

GUIDE TO THE HEALTH AND SAFETY POLICY.

This document outlines some of the local arrangements we have in place to manage health and safety. We refer to the advice and guidance provided by Cumbria County Council as well as nationally recognised safety standards. These arrangements support our Health and Safety Policy Statement which is displayed in school and available on request.

All staff and any other relevant persons are made aware of the policy statement and arrangements at induction and following each review. We also make them aware of any supporting guidance, contacts, systems, relevant risk assessments or training requirements which support these arrangements. All staff are required to sign a declaration of acceptance following communication of the policy statement and arrangements.

PROFESSIONAL HEALTH AND SAFETY SUPPORT

Cumbria County Council's Corporate Health and Safety Team provides our specialist health and safety advisory service along with Gary Turner. They provide written safety guidance, model policies and template forms via the schools' portal and other supporting systems.

The team can be contacted during office hours at:

Corporate Health and Safety Team
Cumbria County Council
Carlisle East Community Fire Station
Eastern Way, Carlisle
CA1 3RA
Telephone: (01228) 221616

DATA PROTECTION AND THE USE OF IMAGES IN SCHOOL

The school recognises its duties under the Data Protection Act 1998. Due care will be taken with records management and in the use of any media which clearly identify pupils.

The school will seek parental consent for use of data and images related to a child when a child first starts at school and at least at each change of key stage (usually annually as part of the Home/School Agreement).

Photography or filming will only occur with the permission of the Headteacher and under the strict supervision of staff. Where filming or photography is carried out by the news media, children will only be named when there is good reason, e.g. prize winning. Home addresses will never be disclosed.

There may be other circumstances falling outside the normal day-to-day activities in school in which pictures of children are requested. The school recognises that in such circumstances **specific consent from the parent/carers** will be required before the school can permit the filming or photography of children.

HEALTH AND SAFETY MANAGEMENT PLAN

The Headteacher and Gary Turner will develop a written Health and Safety Management Plan which will be used as a working document. This will be used to record and keep track of planned safety-related actions such as routine maintenance, safety-related training, document reviews and actions from inspections and audits. The plan will include the name of person responsible, priority rating, costs and planned timescales.

HEALTH AND SAFETY INSPECTIONS OF PREMISES AND ACTIVITIES

The Health and Safety Governor in liaison with Gary Turner will undertake a health and safety inspection of the school premises on at least an annual basis. The findings of these inspections will be recorded. Any corrective actions required following these inspections will be reported and discussed with the Headteacher. Where possible, action will be taken immediately, or if planned actions are required these will be added to our Health and Safety Management Plan. Any Health and Safety Union Representative for the school will be invited to attend these inspections.

Safety Inspection Regimes

More frequent safety inspections will be carried out by nominated staff eg: Play Equipment, Fire Alarm system, Emergency Lighting etc.

EXTERNAL HEALTH AND SAFETY MANAGEMENT AUDITS

External audits are independent, unbiased reviews of the school's management system and can be a very useful exercise.

Cumbria County Council's Corporate Health and Safety Team will arrange to carry out a full health and safety management system audit at three yearly intervals.

RISK MANAGEMENT AND RISK ASSESSMENTS

The purpose of undertaking a risk assessment is to identify significant risks, to document what hazards exist and the measures necessary to control them. Risk assessment allows us to meet the principle requirement of the Management of Health and Safety at Work Regulations and to establish safe ways to work and to protect staff, pupils and workers and any others who may be affected by school activities.

We tailor and adapt the model school risk assessments provided by Cumbria County Council via the schools' portal. For Science, Food Technology and Design Technology we utilise CLEAPSS model assessments and hazcards provided at www.cleapss.org.uk.

For Educational Visits and Outdoor Learning we tailor model risk

assessments supplied on the County Council's **EVOLVE** system.

Where model risk assessments are used as a basis, we ensure that these are tailored to reflect the actual activities in relation to the school.

Risk assessments will be reviewed at least annually or sooner should circumstances change, to ensure they remain effective. They will be signed and dated by the person undertaking them.

SUPERVISION OF PUPILS

Risk assessment will be used to determine staff ratios for effective pupil supervision. During school hours pupils will not be left unsupervised, including at break times.

Before and After School

Parents have a legal duty to ensure that their child attends school at the appropriate time and that children are collected from school within reasonable time of the school finishing.

There is no legislation which covers the supervision of pupils before and after school. The school recognises, however, that pupils cannot all be expected to arrive at school at the same time. Differing transport arrangements might mean that there are some early arrivals in the morning and perhaps some pupils waiting for transport after school.

The school's duty of care exists so long as pupils are on the school premises with the school's consent, but it is unreasonable for the school to have to take responsibility for those arriving at school before supervision could reasonably be expected to be in place.

MANAGING THE CAUSES OF WORK-RELATED STRESS

The Headteacher and Governing Body will ensure that a 'whole school' risk assessment in relation to stress at work is carried out in line with Corporate HS- SAN(G)33. Where an individual reports stress-related issues, we will utilise the School Stress Survey to identify where further action or support is required, a routine stress survey is carried out every two years anyway.

INDUCTION TRAINING

All new members of staff (including volunteers, students and pupils on work experience) will be given a formal workplace induction and will be encouraged to familiarise themselves with the health and safety procedures and arrangements in school.

HEALTH AND SAFETY TRAINING RECORD

A formal health and safety training plan is maintained as a working document. This lists all health and safety training that has been carried out. It will include health and safety training provided for those with specific health and safety responsibilities,

e.g. Headteachers and Health and Safety Coordinators, such as IOSH Managing Safely in Schools. The training plan will highlight any statutory refresher training that may be required.

ACCIDENTS, INCIDENTS, ILL HEALTH AND ACTS OF VIOLENCE

The Headteacher and Health and Safety Co-ordinator are responsible for ensuring that the procedures for reporting accidents, incidents and work-related ill health are made known to all new employees at induction.

Accident statistics are reported to the Governing Body on an annual basis to enable any patterns to be identified and to determine, where necessary, suitable measures to prevent recurrence.

Accidents Involving Pupils

The 'Pupils' Accident Book' must be completed for all incidents/accidents involving children/pupils.

The Local Authority's Accident/Incident Form will also be completed in all but the most minor case of injury.

The form, once completed, should be copied and held in school with the original sent to the Corporate Health and Safety Team.

The school reports all head injuries to parents.

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

The school recognises its duty under Section 100 of the Children and Families Act 2014 to support pupils with medical conditions and maintains a list of pupils with particular medical needs. We operate documented procedures to enable adequate plans and support to be put into place.

Administration of Medication in School.

We follow national guidance and the advice set out in Cumbria Schools Safety Advice Note SAN(M) 01 - Supporting Pupils with Medical Conditions and Medication in Schools, which is available on request. Where required, anyone requiring medication or medical support in schools will have an individual healthcare plan created with the support of key medical personnel.

CHILD PROTECTION (SAFEGUARDING)

The school has established a separate Child Protection Policy and supporting procedures in line with the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the Cumbria Local Safeguarding Children Board (LSCB).

CONTROL OF ASBESTOS

Our building has been surveyed for the presence and condition of any asbestos containing materials.

Where asbestos is present we hold a register to show its location, condition and any action required to ensure it remains in a safe condition. We also label asbestos materials wherever practical.

ELECTRICITY AT WORK

The school will ensure procedures are in place in line with Cumbria Schools Safety Advice Note SAN(G) 17 – Electrical Safety.

GAS

The school will ensure that appropriate systems and maintenance programmes are in place to ensure that systems, and equipment remain in a good, safe condition.

PHYSICAL EDUCATION (PE) AND PLAY EQUIPMENT

The 'AfPE Safe Practice in Physical Education, Sport and Physical Activity' guidance will be followed. The responsible person will ensure that staff have had relevant training in any specialised activities (e.g. climbing, trampolining etc).

FOOD SAFETY ARRANGEMENTS

General Food Hygiene Standards

Our school aims to provide the highest standard of food safety and hygiene. In particular, we will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. We will ensure that legal requirements relating to food safety and hygiene will be complied with fully.

SECURITY OF PERSONS AND PREMISES

The school operates internal procedures to ensure the security of staff, pupils and the premises. The Headteacher will ensure that systems are in place for checking external lighting, panic alarms and security alarms.

EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

The school uses the EVOLVE online system (www.cumbriaccvisits.org.uk) for educational visits approval. The Council's Outdoor Learning and Educational Visits Advisor assesses and approves school visits involving adventurous activities, residential stays and trips abroad, as well as providing advice to the school.

TRANSPORTING OF CHILDREN

School have obtained insurance for all staff to transport children in their own cars, one adult per car with all children wearing a seatbelt.

SMOKE FREE POLICY

Our school operates a complete smoke-free policy which applies at all times. Smoking is NOT permitted in any part of the schools premises, including within buildings, within the entrance area to the school, or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises. This also applies to any vehicle being used for school business.



Health and Safety Policy

Guide for Parents/Visitors.