



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

HEALTH AND SAFETY POLICY

1. Callington Community College recognises its legal and moral responsibilities to persons who may be adversely affected by College activities.
2. The College is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with the activities of the College. The College will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the College'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 College will seek to inform students' 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 College 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 annually.

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Responsibilities

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

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 Headteacher, to prioritise resources for health, safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues. The Safety Governor is Peter Lee.

Headteacher

The Headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the College in accordance with the health and safety policy.
- Ensuring regular inspections are carried out.
- Submitting inspection reports to Governors and/or the LEA.
- Ensuring action is taken on health, safety and welfare issues.

- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Chairing the College Health and Safety committee.
- Identifying and facilitating staff training needs.
- Liaising with Governors and/or the LEA on policy issues and any problems in implementing the Health and Safety policy.
- Co-operating with and providing necessary facilities for trades union safety representatives.
- Where contracts are negotiated directly between the College 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.

*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 College's "Safety Manager"). In this College these functions have been delegated to: James Taylor, Site Manager and Lewis Eynon, SMT – oversight of premises.

Senior Management and Heads of Department

Senior Management staff and Heads of Departments 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 the Headteacher.
- 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 Headteacher, the LEA or Governors.

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 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/Cover Staff/Coaches/Trainee Students

Volunteers, Cover staff, Coaches and Trainee students (such as parent-helpers, etc.) have a responsibility to act in accordance with the College's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. They are provided with a procedures checklist on their arrival at the college for their first visit which covers the aspects of Health and Safety that may concern them whilst in the college.

Such people are also expected to act only under the supervision of a qualified teacher.

SPECIFIC HEALTH, SAFETY AND WELFARE POLICY AND PROCEDURES

FIRST AID

The college has assessed the need for first aid provision and has identified that [insert number] fully qualified first aiders holding the First Aid at Work Certificate and [insert number] personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover.

Co-ordinator:

Adele Stevens, First Aid Co-ordinator is responsible for overseeing the arrangements for first aid within the college. Their duties include ensuring:

- That first aid equipment is available at strategic points in the college:
 - Student Support Centre
 - Staffroom
 - PE department
 - Reprographics
 - Main Admin block
 - Space 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:
 - Adele Stevens
 - Claire Merritt
 - Sarah Craddock
 - Caroline Masters
 - Beth Jones
- That first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for three years).

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 college day. They will also provide, as appropriate, first aid cover for:

- Trips and visits.

- Extra-curricular activities organised by the college (e.g. sports events, after college clubs, parents evenings, college-organised fund raising events, etc.).

There is first aid cover in the Sports Centre during the holidays and weekends.
First aid cover is not provided for:-

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.).

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

Treatment of Injuries

The College 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 Health Service helpline:

NHS DIRECT 0845 454647

and, in the case of student injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this college, 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 NHS Direct for advice or telephone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by telephone).

In addition to the procedures above, the College will notify parents/legal guardians of any other significant injury by way of a telephone call

Escorting Students 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 or guardian is in attendance.

The member of staff will stay with the student until a parent or guardian arrives and responsibility is “handed over”.

Medicines in College

The college follows Council and DfES guidance on the dispensing of medicines in college. This college will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

The College does not keep any other medication.

Dispensing of 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.

The First Co-ordinator is responsible for receiving medicines, checking consent and dose information, checking “use-by” dates and dispensing medication.

Claire Merritt will deputise where necessary.

All medication will be kept in a secure location in Student Support Centre.

Medical Log

Consent forms will be kept in the Medical Log in the Student Support Centre and will be kept for the duration of the student's attendance at the college.

The Medical Log will also contain a log of medications dispensed which will include:

- name of student
- name of medication
- “use-by” date
- dose
- time
- date
- signature of dispenser
- comments/reactions

Medical Procedures

The college has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for students with particular conditions and these are detailed in individual care-plans.

Off-Site Activities

The college has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

ACCIDENTS

Reporting Officer

Adele Stevens, First Aid Co-ordinator is responsible for the collection of information and the completion of the On-Line Accident Report. In her absence, this role will be fulfilled by Claire Merritt.

All accidents must be reported to the reporting officer – Adele Stevens.

The Reporting Officer 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), this is held by James Taylor, Site Manager.
- 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 college's Day Book/Incident Log.

Accident Investigation

All accident reports will be seen by Lewis Eynon, Director of Finance, 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 Governor.

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day 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.

ELECTRICITY

The College will undertake to inspect and test all portable electrical appliances by a competent person at least once per year.

The College has arranged for these tests to be carried out by in-house trained staff.

All test certificates will be kept in Site Manager's Office for the duration of the life of the appliance.

Co-ordinator

James Taylor, Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing and is tested at least once a year.

The Co-ordinator is also responsible for liaising with Cornwall County Council to arrange for a whole College fixed wiring inspection.

All Staff

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

Defective equipment will not be used and will be reported to James Taylor for repair/replacement using the college e-mail system.

WORKING ALONE

It is recognised that, from time to time, it may be necessary for College 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 College on their own.

In such circumstances, the College will assess the risk to these individuals using the EEC 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 Site Manager's Office and on main staffroom noticeboard. The 'working alone' policy is attached as an appendix.

Any staff wishing to work outside normal College hours must have prior agreement/permission from Steve Kenning, Headteacher or Lewis Eynon, Director of Finance.

If there is a need for first aid support whilst working alone in the college the contact point is the Sports Centre where there is a first aider available during working hours and during evenings midweek.

Emergency contact during holidays. Site staff – these staff will respond to callouts and emergencies:

1. James Taylor
2. Tony Hepper

When SMT support is needed, the Headteacher, Gary Lobbett should always be contacted, although the best SMT contact is:

1. John Wheldon
2. Lewis Eynon

VIOLENCE

The College has a policy and guidance on Violence at Work.

Judith Rockliffe-King is responsible for ensuring:

- All staff are aware of the policy.
- All staff are aware of the procedures for avoiding violence at work.
- All staff are aware of the procedures for dealing with violent incidents.
- All staff are aware of the procedures for reporting violent incidents.
- All staff are aware of the support facilities available to victims of violence at work

USE OF FORCE TO CONTROL OR RESTRAIN STUDENTS POLICY

The college has a clear policy in this area which is attached as an Appendix.

ARRANGEMENTS FOR SUPERVISION OF STUDENTS

The College will be open from 8.00 a.m. to 5.00 p.m. on weekdays during term times. Between these times supervision will be provided. Students will not be allowed on site outside these times.

Supervision

Before and after college

8.00 a.m. – 8.20 a.m. - in college café. Café staff available for duty.

3.15 p.m. – 5.00 p.m. – students with staff in after college clubs/activities otherwise in Library supervised by Library staff.

Breaktimes – at least eight staff are on duty at specified points or areas. This is apart from staff normally in their rooms, offices or staffrooms.

Staff also supervise the bus-loop and front of college from 8.20 a.m. to 8.35 a.m. and from 3.00 p.m. – 3.15 p.m.

Students are allowed anywhere in the college except for fields and sporting areas at first break but during the second break they must be in the designated Red Zone or the Library.

Collection and drop-off of students by parents

This should only be done at the Coronation Road entrance at the start and end of the college day. During college hours, pick-up and drop-off point is in front of the Admin block.

At the end of out-of-hours college activities parents should arrange to meet their children in the visitors car park at the front of the college.

Students who have not been collected by a parent will remain in the care of a teacher or other suitable member of staff until a suitable arrangement for collection of the students has been made. A student must never be left alone on the college premises or be allowed to make their own way home without the permission of the parent.

An up-to-date list of staff on duty is regularly updated by Mary Johnson, Director of Curriculum Development and is attached as an Appendix to this policy.

CONTRACTORS WORKING ON-SITE

James Taylor, Site Manager, is responsible for managing all contractors coming onto and working on the college site.

His responsibility also covers the:

- a) Selection of contractors.
- b) Control of contractors.

To which he follows local authority guidelines.

THE CONTROL OF HAZARDOUS SUBSTANCES

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the College and copies are available in the COSHH file from James Taylor, Site Manager, the assessment relating to Science are held by Sue Davis-Butler.

COSHH Co-ordinator

Suzanne Davis-Butler, Senior Science Technician is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Council.

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

The Co-ordinator 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

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

COLLEGE SECURITY

The college site is staffed until 10.00 p.m. weekday evenings and until 6.00 p.m. at weekends. Outside of these hours the college has a security alarm system and CCTV cameras.

The college is visited regularly on the local police rounds.

Governors discuss college security at least once a term.

ARRANGEMENTS MADE TO PUT IN PLACE, MONITOR AND REVIEW MEASURES NECESSARY TO REACH SATISFACTORY HEALTH AND SAFETY STANDARDS

Karen Gold, Foundation School Co-ordinator is responsible for ensuring that all named responsible people are aware of the need to and the dates for review of relevant policies, procedures and monitoring arrangements in relation to their designated responsibilities.

The Safety Governors will meet monthly with the Site Manager, the SMT premises overseer and also with relevant staff members to inspect the site and to record and action Health and Safety issues.

ON-SITE VEHICLE MOVEMENTS

The college has a separate policy on this area which is attached to the Appendix of this policy.

ASBESTOS MANAGEMENT

The college follows local authority guidelines in this area.

RISK ASSESSMENT

The College has a very thorough policy based on Health & Safety Executive guidance. It is attached as an Appendix.

Safe Working Procedures

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from James Taylor, Site Manager's Office and the Staffroom.

The Governing Body of Callington Community College adopted the following statement and procedures for the provision of health, safety and welfare of students, visitors, employees and contractors involved with the activities of the college.

P. Lee
Chair of Governors

G. Lobbett
Headteacher

Date: September 2009