Playground
- Junior Playground
- Courts
- Field (when appropriate and agreed with SLT)
- See [wet weather procedures](#)

During collection or 'drop off' of students by parents, in order to prevent parents from parking in a manner likely to cause a risk, parking restrictions have been applied at the front of the school. At the back of the school parking is carefully monitored and movement of cars is restricted from 3.15pm until all the buses have left the bus bay.

Contingency plans for supervising pupils who have not been collected (bus contracts):

Students will be directed to an appropriate room in the school (depending on number) where they can be adequately supervised by an appropriate member of staff.

Risk Assessment

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

Mr Phil Luke, Business Manager (Premises) assisted by Mr S Miles, Health and Safety Coordinator is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors. Listed below are staff responsible for risk assessing their own areas:

Mr D Abbis	PE
Mrs J Allen	Health and Social Care
Mrs A Boden	Business Studies
Mr T Buckmaster	Art
Mr B Finnegan	History
Mr D Garner	IT
Mr J German	Geography
Mrs K Goodwin	Science
Mrs S Ladner	Maths
Mrs C Merrett/Mrs S Moore	Outdoor Activities
Miss L Blewett	EPR
Mr P Rundle	DT
Mr R Williams	Music
Mr L Bateman	SEN Coordinator
Mr S Miles	Site Supervisor
Mrs R Hughes	Admin offices
Mrs L Latowsky	Library
Miss R Cuthbertson	Medical Room

Copies of risk assessments are available from:

- **EEC**
- **CALS (work in progress CALS updating processes)**
- **Site Related – Mr S Miles, Site Office**
- **Other – Mr P Luke, Business Manager (Premises) Office**

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:

- **CALs**
- **Site Team for premises related procedures**
- **Health and Safety Coordinator**

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.

Mr S Miles, Site Supervisor and appropriate CALs 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, **Mr Steve Miles, Site Supervisor and Health and Safety Coordinator, Mr P Luke, Business Manager (Premises) and CALs** 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.

The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database known as **Sypol** (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 from **the CAL or person responsible for that area or Mr S Miles Site Supervisor and Health and Safety Coordinator**.

COSHH Coordinator

The CAL, or the person responsible for the area within the school, is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council through their Sypol database.

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

Mr P Luke is responsible for ensuring that COSHH assessments are 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.

Mr Steve Miles will assist where necessary and fulfil this role when **Mr P Luke** is unavailable.

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.