



**South East Cornwall Multi Academy Regional Trust**

# **Health, Safety and Wellbeing Policy (incorporating the support for students with medical conditions):**

**Saltash Community School**

<b>Date</b>	<b>Changes</b>
24/09/24	Reviewed for this academic year

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## Introduction

1. The Local Governing Committee of Saltash Community School recognises its key and moral responsibilities to persons who may be adversely affected by School activities.
2. Saltash Community School is committed to ensuring, by all reasonably practical means, the health, safety and wellbeing of its students, employees, volunteers, visitors 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 reasonably foreseeable hazards associated with the School's activities will be identified and removed or controlled through a process of risk assessment and risk management.
4. All employees and volunteers will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. Saltash Community School will seek to inform students, 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 Responsibilities section.
7. Saltash Community School will ensure, as far as is reasonably practical, that this statement of policy, individual school policies and all supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out annually.
8. Saltash Community 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.

## Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy complies with our funding agreement and articles of association.

## Roles and 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 wellbeing and to conduct their duties in accordance with them.

### Local Governors

Local Governors are given devolved responsibility from the Trust Board for ensuring that effective mechanisms and procedures are in place to enable the Trust Board to fulfil its responsibilities for health, safety and wellbeing. The Local Governing Committee will receive regular reports to enable them, in collaboration with the headteacher/Head of School/Nursery Lead, to prioritise resources for health, safety and wellbeing issues.

The Local Governors will appoint a Health, Safety and Wellbeing Local Governor to receive information, monitor the implementation of policies, procedures and decisions and to feedback on health, safety and wellbeing issues, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees.

The Local Governing Committee will approve the school's Health, Safety and Wellbeing policy, which will be reviewed at least annually. The Headteacher will sign the policy as the person with responsibility for Health and Safety in school.

The Health, Safety and Wellbeing Governor is shown in appendix A.



## 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 and wellbeing policy;
- Nominating a lead person to ensure students with medical conditions are identified and properly supported in the school and to support staff who are implementing a student individual health care plan.
- Ensuring regular inspections of the school building and premises are carried out to ensure safety
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Reporting, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information on health and safety matters to appropriate people;
- Ensuring accident investigations and accident reporting is carried out;
- Chairing the school's Health, Safety and Wellbeing Committee;
- Providing adequate and appropriate staff training;
- Liaising with local governors on policy issues and any problems in implementing the health and safety policy, escalating where necessary;
- Co-operating with and providing necessary facilities for trades union safety representatives and 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 and safety policy is complied with.
- Ensuring all risk assessments are completed and reviewed.

In the Headteacher's absence, the Deputy Headteacher assumes the above day-to-day health and safety responsibilities.

\*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this school these functions have been delegated to:

**Operations Manager (see Appendix A)/**

**Estate and Facilities Manager (see Appendix A)/**

**Finance Manager (see Appendix A)**

## Management Staff

Management staff have responsibility for:

- Day-to-day management of health, safety and wellbeing in accordance with their school's health and safety policy;
- Carrying out regular inspections and making reports to the headteacher;
- Ensuring action is taken on health, safety and wellbeing issues;
- Arranging for the provision of staff training and protective equipment;
- Passing on to all relevant people all health, safety and wellbeing information;
- Acting on reports from staff, the headteacher, local governors, the Client Manager or Trustees;

- Ensuring that all necessary risk assessments are being carried out by, and shared with, all relevant staff (e.g. through standing item on department staff meeting agenda).

## Employees

All employees have a general responsibility, so 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:

- Take reasonable care of their own health and well being and that of others who may be affected by what they do at work
- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Model safe practice for pupils
- Ensuring that they undertake or read all relevant risk assessments for activities involving their students, colleagues, themselves, and where relevant, volunteers, contractors, visitors or members of the public;
- Ensuring protective equipment is appropriate, suitable, sufficient and used whenever needed;
- Participating in inspections and engaging with the relevant staff and the Health, Safety and Wellbeing Committee, as appropriate;
- Bringing problems to the relevant manager's or responsible person's attention;
- Following DfE guidance for violent students ([guidance](#));
- Reading the poster 'Health and Safety Law - what you need to know', which is displayed in each school.
- Undertaking general annual awareness training (mandatory for all staff).
- Undertaking the specialist training required for their role.

In addition, all employees have a responsibility to co-operate with the employer on matters of health, safety and wellbeing.

## Volunteers

All volunteers have a general responsibility, so 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.

Volunteers have a responsibility 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 expected to act only under the supervision of a qualified teacher or a member of SLT when working with students.

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

## Students

Student health, safety and wellbeing remains the responsibility of those adults providing supervision.

Through their curriculum and other suitable opportunities, students will be educated in the fundamentals of being healthy, staying safe and developing a culture of long-term wellbeing, including through the identification and management of risk.

## Parents/carers

Parents/carers are responsible for following the school's health and safety advice on-site and for reporting any health and safety incidents to a member of staff.

## Arrangements

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

### Coordinator

The Operations Manager is responsible for overseeing the arrangements for first aid within the school. The duties include ensuring:-

#### a. **First aid (including infectious disease prevention, management and control)**

- We assess the need for first aid provision following the [HSE's first aid needs assessment guidance](#) to identify the minimum number of fully qualified first aiders to hold a Level 3 first aid at work qualification;
- in order to provide adequate emergency first aid on trips, visits and extra-curricular activities, schools can approve other staff to undertake Level 3 emergency first aid at work training;
- We have an appointed first aid coordinator, and a reserve.
- That first aid equipment is available at strategic points in the school. The function of carrying out this task is delegated to the School First Aider (see Appendix A)
  - Student Services Reception
  - All Science Laboratories & Prep Rooms
  - All Design & Technology classrooms
  - PE Department
  - ARB
- That the correct level of first aid equipment is maintained in each first aid box. The function of carrying out this task is delegated to the School First Aider.

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments and monitoring whether any measures in place are working effectively.



We will follow local and national guidance on the use of control measures including:

- Following good hygiene practices
- Implementing an appropriate cleaning regime
- Keeping rooms well ventilated

b. **Administration of medicines and treatments**

- We have an appointed person to oversee medication and control access;
- medication held by the school on behalf of students will be stowed in a locked container (including a lockable refrigerator, where required);
- medication will only be administered to students with parental consent and by staff that have undertaken medication training;
- Medical logs and consent forms are kept in Student Services and will be kept for the duration of the student's attendance at school or for a school trip. The log will also contain a log of medications dispensed which will include:
  - name and signature of student
  - name of medication
  - "use-by" date
  - dose
  - time
  - date
  - signature of dispenser
  - comments/reactions

c. **Students with special medical needs - Individual Health Care Plans**

- We will make appropriate arrangements for students that are regarded as having special medical needs in order to support them in managing their attendance and in accessing the curriculum and extra-curricular activity;
- We will agree and document these arrangements in the student's Individual Health Care Plan and Passport.

d. **Accidents**

- In emergency the first aider will call (or will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.
- Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-  
NHS emergency and urgent care services **111**  
and, in the case of student injuries, with the parents or legal carers.
- We have appointed an accident reporting officer to report via [AssessNet](#), in line with guidance, all accidents, incidents or near misses arising from the school's activities that involve students, staff, volunteers, visitors, contractors or members of the public;

- We have an appointed accident investigator to ensure that reportable accidents, incidents or near misses are investigated and recorded on AssessNet and that any lessons identified are shared with the relevant persons;
- We review accident reporting statistical information to identify any trends in order to inform any preventative or mitigating action.
- Records will be held and disposed off in line with retention policy.
- Reporting of injuries, diseases or dangerous occurrences that may be defined under RIDDOR 2013 legislation are done in line with HSE and our LA Health, Safety and Well Being team guidance.
- The LA Health, Safety and Well-being team review all incidents reported on AssessNET and make relevant reports to HSE on behalf of the Trust as required.
- The School First Aider, is responsible for the collection of information and the completion of the On-Line Accident Report.

All accidents must be reported to the School First Aider.

The School First Aider will record 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 students which result in a major injury or death
- Accidents to students which result in the injured person being taken from the scene of the accident directly to hospital
- Accidents to students which may have resulted from a premises/equipment defect
- Accidents to students during structured activities
- Accidents to students where first aid treatment has been provided.
- All other incidents will be recorded in the school's Incident Log on SIMS.

e. **Fire**

- Our Health, Safety and Wellbeing Governor and the Headteacher are responsible for organising the school's fire precautions;
- The Headteacher, Operations Manage, EFD, and Caretakers are responsible for:
  - ensuring evacuation procedures are reviewed and communicated to staff, students and visitors;
  - arranging fire evacuation drills (at least once every term);
  - recording the significant results of the fire evacuation drills;
  - fire alarm testing to take place once a week;
  - ensuring that the Fire Log is kept up to date
- Our school reviews their fire risk assessment at least annually and upon any change that might impact on established fire precautions;
- Our school arranges a Personal Emergency Evacuation Plan (PEEP) for any person (student, staff, visitor) that may not be able to evacuate the building efficiently in an emergency, including for those temporary impairments.
- We ensure that our fire evacuation procedures are communicated to students and staff on an annual basis.

f. **Electricity**

- We have the fixed wiring installations checked and recertified every 5 years;
- We plan for the testing of portable appliances at a frequency relevant to the equipment and its use.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

g. **Work equipment**

- all work equipment must be purchased from a reputable supplier, taking into account installation requirements, suitability for purpose, positioning and/or storage, security, maintenance requirements, inspection, servicing, testing, training and procedures for the safe use of the equipment;
- staff must not use new items of work equipment until appropriate training has been completed;
- the health and safety information for each item of work equipment must be shared with those managing or using the equipment.
- Any potential hazards will be reported immediately to appropriate staff (Head/Operations Manager/EFDM)

h. **Display screen equipment (DSE)**

- staff that regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) are known as DSE users and they must undertake a formal DSE assessment (and again at any change of location or equipment);
- DSE regulations do not apply to staff who use DSE infrequently or for short periods of time, although the same controls may still be useful for these staff;
- DSE considerations and controls apply equally when working from home, although a formal DSE assessment is not required;
- We will provide information, training, eye and eyesight tests (on request from DSE users) and funding towards specific corrective spectacles if needed specifically for DSE work beyond the normal prescription;
- DSE Assessments are carried out on an annual basis with all staff that regular use DSE as a significant part of their normal work day.

i. **Working alone**

- We assess and minimise the risks where staff are required to work on their own, including remotely on an occupied site, taking into consideration factors such as personal security, access to first aid, emergency notification and/or response,
- potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

- if lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.
- the lone worker will ensure they are medically fit to work alone
- Any staff wishing to work outside normal school hours must have prior agreement/permission from The Leadership Group and inform the Estate and Facilities Manager or site staff on locking up duty.

j. **Violence and aggression**

We believe that staff should not be in any danger at work and we will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager, Operations Manager or Headteacher immediately. This applies to violence from pupils, visitors or other staff.

- We will assess and mitigate the risk of violence of aggression towards staff and members of their learning community;
- all violent and aggressive incidents will be reported and recorded (via AssessNet) and support provided to victims;
- in dealing with violent and aggressive students where de-escalation strategies have not worked, staff must adhere to the DfE guidance on the use of reasonable force, which is aimed at the safe and effective control of students.

k. **Arrangements for supervision of students**

- Saltash Community School will be open from 07:30 to 15:15 on weekdays during term times. Between these times supervision will be provided. There are also multiple after school clubs that take place that finish at 16:00 which are also supervised.
- where there are variations that exceed the published times, such as extra-curricular activity, we will ensure that adequate supervision ratios and supporting functions are maintained and parents are informed.

l. **Risk assessment**

We ensure that:

- all reasonably foreseeable hazards are identified and either removed, or controlled through a process of risk assessment and risk management;
- the resultant mitigating actions are implemented in order to eliminate or minimise to an acceptable level the potential for any harm to arise from the school's estate, facilities, equipment or activities;
- all risk assessments are recorded and shared with all those affected.
- We use the LA Health, Safety and Well Being team AssessNet portal to support the management of risk assessments. Schools also have access to CLEAPPS where applicable for the management of risk in relevant departments.
- Copies of risk assessment are available from Heads of Department or via the Assessnet database.
- The management of risk assessments is supported by the Operations Manager through liaison with Head of Departments.

m. **Personal protective equipment (PPE)**

- We provide PPE for staff and students, as identified via the risk assessment process;
- staff and students will wear the PPE whenever this is required;
- prescription safety spectacles and/or goggles will be provided free of charge for those staff whose work activities can be more safely delivered with such protective equipment.
- The EFDM 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 EFDM 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 always readily available. Activities must cease if PPE is not available.

n. **The Control of Substances Hazardous to Health (COSHH)**

We are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the relevant Head of Department and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

- All staff that use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- All hazardous products will be stored in lockable containers/rooms. With no access to students unless under the supervision of staff.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.
- Heads of Department are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

- The Head of Department is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.
- The Head of Department 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.
- All staff must ensure that they or their students do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

o. **Asbestos**

- We engage expert bodies to inspect our premises for the presence (or potential presence) of asbestos;
- where asbestos is present (confirmed or potential), we will ensure that:
  - key staff are trained in asbestos awareness (EFDM, Caretakers, Operations Manager)
  - the premises are inspected regularly by experts;
  - the asbestos register and management plan are reviewed and updated at each inspection;
  - the management plan states the risk control mechanisms;
  - procedures for managing work on site requires the asbestos register to be reviewed and signed by those undertaking work on the fabric of the building;
  - any asbestos bearing materials will be safely removed and disposed of by licenced specialists. The register will be updated, including details of the disposal method.

p. **Working at height**

- Only those staff that are trained to work at height undertake such work and use the appropriate equipment to a commercial standard.
- If you require works undertaken that are at height please make this request via the [Helpdesk](#).

q. **Manual handling**

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- We have proper mechanical aids and lifting equipment available in school, and our appropriate staff are trained in how to use them safely.
- Staff that regularly move large, heavy or bulky items will undertake manual handling awareness training (including online training – site teams) and only undertake tasks that are within their personal limits;
- staff that regularly move large, heavy or bulky items and those that use the associated handling equipment are to undertake face to face training.
- Should staff require assistance this can be requested from the site team via the [Helpdesk](#).
- Students are not to be asked to lift, carry or move heavy objects.

r. **Arrangements for procuring contractors**

- We ensure that checks are undertaken to assure the competence of any contractor or external agency that undertakes work on the school estate.

s. **Wellbeing**

- We consider the general, long-term care of students and staff;
- for students, we offer information on maintaining their physical and mental wellbeing, through the curriculum and by providing specialist staff and/or relevant signposting;
- for staff, we provide access to relevant information and support services, including professional supervision for those in highly stressful roles, such as safeguarding;  
we recognise the specific impact that COVID-19 may have had on the mental wellbeing of some of the members our learning community and resources can be accessed here at [MindEd](#) - to support staff in managing their mental wellbeing or DAS – details from the Operations Manager.
- At our school, we aim to promote positive mental health for every member of staff and students. We pursue this aim using both universal, whole school approaches and specialised, targeted approaches aimed at vulnerable people. In addition to promoting positive mental health, we aim to recognise and respond to mental ill health. By developing and implementing practical, relevant and effective mental health policies and procedures we can promote a safe and stable environment for staff and students affected both directly, and indirectly, by mental health.

t. **Gas Safety**

- installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- gas pipework, appliances and flues are regularly maintained
- all rooms with gas appliances are checked to ensure they have adequate ventilation

u. **Legionella**

- regular water checks (temperature) are carried out in line with guidance
- risk assessments will be reviewed when significant changes have occurred to the water system and/or building footprint

v. **Site Security**

- The EFDM and Caretakers are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, access control, and for the intruder and fire alarm systems.
- Key holders and will respond to an emergency.
- The EFDM is also responsible for carrying out checks of the premises during the School holidays.

w. **Smoking**

- Smoking is not permitted anywhere on school premises.



## Appendix A

<u>Contacts</u>	<u>Name</u>	<u>Extn.</u>
Leadership Group (Violence)	Mrs Sara Del Gaudio	272
Operations Manager	Mrs Gaynor Bersey	224
Estate and Facilities Manager	Mr James Ross	226
Safety Governor	Mr Ben Elford	
Main School First Aider	Mrs Lorraine Booth	203
Reception		200
Portable electrical appliances testers	External Contractors	
Educational Visits Coordinator	Mr Paul Parkinson	