



Dobwalls Primary School

Health & Safety Inc. First Aid and Supporting Medical Conditions Policy

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Introduction

The policy has been devised in light of the guidance on supporting pupils with medical conditions.

From 1 September 2020 the Local Governing Body of Dobwalls C P School adopts the following statement and procedures for the provision of health, safety and wellbeing of pupils, employees, visitors and contractors involved with the activities of the School.

Section 1 Statement of Health & Safety Policy

1. The Local Governing Committee of Dobwalls C P 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 wellbeing 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, risk mitigation and risk 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 carers of any health and safety issues relevant to their child.

6. The arrangements for health, safety and wellbeing are detailed in the attached "Responsibilities" 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 ***.

8. The School expects staff to use common sense to inform their actions alongside agreed and accepted practice as laid down in this document. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

Section 2 Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and wellbeing in the School. The individuals and groups identified are expected to have read and understood the School's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them. Named individuals with specific responsibilities are listed in Appendix 1.

Local Governors

The Local Governing Committee is responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. Local Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and wellbeing issues.

Local Governors have appointed a Health, Safety and Premises Local Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback to the Local Governing Committee on health, safety and wellbeing issues.

The Health, Safety and Premises Local Governor is identified in Appendix 1.

Headteacher

The Headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the School in accordance with the health & safety policy;
- Nominating a lead person to ensure pupils with medical conditions are identified and properly supported in the School and to support staff who are implementing a pupil health care plan;
- Ensuring regular inspections are carried out; the person/s that will carry out the inspection each term is named in Appendix 1;
- Submitting inspection reports to governors;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information received on health, safety and wellbeing matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating staff training needs;
- Liaising with governors on policy issues and any problems in implementing the health, safety and wellbeing 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 Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health, safety and wellbeing policy is complied with;
- Ensure that the annual medical needs/asthma audit is updated annually or when an in-year child is admitted and that all medical information is passed on to the relevant staff.

The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled is named in Appendix 1.

The persons appointed with the authority of the Headteacher to request action from the contractor where conditions are considered to be unsafe are named in Appendix 1.

Management Staff

Management staff have responsibility for:

- Day-to-day management of health, safety and wellbeing in accordance with the health, safety and wellbeing policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Headteacher;
- Ensuring action is taken on health, safety and wellbeing issues;

- Arranging for staff training and information;
- Passing on health, safety and wellbeing information to appropriate people;
- Acting on reports from staff, the Headteacher or Governors;
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda).

Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health, safety and wellbeing 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 that they undertake all relevant risk assessments involving their pupils, support staff, themselves, and where relevant, contractors, visitors or members of the public;
- Ensuring protective equipment is used, when needed;
- Participating in inspections
- 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, safety and wellbeing.

Volunteers

Volunteers are considered to be unpaid employees and as such have the same responsibility as other employees, including to act in accordance with the School's policies and procedures for health, safety and wellbeing 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 or member of SLT when working with pupils.

Volunteers are also expected to read and implement the staff code of conduct supplied to them.

Section 3 First Aid

The School has assessed the need for first aid provision and has identified that a minimum of 2 fully qualified first aiders holding a Level 3 first aid at work qualification. In order to provide adequate emergency first aid on trips and visits, other staff may undertake Level 2 emergency first aid training.

Coordinator

The first aid coordinators (named in Appendix 1) are responsible for overseeing the arrangements for first aid within the School. Their duties include ensuring:

- that first aid equipment is available and fully equipped at strategic points in the School including Reception, Pupil Services, kitchens, vehicles and classrooms;
- 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);
- that the list of first aiders is kept up to date and displayed;

- that a record of all treatment provided to pupils is kept;
- that the School accident book is kept up to date, and that incidents are reported online to Cornwall HSW when required;
- that the annual medical needs/asthma audit is undertaken.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury and report any observations to the Business Manager.

First Aiders

The first aiders listed in Appendix 1 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 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: lettings, contractors on site outside of school term/hours
- 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 and near misses (see Reporting of Accidents section).

Lists of first aiders will be kept and displayed in the office.

Administration of First Aid in the School

Treatment of Injuries

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 attends, but any member of staff can call 999 and request an ambulance if they assess the need before a first aider arrives.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the National Health Service helpline, NHS 111 (dial 9-111), and, in the case of pupil injuries, with the parents/carers.

In the case of a pupil accident or medical emergency, the following procedures must be followed:

- If the pupil has been assessed as being fit to walk, the staff member on duty must take him/her to the office area and call for a first aider (anyone with suspected spinal injuries must not be moved - see guidance below);
- If the pupil is unable to walk the member of staff on duty must call for a first aider to attend the pupil's location;
- The first aider will assess the situation, administer any first aid required and arrange for parents to be notified either by note home for minor bumps or scrapes or by a phone call if more serious;

- The first aider must record the incident and any treatment administered in the School first aid book. If the pupil has a suspected head, neck or spinal injury the guidance below will be followed;
- If medication is administered this must be recorded and the pupil's parents/carers notified;
- If the first aider has been called because the pupil has been injured in an accident, full details must be reported to the School's nominated Health and Safety competent person via the School's accident book. Additionally, if the pupil requires hospital treatment the incident must be reported to the School's Senior Team and reported online to HSE/Riddor.
- The School's nominated Health and Safety Competent Person must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and report in accordance with HSE requirements;
- The first aid coordinator is responsible for ensuring that all first aiders are aware of these procedures and for checking that they are complied with.

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 111 (dial 9-111) for advice or phone 999 for an ambulance as appropriate.

Allergies

All staff and pupils who suffer from allergies will be recorded in the medical conditions annual audit with treatments specified. Emergency actions for severe cases will be agreed and recorded in the Individual Health Care Plan (IHCP), including all relevant training taken by staff, and all staff expected to be familiar with procedures.

Other Significant Injuries

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

Hospital Treatment

If a pupil has an accident or becomes ill, and requires immediate hospital treatment, the School is responsible for either:

- calling an ambulance in order for the pupil to receive treatment; or
- taking the pupil to an Accident and Emergency department;
- and in either event, immediately notifying the pupil's parent/carer.

When an ambulance has been called, a first aider will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance if required. Where it is decided that a pupil should be taken to an Accident and Emergency department, a first aider must either accompany them or remain with them until the parent/carer arrives.

Where a pupil has to be taken to hospital by a member of staff, they should be taken in a taxi.

Administration of First Aid on School Visits

All trips should be accompanied by a trained first aider carrying a complete first aid kit unless a risk assessment suggests that the need could be met in an alternative way, for example where the venue confirms that first aid cover is provided.

If a pupil with medical needs requires specialist support, a trained first aider able to deal with the pupil's condition will accompany the trip and will take with them a copy of the pupil's Individual Health Care Plan (IHCP) and any medication or equipment that the pupil might require during the trip.

Residential Visits

If first aid is required at the residential centre/accommodation the resident first aider will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.

If first aid is required away from the residential centre, first aid will be administered by the first aider accompanying the trip.

The trip co-coordinator must inform parents/carers and will record details of any incident, ensuring that the School's treatment book and/or accident book are update on return.

Day Visits

If the first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip.

The trip co-ordinator must inform parents/carers and will record details of any incident, ensuring that the School's treatment book and/or accident book are updated on return.

School Insurance Arrangements

The School is covered by public liability insurance policies which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy. A copy of the insurance certificate is displayed in school.

Section 4 Administration of Medicines and Treatments

Medication

The School has a designated safe place to store pupils' medication and has a nominated person who controls access to this place.

Prescribed Medication

Where the pupil's doctor or other clinician has prescribed any form of medication or other treatment that the pupil requires, or may require, during school days, the School will ensure that the pupil is able to access their medication or treatment in the safest, efficient and stress-free manner for the individual pupil.

The way in which medication or treatment will be made available or administered will be agreed in advance with the pupil's parents/carers.

In the event of a medical condition the administration of medication and treatment will be agreed and recorded in the Individual Health Care Plan (IHCP).

Where medication or treatment is not part of a long term medical condition but is only required for a finite period, for example the completion of a course of antibiotics, the pupil's parents/carers will be required to sign a Parental Agreement for the School to administer medicine.

The procedure followed for the administration of medicine or treatment includes the following options in consultation with School staff, parents/carers and the pupil:

- The medicine will be held by the School in the designated place and, if it is to be self-administered, a member of staff will give it to the pupil and remain in attendance while the pupil administers the treatment. The School will maintain an individual log showing when the medicine was taken;
- The medicine will be held by the School in the designated safe storage container and a trained member of staff will help the pupil administer the treatment. This method is suitable for use with younger pupils. In these situations, the School will maintain an individual log showing when medicine has been administered;
- The pupil carries their own medication/treatment with them and administers it themselves as required; in these instances, the School is responsible for ensuring that the pupil has a suitable place to take their treatment in private if required and to ensure that staff are made aware that the pupil may need to leave a lesson or other activity to administer treatment so that they may do so without their actions being questioned or drawn to the attention of other pupils. Protocols for carrying or storing the medication and for restricting access by other pupils will be agreed in the pupil's Individual Health Care Plan;

In instances where the School is involved in administering medicine, or supervising the pupil's own administration, the record of regular medicine administered to an individual pupil form must be completed and kept with the pupil's Individual Health Plan or the parental agreement form for schools to administer medication form, whichever is appropriate.

If a pupil refuses to take their medication, staff will accept their decision and inform their parents/carers immediately.

Non-prescribed Medication

Non-prescribed medicines must not be taken into the School unless agreed by the Headteacher. These should be clearly named and kept with the completed parental agreement form for schools to administer medication.

Staff Medication

Medication for personal use by members of staff must also be kept in a secure location to prevent unauthorised access.

Storage of Medicines

Wherever possible, pupils will be able to access their medicines/relevant devices in the agreed location for self-medication, quickly and easily. On School trips the first aider

accompanying the trip must carry any medication that would normally be available in the School.

Pupil asthma inhalers, provided by the parent/carer, will be held by the School for emergency use, as per the Department of Health's protocol.

Disposal of Medicines

It is the responsibility of the parents to collect unused medicines from the School and dispose of them accordingly. Office staff must check all medical stores at the end of the academic year to ensure that all medicines have been collected. In the event that a pupil's parents/carers fail to remove the medication after two reminders the nominated person must arrange for the medicines to be taken to a dispensing chemist or pharmacy for safe disposal.

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 (named co-ordinator in Appendix 1).

Section 5 Pupils with Special Medical Needs – Individual Health Care Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. Conditions include, but are not limited to:

- Epilepsy;
- Asthma;
- Severe allergies (some of which may result in anaphylactic shock);
- Diabetes.

Such pupils are regarded as having special medical needs. Most pupils with special medical needs are able to attend the School regularly and the School provides support to enable them to take part in all activities, unless evidence from a clinician/GP states that this is not possible.

The School considers what reasonable adjustments it might make to enable pupils with special medical needs to participate fully and safely on School visits. The risk assessment for each trip will take account of any additional steps needed to ensure that pupils with special medical conditions are fully included.

Academies will not send pupils with medical needs home frequently or create unnecessary barriers to pupils participating in any aspect of School life; however, School staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

The School appreciates that pupils with the same medical condition do not necessarily require the same treatment. In order that the treatment that is best suited to the individual pupil is provided, an Individual Health Care Plan will be prepared for every pupil with special medical needs to help identify the necessary safety measures to support these pupils.

Parents/carers have prime responsibility for their child's health and should provide the School with information about their child's medical condition. Parents/carers, the pupil if he/she is mature enough, and medical professionals should give details about the condition and its treatment, about the impact of the condition on the pupil and their learning needs and any additional background information and identify any practical training requirements for School staff.

When the School is first notified of a pupil's medical condition, the pupil's parents/carers will be invited to meet with School staff to complete and agree the Individual Health Care Plan and to discuss any other arrangements that the School can make to help the pupil to fit in as normally as possible with School life.

At this meeting the School will ask the parents/carers to confirm whether they want the pupil's condition kept confidential and if so to agree on who must be informed and what additional arrangements will be required to help maintain the pupil's privacy.

The plan must be agreed in time for the start of the relevant School term for a new pupil starting at a School or no longer than two weeks after a new diagnosis, or in the case of a new pupil moving to the School mid-term.

Section 6 Accidents

Reporting Officer

The reporting officer (see Appendix 1) is responsible for the collection of information and the completion of the Accident Report. In his/her absence, this role will be fulfilled by Deputy Reporting Officer (see Appendix 1).

All accidents, near misses and undesirable circumstances or dangerous occurrences must be recorded in the accident book. The reporting officer will review the book monthly to assess incidents and any possible patterns emerging.

The relevant member of staff attending the incident will record all accidents, near misses and undesirable circumstances or dangerous occurrences in the School's accident book, including:

- All accidents or incidents on site involving pupils or adults, members of the public, visitors or contractors;
- Specified Dangerous Occurrences (refer to [http://www.legislation.gov.uk/uksi/1995/3163/schedule/2/made for list](http://www.legislation.gov.uk/uksi/1995/3163/schedule/2/made%20for%20list));
- Specified diseases (refer to [www.legislation.gov.uk/uksi/1995/3163/schedule/3/made for list](http://www.legislation.gov.uk/uksi/1995/3163/schedule/3/made%20for%20list)).

Accident Investigation

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary.

Accident investigations will be conducted by those staff listed at Appendix 1.

Major incidents will be reported to the Health, Safety and Premises Governor.

Accidents Reportable to the Health and Safety Executive.

Reports of fatalities, major accidents and over-seven-day incidents will be forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) www.hse.gov.uk/riddor/. This will be achieved through online reporting (via AssessNet) to and consultation with the School's Competent Persons at Cornwall HSW (see Appendix 1).

Section 7 Fire

Fire Officer

The Health, Safety and Premises Governor and the Headteacher are responsible for organising the School's fire precautions.

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 every week, emergency lighting every month, annual fire extinguisher checks, training 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 are detailed at Appendix 2.

Evacuation procedures are displayed in the appropriate areas.

Fire Assembly Points

These are detailed at Appendix 2.

Personal Emergency Evacuation Plans (PEEPs)

Any person (pupil, staff, visitor) that may not be able to evacuate the building in an emergency without assistance will require a PEEP, including for temporary conditions. For pupils with an Individual Health Care Plan, any requirement for a PEEP will be considered under that process and will form part of that plan. Completion of PEEP forms will be as follows:

- Pupils - to be completed by the SENDCo for conditions requiring an Individual Health Care Plan;
- Pupils - to be completed by the First Aid Co-ordinator for injuries/temporary conditions;
- Staff - to be completed by the Line Manager.

The Business Manager will assist in developing the PEEP as required.

Section 8 Electricity

The School will undertake to inspect and test all portable electrical appliances by a competent person at a frequency appropriate to the equipment's use. The School has arranged for these tests to be undertaken by the School's property compliance

contractor. All test certificates will be kept in the school office for the duration of the life of the appliance.

The School's fixed wiring will be inspected every 5 years.

Coordinator

The Equipment Safety Coordinator (see Appendix 1) 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 Equipment Safety Coordinator is also responsible for liaising with contractors to arrange for a whole School fixed wiring inspection every 5 years.

Personal Items of Equipment

Where possible, rechargeable battery pieces of equipment should be used.

Personal items of mains electrical equipment should not be brought into the School for use by staff or pupils - if there is an educational need, then the School should resource the requirement.

If a personal item is required to be used in the School for a one off type event, then permission must be sought from the equipment safety coordinator and the equipment must have a current portable appliance certificate and preferably be used with a residual current device.

All Staff

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

Defective or suspected defective equipment will not be used, will be disconnected and removed to prevent others from using it, and will be reported to the equipment safety coordinator for repair/replacement (this can be done via the online Helpdesk).

Section 9 Work Equipment

The Business Manager (as relevant), 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 and repairs);
- PAT testing, where required;
- training and safe use of the equipment.

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

Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 explain what is required to protect staff from any risks associated with Display Screen Equipment (DSE) (e.g. computers and laptops). These Regulations only apply to staff that regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These staff are known as DSE users and a formal assessment must be undertaken. These Regulations do not apply to staff who use DSE infrequently or for short periods of time. However, controls may still be useful for these staff.

As employer we ensure that:

- workstations are analysed to assess and reduce risks;
- controls are in place;
- information and training is provided;
- eye and eyesight tests are provided on request from DSE users, together with funding towards special spectacles if needed for DSE work beyond the normal prescription;
- assessments are undertaken when the user or DSE changes.

Section 10 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 and individual will assess the risk to employees and will introduce suitable controls to ensure that all risks are minimised. Lone working procedures are available from the school office and should be followed.

Any staff wishing to work outside normal School hours must inform a member of the Senior Leadership Team giving as much notice as possible.

School Security

The keyholder who is the last to leave the premises is the 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 and that alarms are set.

The Business Manager and caretaking staff are also responsible for carrying out checks of the premises during the School holidays.

School Staff Responding to Call Outs

Staff nominated as out of hours' key holders are sometimes required to attend site following the activation of the alarm. In all cases of alarm call out the Security Company (see Appendix 1) and, as necessary, the Police will attend contacting the Headteacher by email if there is no break-in or by phone straight away if an incident has occurred.

Call Out Arrangements

The School has introduced call out arrangements that reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

Security Company Attendance

In any call out situation it is preferable to meet the Security Guard off site, before entering the site. This ensures that there will be at least two people present on site. The Security Guards have received the relevant training and will follow their procedures, which may require School staff to stay off site until their checks have been made.

Police Attendance

In any call out situation it is preferable to meet the police off site or at a police station before travelling to site. This ensures that there will be at least two people present on arriving on site.

An employee should never 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.

Section 11 Violence

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 (the same online procedure as for accident reporting);
- 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.

Section 12 Arrangements for Supervisions of Pupils

The School will be open to pupils with supervision from 0845 to 1515 on normal school days, other than on Bank holidays.

Pupils will not be allowed on site outside of these times unless it is an organised activity supported by parent/carer consent forms (including arrangements for safe travel home).

Section 13 Risk Assessment

The staff will carry out risk assessments for all activities using appropriate methodologies.

The staff are responsible for managing the risk assessment process within their classrooms, the school, and all other activities involving their pupils, support staff, and others.

The Business Manager is responsible for assessing risks associated with the grounds and buildings.

The Educational Visits Co-ordinator is responsible for over-seeing and co-ordinating the safety of Educational Visits out of schools and individual teachers in charge will confirm with the EVC that their RAs are in place.

The Headteacher is responsible for producing relevant reports for the Governors.

Copies of risk assessments for activities and general site are available online and in the shared area.

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 on line.

Section 14 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 include eye protection, hearing protection, gloves, high visibility wear, helmets, footwear, protection from the weather.

The Business Manager 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 the Business Manager will refer to the School's HSW advisors for advice.

In addition, they will ensure that suitable arrangements are in place for storage, cleaning and replacement of PPE. Replacement PPE must be readily available at all times. Activities must cease if PPE is not available.

Staff

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

Activities must cease if PPE is not available.

Section 15 The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Health and Safety Executive COSHH Database www.coshh-essentials.org.uk (except in Science where these are covered by the CLEAPSS Hazard system).

COSHH Coordinator

The COSHH Coordinator (Appendix 1) is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

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

The COSHH 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 COSHH Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as 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 or their pupils do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Section 16 Asbestos

Due to the era that many of the buildings were constructed (pre 2000), asbestos is present and precautions need to be taken to manage the risks it presents.

In the majority of cases the presence of asbestos on site can be easily managed with the asbestos bearing materials remaining in situ and undisturbed.

Our asbestos risk management process includes:

- Training – key staff are trained in asbestos awareness (Caretaker, Business Manager);
- Inspection – the facilities are regularly inspected by experts from Cormac;
- Plan – the known and unconfirmed potential high risk areas are indicated on the asbestos plan, which is reviewed and updated at each inspection;
- Management – the asbestos management plan states our risk control mechanisms and is reviewed and updated at each inspection;
- Awareness – our procedure for managing work on site, including via contractors, requires the asbestos register to be reviewed and signed by those undertaking work on the fabric of the building;
- Disposal – any asbestos bearing materials will be safely removed supported by a process of risk assessment, with the engagement of specialist contractors where required.

Section 17 Wellbeing

The general, long-term care of pupils and staff is equally important to their more immediate care in terms of their health or their safety covered in detail above.

For pupils, the School offers information on maintaining their physical and mental through their PSHCE programme and PE curriculum, as well as providing specialist staff and relevant signposting for pupils with specific needs.

For staff, the School provides information on a range of topics, with links to specialist support services – this is available through the staff noticeboard in the staffroom.

In addition, the School provides an annual sport, health and wellbeing day to enable pupils and staff to explore and sample a range of activities to ensure they are informed of what is on offer in the local area.

Appendix 1 – Named individuals with responsibilities

Responsibility	Named Individual
Trust Board Health and Safety Director	Vacancy
SMART Client Manager for Health and Safety	Steve Green
Health, Safety and Premises Local Governor	Rebecca Manning
School's Competent Persons	Cornwall Council's Health, Safety and Wellbeing Team [healthsafetyandwellbeing@cornwall.gov.uk 01872 323138] Kathryn Pipe, Headteacher Heather Read, Business Manager Andy Sanders, Caretaker Rebecca Manning, H & S Governor
The person/s who will carry out the inspection each term	Rebecca Manning, H & S Governor Kathryn Pipe, Headteacher/ Heather Read, Business Manager
The person responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled	Kathryn Pipe, Headteacher/ Heather Read, Business Manager
The persons appointed with the authority of the Headteacher to request action	Heather Read, Business Manager

from the Contractor where conditions are considered to be unsafe	Andy Sanders, Caretaker
First aid coordinator	Gill Boulton/Kirsty Carter/ Heather Read, Business Manager
The person who oversees medication	Storage – Office staff Administration – staff members
Reporting Officer (Accidents)	Gill Boulton/Kirsty Carter
Deputy Reporting Officer (Accidents)	Gill Boulton/Kirsty Carter
Investigating Officer (Accidents)	Lead: Kathryn Pipe, Headteacher Reserve: Katie Grinsted, Senior teacher
PAT Testing Coordinator	Andy Sanders, Caretaker
Estate and Facilities Development Manager	Heather Read, Business Manager Premises Management Team
Equipment Safety Coordinator	Premises Management Team/Heather Read, Business Manager
COSSH Coordinator	Emma Hawke/ Heather Read, Business Manager
PPE Coordinator	Emma Hawke/ Heather Read, Business Manager
Coordinator for Pupils with Special Medical Needs	Kathryn Pipe, SENCo/Deputy Headteacher
Personal Emergency Evacuation Plan	Pupils - to be completed by Kathryn Pipe, SENCo/Headteacher for conditions requiring an Individual Health Care Plan Pupils - to be completed by the First Aid Coordinators for injuries/temporary conditions Staff - to be completed by the Line Manager
Educational Visits Coordinator	Heather Read, Headteacher
List trained first aiders	Level 3: Gill Boulton (to May 24) Kirsty Carter (to May 24) Level 2: Mrs C.Beaver (To April 22) Mrs J.Brenson (To April 22) Miss M.Cleaver (To April 22) Mr M.Davies (To April 22) Mrs K.Grinsted (To April 22) Mrs J.Hawke (To April 22) Mrs L.Hill (To April 22)

	Mr T.Hodgins (To April 22) Mrs K.Lloyd (To April 22) Miss J.Mallett (To April 22) Mrs S.Mollard (To April 22) Mrs M.Morford (To April 22) Mrs C.Orchard (To April 22) Mrs C.Smith (To April 22) Mrs T.Spring (To April 22) Mrs N.Thomas (To April 22) Miss C.Ward (To April 22)
Staff in each department responsible for ensuring that risk assessments are carried out	Heather Read, Business Manager All teaching staff
Security Company	Kestrel Guards

Appendix 2 – Fire, Evacuation and Registration Procedures

Alarm Operation

Anyone discovering an outbreak of fire or other dangerous incident requiring evacuation must, without hesitation, shout "Fire, fire, fire!" and sound the alarm by operating the nearest fire alarm call point, which will be located at the nearest building exit.

Evacuation

On hearing the fire alarm, the person on Reception will call (999).

Pupils must be instructed to leave the building in single file and in a quiet, calm, orderly manner.

1. The person in charge of each class must indicate the exit route to be used as indicated by the fire evacuation plan and everyone must be directed to the playground behind the school. Exit routes are clearly identified in each room.
2. All classroom and fire doors should be closed to minimise the spread of fire and smoke.
3. Specific arrangements must be made for anyone with any notified disabilities to ensure that they are assisted during evacuation. These will have their own risk assessment held with SENDCO.
4. To avoid panic no running is to be permitted.
5. On staircases everyone must remain in single file. Overtaking of individuals must not be permitted.
6. Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
7. Pupils assemble at the assembly point; classes in ascending order (Reception closest to Highwood Park fence).
8. No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, or the senior person in charge in the case of a fire evacuation drill or confirmed false alarm or non-hazardous alarm activation.

Evacuation of Mobility Impaired Persons

Where mobility is impaired, people should be escorted to the assembly point.

Roll Call

The Headteacher (deputised by the Deputy Headteacher) is nominated to have overall responsibility to ensure that a roll call is conducted in the event of an evacuation. A roll call must be made to ascertain that no one remains in the premises. Any visitors or contractors in the premises at that time must be included. The roll call at the assembly point must be checked with the attendance registers and visitors book to verify that everyone is out of the building.

Attendance registers of pupils and staff, pupil-absence list, signing-out book, visitor book, pupils' emergency contact details and first-aid kit should be held in reception. They must be brought to the assembly point when the alarm sounds.

Each member of staff must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of the number of persons missing.

Teachers - Collect temporary register from office staff. Call and mark with pen the paper copy with all pupils present and pass to the Headteacher (deputised by the Deputy Headteacher) to inform them of the number of persons missing. Teachers remain with their class and supervise them, standing at the head of the line to communicate with the Headteacher (deputised by the Deputy Headteacher)

Office Staff - check visitors and staff against registers and report to the Headteacher.

**** All will remain at the assembly point to receive further instructions****

*** In the event that there is a long delay in returning to the school, the critical incident policy will be implemented ***

Following an alarm being sounded, the Business Manager (deputised by the Deputy Headteacher) will locate the zone and identify the cause of the alarm, in order to inform the Headteacher and/or Fire Service, as necessary.

The Headteacher (deputised by the Deputy Headteacher) will make the decision to contact the Emergency Services by calling 999.

The Business Manager (deputised by the Deputy Headteacher) will control pedestrian and vehicle access to the front of the site and the car park.

Meeting the Fire and Rescue Service

The Headteacher (deputised by the Deputy Headteacher) will provide the Fire Officer with the Fire Log on arrival. In doing so, vital information can be relayed to the Fire Officer which will dictate the necessary actions to be carried out by the Fire Service. Typical information will be:

Is everyone accounted for?

If anyone is missing: How many? What is their usual location? Where were they last seen?

Where is the fire?

What is on fire (it may not be apparent)?

Are there any hazardous substances involved in the fire or stored in the building (e.g. chemicals, solvents, Liquefied Petroleum Gas or acetylene cylinders etc)?

Instruction, Training and Recording

During the first week of term or as soon as practically possible thereafter, all new entrants whether pupils or staff should be taken around the primary escape routes of the School. They should also receive instruction on the school fire evacuation routine and their responsibilities in the event of an emergency.

All members of staff shall each receive a copy of these instructions and be reminded annually.

In the case of newly engaged staff, instruction shall be given as soon as possible after appointment.

A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:

Date of the instruction or fire drill;

Duration;

Name of person giving the instruction;

Names of persons receiving instruction;

Nature of instruction or fire drill.

Business Manager is responsible for organising staff training and the Headteacher coordinates the actions of the staff in the event of fire. The Business Manager is responsible for ensuring appropriate recording.

Frequency of Fire Evacuation Drills

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term. The fire drill should simulate that one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if an evacuation was in progress.

Fire Evacuation Plan

See the appendix for an illustrative layout of the fire evacuation plan and the roles and responsibilities of staff in coordinating the roll call.

Dobwalls Community Primary School

Fire Evacuation Plan

In the event of a fire, the alarm should be raised by activating any one of the call points around the school and the procedures detailed below followed:-

- If a fire occurs during lesson time, teachers will evacuate their pupils through the exit designated on the fire safety notice in their classroom. These notices should be visible at all times and not obscured by displays, etc.

The recommended exits are as follows (in order of preference):-

Class	Preferred Exit	First Alternative	Second Alternative	Third Alternative
6	Y6 Fire Exit*	Down Slope	Y 3/4 Practical Area (then Y 3/4 Exit)	Front Door*
5	Y6 Fire Exit*	Down slope	Y 2 Practical Area (then Y1 Fire Exit)	Front Door*
4	Y4 Fire Exit	Yr R Fire Exit	Down Slope	Front Door*
3	Y3 Fire Exit	Yr1 Fire Exit	Down Slope	Front Door*
2	Y2 Fire Exit	Yr R Fire Exit	Y 3/4 Practical Area (then Y 3/4 Exit)	Green Room Exit*
1	Yr1 Fire Exit	Y 3/4 Practical Area (then Y 3/4 Exit)	Down Slope	Front Door*
R	Yr R Fire Exit	Y 3/4 Practical Area (then Y 3/4 Exit)	Y2 Fire Exit	Green Room Exit*
Note	* Key for gate to footpath by Highwood Park required – on hook by office door or fire exit Y6			

- In the event of the fire alarm being raised, the office staff will call the emergency services.
- Staff working in the office should leave via the front door* or down the slope.
- Staff working in the canteen should leave via the corridor to the hall.
- Classes using the hall for PE, drama, etc. should leave the building via the double doors at the end of the hall. Children with bare feet should collect their shoes to put on at the earliest opportunity once they are safely clear of the building.
- Classes using the library should leave the building down the slope or out through the Y3/4 practical area exit.
- In the event of an evacuation during assembly, the juniors will leave from the doors at the back of the hall, whilst the infants leave through the double doors in the corridor.
- *Classes leaving the building via the front door or Class 6 exit will need the key for the gate to the nursery to allow access to the playground. Office staff should take the keys to open the double field gates for a fire engine to access the fire. Keys for such an event are located in the office and the key cabinet.
- If the alarm sounds during lunchtime, the packed lunch children should leave the hall through the rear hall doors, the school meals children should leave via the double doors in the corridor. The whistle should be blown to line all children up on the netball courts. Staff should leave the staffroom immediately, proceeding to the playground, checking rooms and closing doors as they go.
- All pupils and personnel should assemble at the Fire Assembly Point on the school playground. Once at the Fire Assembly Point, classes should line up in ascending order (Reception nearest the Highwood Park fence) and teachers should conduct a head-count of pupils and helpers.
- Toilets and practical areas should be checked as classes leave the building – this is the responsibility of the firewarden. But in their absence, teaching assistants should be asked to do that.
- It is essential that registers are taken twice a day and teachers know how many children are present for that session.
- All signing in/out books together with pupil contact details, the fire log and a first aid kit are to be taken out to check for visitors and pupils that have departed between registers and the office staff will make class numbers available to confirm the head-count.
- Mobile phone or walkie talkie to be taken out by Headteacher to receive the all clear message. No-one should return to the building until the all-clear has been given.
- All voluntary helpers and work experience students are given a Health and Safety induction at the start of their time in school