



BUGLE SCHOOL

STATEMENT OF HEALTH AND SAFETY POLICY

Bugle School:

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 30th September 2015.

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the [school/academy]'s policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

The employer

The employer in this school is Cornwall Council. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

Governors

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

The Governors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Governing Body on health safety and welfare issues.

The Safety Governor is Mrs Stubbs

Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the [school/academy] Health and Safety Committee;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is 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. In this school the following functions have been delegated to:-

Function	Delegated to
Day to day health safety and welfare management	Headteacher
Regular inspections	Headteacher
Accident Investigation	Headteacher
Employee training needs	Headteacher
Contractor management	Headteacher

Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The school's competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council

Senior Management and Faculty/Department Heads

Senior management have responsibilities for:-

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections and making reports to the Head Teacher;
- Ensuring action is taken on health safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health safety and welfare information received to appropriate people;
- Acting on reports from employees, the [Head Teacher/Principal]; the Governors and the Local Education Authority.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:-

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Health and Safety Committee if appropriate;
- Bringing problems to the relevant manager's attention.

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

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the [school/academy]'s policies and procedures for health safety and welfare 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 employee.

Organisation and Arrangements for Health Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that the school's Health and Safety Policy is fulfilled.

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1. Arrangements for the Supervision of Students

Opening Times

The school will be open from:-

8.45 am

And will close to students at:-

3.30 pm

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times.

Supervision arrangements

- Supervision ratios and locations of supervisors between school opening and lesson start time are 1:27. A member of staff from each class is encouraged to be present in the playground from 8.45 am. On 'wet' days, children congregate in the reception area and are allowed in classes from 8.45 am when a member of staff will supervise them until the lesson bell at 8.55 am.
- Supervision ratios and locations of supervisors at break and lunchtimes: 1:27. The school has a timetable of playground supervisors for breaktimes and lunchtimes. Absent members of staff are covered by other staff who volunteer their time.
- Supervision ratios and locations of supervisors between end of lessons and school closing time. The bell indicates the end of lesson times. Children from KS1 are collected from their classrooms by parents/guardians. KS2 children are allowed to walk out to the playground to meet with their parents/guardians/walk home alone.
- Areas to be used by students outside lesson times: After school clubs ratios are 1:15. After school clubs end at 4.15 pm. Children are collected from the reception area by parents/allowed to walk home alone.

The main (driveway) gate is locked between opening and closing time 8.40-9.15 am and 3.00-3.30 pm.

Access for pedestrians is via the top pedestrian path. A member of staff is present at the end of the day from 3.15-3.30 pm.

A bus collects children from Minorca Lane at the start and end of each day. Children are escorted from and to the bus by a member of staff at the start and end of each day.

'Bus' children and other children who are collected at 3.30pm (by agreement between parents/school) congregate in a classroom which is supervised by a member of staff.

After School Lettings

Unless specifically agreed in the Letting Agreement the school does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

2. First Aid

Assessment of Needs

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is required:-

First Aid at Work Qualified [20]

Emergency Aid Qualified [2]

Paediatric First Aid Qualified [2]

First Aid Coordinator

Mrs Ford/Mrs Jennings are responsible for overseeing the arrangements for first aid with the school. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the school
 - Main Reception Area
 - Reception Classroom
- All teaching and non-teaching personnel are trained in first aid procedures
- First Aid qualifications are, and remain, current.

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

First Aiders

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

- Trips 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:-

- Contractors

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

Treatment of Injuries

The school will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or 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

And, in the case of student injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student'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 student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

Other Significant Injuries

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

In addition to the procedures above the [school/academy] will notify parents/guardians of any other significant injury by way of:-

- *A telephone call
- *A form

Escorting Pupils to Hospital

When it is necessary for a student to be taken to hospital they will be accompanied by a member of staff – unless the student's parent/guardian is in attendance.

The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

3. Medicines

Medicine in School

The School recognises that some students will, at some point, require medication during the school day or on school organised activities. The school follows the Department for Education's guidance on managing medicines in schools and early years settings:-

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory guidance on supporting pupils at school with medical conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

This school will dispense medication to students as long as

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use.

The school does not keep or dispense any other medication/any other medication other than salbutamol for use with the emergency asthma kit (see below).

Dispensing Medicine

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

Mrs Rowe is responsible for receiving medicines, checking consent and does information, checking "use by" dates and dispensing medication.

Mrs Tippett will deputise where necessary.

All medication will be kept in a secure location and in the conditions required by the medication supplier:

Staffroom first aid box/Classroom

Medication may only be dispensed by (teaching assistants/teachers]. A record will be kept of all medication dispensed. The medication log will be checked before dispensing medication (to prevent accidental "double-dosing") and will be completed and signed by the member of staff after dispensing medication to a student.

Medication for personal use by members of staff must also be kept in a secure location. Handbags, etc. containing such items must be locked away and not be left in the classroom where students could gain access to them. Staff must not share their medication with any student.

Emergency Asthma Kits

This School's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance on use of emergency inhalers in schools September 2014 3 .pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3.pdf)

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

In addition parental consent must be obtained for use of the emergency inhaler.

The [school/academy] keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

Self-Management of Medication

In certain circumstances the school will allow students to manage their own medication. In each case this will be discussed with the parent/guardian and appropriate health professionals - and an assessment of risk will be completed.

The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication]

Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered first aid room/staff room.

4. Accidents/Incidents

Reporting Officers

The following member of staff have access and authority to report accidents and incidents:

Mrs Tippett

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale.

Students are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This school records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

Any incident resulting in an injury to a member of staff

Any incident resulting in an injury to a visiting member of the public

Any incident resulting in an injury to a contractor on the school site

Any incident resulting in an injury to a student which was (or might be) due to

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision
- The level or quality instruction or training provided

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any "Occupational Disease" as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

The Online Accident Reporting System will automatically forward a report to the Health and Safety Executive where the description of the accident/incident meets the criteria set out in RIDDOR.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple "Day-Log" which will be kept in the school.

Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss Log.

The Near Miss Log is kept by Mrs Tippett in the school office.

The Near Miss Log will be reviewed periodically by Mr Wherry in order to identify any areas of concern which may require attention.

Reporting Timescales

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and in any case within 7 days.

Accident/Incident Investigation

All incident reports will be reviewed by Mr Wherry who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by Mrs Tippet) will be reported to the Head Teacher and the Health and Safety Governor.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

If deemed necessary the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

5. Training

Identification of Training Needs

The School will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need.

Mr Wherry/Mrs Tippett are responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher and the Governing Body.

Staff Responsibilities

Staff must attend health and safety training provided by the school.

6. Risk Assessment

Risk Assessment

The School will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

Risk Assessment Process

The school will carry out risk assessments using EECLIVE Risk Management Software.

Mrs Tippett is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Copies of risk assessments are available from Mrs Tippett in the school office.

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from Mrs Tippett in the school office.

7. Fire

Fire Officer

The person responsible for organising the school's fire precautions is Mrs Tippet.

Mrs Rowe deputise when the Fire Officer is not present.

The Fire Officer is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic 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 from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting the Head Teacher on issues of significance.

All Staff

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

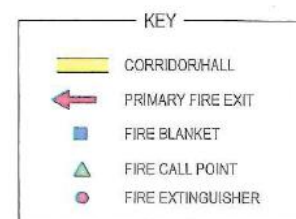
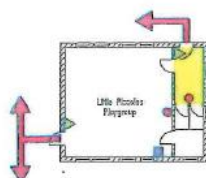
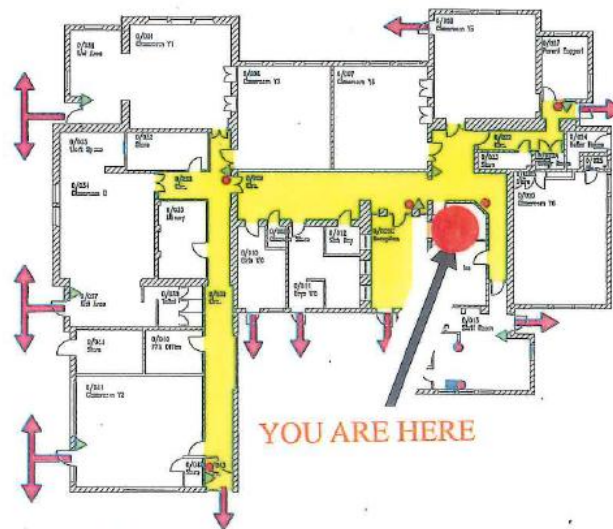
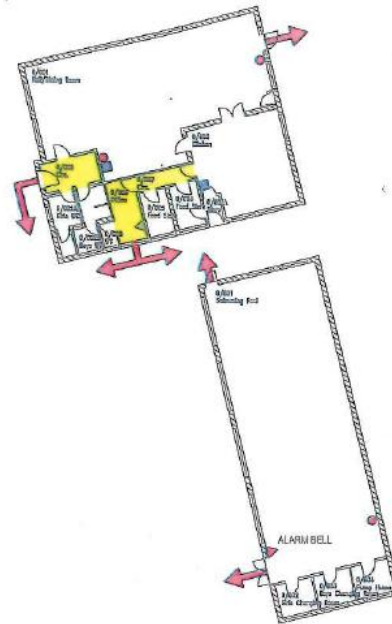
Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

Evacuation and Registration Procedures



BUGLE SCHOOL FIRE PLAN

- All rooms have a Bugle School Fire Plan are clearly displayed on walls/doors.
- Emergency evacuation details are clearly displayed on classroom walls/doors.
- All exit routes are signposted via emergency exit signs.
- The chapel field/chapel are to be used as a contingency should the building be prohibited to be used.
- Registers containing contact details are to be taken outside in the event of an emergency. These also contain sheets to allow children to be 'signed out' if the need arises.
- An emergency mobile phone is to be made available by a senior member of staff in the event of an emergency in order to contact emergency services/parents/etc.
- The school has 3 ramps to allow for disabled people to exit the building safely.

8 Electricity

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

PAT testing annually

Tests will be carried out by an appropriate contractor.

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

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment may only be bought into the school by prior agreement. Equipment must be presented to Mr Wherry for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device.

Coordinator

Mrs Tippett is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Mrs Tippett is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

9. The Control of Hazardous Substances

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by Mrs Tippet.

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazcard in Science).

Staff shall inform the COSHH Coordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

Mrs Tippet is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

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

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the [school].

10. Work Equipment

Mr Wherry is 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)
- Training and use of the equipment

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

11 Personal Protective Equipment

School Responsibilities

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary PPE will be provided without cost to staff or students.

Purchase and Storage of PPE

Mrs Tippett 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 and takes account of any health or medical conditions.

In addition Mrs Tippett will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

When issued with PPE; staff and students are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

12 Working Alone

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This will include staff 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 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 school office.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Mr Wherry.

School Security

Mr Rickard is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Mr Rickard is responsible for carrying out checks of the premises during holiday periods.

School Staff/Governors Responding to Call-Outs

Staff nominated as out-of-hours key holders 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 a potential for injury due to assault (which is rare) or as the consequence of an accident.

PJI Security are the schools nominated representatives who will respond in an out-of-hours call out.

Our of hours first response:

PJI Security Ltd, Huntersmoon, Roche

01726 890318

07860 577067

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

13 Violence

Zero Tolerance

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school.

Violence towards Staff

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Students

Violence between students will normally be dealt with using the [school/academy]'s internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards students from staff, visitors or members of the public will be reported to the police.

Responsible Person

Mr Wherry is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school the following staff are trained in Team Teach techniques:-

Mr Wherry

Mrs Atkins

Mrs Jennings

Mrs Ford

Adopted Summer 2015

Chair of Governors

Headteacher

To be reviewed Summer 2016