



# Health & Safety Policy (including fire procedures)

This policy was approved and ratified by  
Wadebridge School in March 2024

This policy and its contents are made available to all Wadebridge School Staff and observed by all Trustees

Author	Version	Authorisation	Approval Date	Effective Date	Next Review	Published to Website
Chris Wilson	V1	Wadebridge School Senior Leadership Team	March 2023	March 2023	Summer 2025	Yes



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The Trust Board 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.

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Chair of Trustees

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Head Teacher

Mr David Barton

Miss Tina Yardley

31 August 2023

31 August 2023

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### **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 31<sup>st</sup> August 2024.



## 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.

## Trustees

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

The trustees have appointed Safety Trustees to receive information, monitor the implementation policies, procedures and decisions and feedback to the Trustee Board on health, safety and welfare issues.

The Safety Trustee in a temporary acting capacity is Mrs Val Crabb.

## Head Teacher

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The Head Teacher (HT) has responsibility for:

- Day-to-day management of all health and safety matters in the school in accordance with the Health and Safety Policy; (CALs, Site Supervisor (SS), Business Manager (BM)).
- Ensuring regular inspections are carried out; (SS, CALS).
  - **Site Supervisor and Health and Safety Coordinator**, will carry out the premises related inspections.
- Submitting inspection reports to governors and/or the Local Authority (LA). (CALs to HT, HT/BM to Trustees, SS to LA).
- Ensuring action is taken on health, safety and welfare issues; (HT, CALS, SS, BM).
- Passing on information received on health and safety matters to appropriate people; (HT, SS, BM, CALS).
- Carrying out accident investigations; (HT, BM, SS).
- Chairing the school Health and Safety Committee. This responsibility is incorporated within the resources item of the Trustee meetings.
- Identifying and facilitating staff training needs; (Training Coordinator, CALS, SS and BM).
- Liaising with trustees and/or the LA on policy issues and any problems in implementing the Health and Safety Policy; (HT and BM).
- Co-operating with and providing necessary facilities for trades union safety representatives; (HT, BM, SS).
- Providing necessary facilities for all employees to be consulted on health and safety matters; (HT, BM, SS).
- 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, BM and SS).

Business Manager is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled. No approved contractors or consultants list is now held by Cornwall Council, the school will ensure that where ever possible the contractor or consultant has the necessary Health and Safety accreditation through current membership of CHAS, EXOR, Safecontractor or similar recognised



organisations and will need evidence of adequate employers, public liability and where relevant professional indemnity insurance for any design work.

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.

Business Manager 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; Business Manager, overall delegated management responsibility for Health and Safety, Site Supervisor, Health and Safety Coordinator***

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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 their SLT link;
- 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**

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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**

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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 member of staff.



### 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 First Aid (appointed persons) Certificate are required for adequate cover.

#### **Coordinator:**

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**The School Principal First Aider** 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
  - Medical Office (Main store for First Aid boxes)
  - First Aid Room (key to room is held by the Site Team and key to the cupboard is held in Medical Office)
  - Science Prep Room (Technicians)
  - Wiggles Nursery
  - DT 2, 3, 4, 5 & 6,
  - PE Office
  - Finance Office
  - Integrated Health Centre
- 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)

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

#### **First Aiders**

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

- trips & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school-organised fundraising events, etc.)

First aid cover is not provided for: -

- contractors



- events organised by third parties (lettings, 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**

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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 NHS non-emergency helpline telephone, 111.

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**

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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**

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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 voice message will be left. Specific details for a head injury will be followed up with an email if parent hasn't been spoken to.
- The School Principal First Aider, then enters the information into the medical log which is held in the Medical Office.

### **Escorting Pupils to Hospital**

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When it is necessary for a pupil to be taken to hospital, the school will contact the parent/carer 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/carer 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 carer 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/carers are required to complete an electronic form with the student’s full details including medical information, relevant student data and a consent information. The electronic forms are held in the schools’ secure online system by the School First Aider and the information on them is input onto SIMS.***

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**

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

**The School Principal First Aider** is responsible for receiving medicines, checking consent and dose information, checking “use-by” dates and dispensing medication.

**The deputy first aiders** will deputise where necessary.

(The principal first aider and the two deputy first aiders 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 lockable room in the Medical Office.

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**

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Electronic Consent Forms and Medical Forms are completed when the child first joins the school. These are entered onto the SIMS database and the electronic forms are saved in the schools secure online filing system. 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**

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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)***

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

- *The Principal First Aider (held in the Medical Office)*

### **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 Principal First Aider and Assistant Head Teacher (SEN) will ensure that sufficient staff are suitably trained in being able to offer the pupils 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 Assessnet website.
- Monitoring and updating on a regular basis, generally annually of the individual’s healthcare plans by the Assistant Head teacher (SEN).



## Accidents

### Reporting Officer

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**The School Principal First Aider** 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 and incidents.

In the absence of the School Principal First Aider, this role will be fulfilled by one of the deputy first aiders or the head teacher.

During holiday periods the reporting will be fulfilled by the Business Manager.

All accidents must be reported to the Reporting Officer.

The Reporting Officer will record and be responsible for maintaining a file in the Main 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 medical log.

### Accident Investigation

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All accident reports will be seen by **the 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 Trustee by the Business Manager.

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**

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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 work related accidents, including:

- accidents resulting in the death of any person ensure they are reported immediately
- accidents resulting in specified injuries to workers ensure they are reported immediately
- over 7-day injuries should be reported within 15 days
- non-fatal accidents requiring hospital treatment to non-workers report immediately if hospital was not a precaution
- reportable occupational diseases refer to regulations specified
- dangerous occurrences (near misses) refer to regulations specified

All reportable accidents must be received by the HSE within the specified time period from Cornwall Council except in the case of over seven day away from work incidents which are reportable within 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](http://www.hse.gov.uk/riddor/index.htm) for a full list of specified and further details of reportable incidents.



## Fire

### Fire Officer

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*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 the **Head Teacher**.

In their absence, the **Deputy Head Teacher** 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** 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 the Business Manager for the compilation of compliance spreadsheets and files on a monthly basis.
- Obtaining feedback from staff via the leadership team regarding any issues arising which may require action or remedial work.

### All Staff

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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

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- *Appendix C1 – Fire Drill*
- *Appendix C2 – Fire Drill out of school hours*
- *Appendix C3 – Fire Evacuation Line up including Fire Alarm lining up and tutor groups*
- *Appendix C4 - Fire Instructions*
- *Appendix C5 – Flammable and Toxic substances register is with Groundsman*
- *Appendix C6 – Chemical Stock list and Chemical Store maps*
- *Appendix C7 – Storage of Bottled Gas*
- *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 PEEP 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 fire, 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.
- A designated 'Place of Safety' will be dependent upon the reason for the emergency evacuation and will consist of:
  - Main school building block 1, new building blocks 2 and 10, or Leisure Centre in the event of fire, flood, or similar related to one block, subject to emergency service instruction.
  - Or in the event of a matter relating to all property blocks, such as a bomb threat, the 'Place of Safety' will be the sports field, a safe distance from adjacent buildings.

### **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.

Details of the most recent tests that have been carried out are recorded in the compliance file. Details of relevant certificates are also kept in the compliance files.

### **Coordinator**

**The Business Manager** 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.

**The Business Manager** is also responsible for arranging a whole 5-year school fixed wiring inspection. Details of the most recent tests that have been carried out along with all necessary certification is recorded in the compliance file.

### 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 **the Business Manager** 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**

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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 the Site Supervisor or the Business Manager** for repair/replacement.



### Work Equipment

*The Business Manager* 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 Assessnet 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. Appendix D1 specifically compiled for the Site Team.

Any staff wishing to work outside normal school hours must have prior agreement/permission from **the Headteacher** and must notify **the Site Supervisor**

### School Security

**The 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.

**The Site Supervisor** is also responsible for carrying out checks of the premises during the school holidays.

### **SCHOOL STAFF/TRUSTEES 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:

- Site Team Leader
- Site Supervisor



- Caretaker
- Assistant Headteacher (SEN)
- 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 callout 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) and the Site Staff.*

**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*, 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**

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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 **8.15 am** to **3.10 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*

*Junior Playground,7*

*& surrounding area (3)*

*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)*

*Senior Canteen and Playground, 2 staff (inc. HT)*

*Patrol:*

- *staff from above when canteens completed serving*
- *Assistant Head – Internal patrol*
- *rest of SLT (3) external patrol all areas.*
- *if field is in use this is patrolled by SLT.*

- ***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                      Bus Bays & Junior Playground. (4)  
Playgrounds (1)

• **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 2.30pm 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 Assessnet Risk Assessment Software.

**The Business Manager assisted by the Site Supervisor**, is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors. CALs, the office manager, principal first aider, IT manager are responsible for risk assessing their own areas.

**Safe Working Procedures**

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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.



**The 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, **the Site Supervisor and Health and Safety Coordinator, the Business Manager 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.

### **COVID 19**

Separate procedures as detailed in risk assessments relating to the management of risks around COVID 19 are kept by the Business Manager and are regularly reviewed and updated by SLT.

### **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**

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**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.

**The Business Manager** is responsible for ensuring that COSHH assessments are obtained from contractors on site (both regular contracts such as cleaners, 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.

**The site supervisor** will assist where necessary and fulfil this role when **the Business Manager** 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**

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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.

### **Manual Handling**

Manual handling refers to the lifting, carrying, pushing, or pulling of loads by hand or by using bodily force. It is important for staff to handle objects correctly to prevent injuries and where necessary for training to be given where staff are regularly involved in manual handling of heavy items. In doing so this will minimise the risk of injury while