

# Health and Safety Policy ver.14 2024-25 Change Summary

## Updates:

- All references to the Local Governing Body (LGB) have now been replaced with **Local CAST Board (LCB)**
- All Reference to Torbay Economic Development Company (TDA) have been replaced with **Torbay Council (TC)**
- The document ***Outdoor Education, Visits and Off-site Activities Health and Safety Policy*** has been updated to **2024**
- The acronym **CDM** has been expanded to **Construction, Design, and Management Regulations 2015**
- The acronym **IOSH** has been expanded to **Institution of Occupational Safety and Health**
- The acronym **OSHENS** has been expanded to **Occupational Safety, Health & Environmental Systems**
- The acronym **RAA** has been expanded to **Risk Assessment Advice**
- The acronym **CLEAPSS** has been expanded to **Consortium of Local Education Authorities for the Provision of Science Equipment**

## Changes:

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## **SECTION 4 – ARRANGEMENTS**

### **4.5 Consultation**

#### **Change:**

All Teachers and Support Staff are represented at the Plymouth CAST Health and Safety Committee **and associated Wellbeing Sub-Committee**. The terms of reference for this committee are published on the Plymouth CAST website and a copy of the Committee Terms of Reference is available on request from [admin@plymouthcast.org.uk](mailto:admin@plymouthcast.org.uk) The committees meet at least termly **and they are attended by the Senior Executive Leadership Team, Trust Officers, Directors, Trade Union representatives, and school support staff and Headteachers.**

## SECTION 4 – ARRANGEMENTS

### 4.17 Medication

- **Change:**

In circumstances when a student suffers headaches, menstrual pains, toothache etc., staff may be asked to **administer** a mild analgesic to relieve pain (e.g., paracetamol) to relieve pain. **Non-prescribed medication will only be accepted if they are in-date and provided in the original manufacturer's container and administered in certain circumstances listed locally, in the event that parents/carers are unable to attend school to administer the non-prescribed medicine to their child.**

- **Change:**

No member of staff will administer any medication unless **prior written parental consent** has been completed by the parent/carer.

- **Change:**

Each school will designate a person to be responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering. All administration undertaken by school staff will be recorded and kept securely on site. Where required, **suitable and sufficient** training will be undertaken by staff to administer specific medications.

- **Change:**

*For full details relating to the administration of medication, reference should be made to the **Supporting Pupils at School with Medical Conditions and Administration of Medication ver.2.0 – July 2024 and the HSA32 Medication Arrangements Note.***

## SECTION 4 – ARRANGEMENTS

### 4.18 Monitoring (AUDITING)

- **Change:**

A general inspection of the site will be conducted termly. Inspections will be conducted jointly with the school's Health and Safety Representative(s) (if possible) **using the appropriate monitoring forms.**

The H&S Governor will complete a written report using the **Premises Compliance Checklist** and submit their findings to the Head Teacher and the Local CAST Board on an annual basis. **This report will be uploaded by the Clerk to the LCB onto Governor Hub for audit and review purposes.**

Each school will designate someone to be responsible for following up items detailed in all safety inspection reports.

- **Change**

*For full details relating to monitoring, reference should be made to the **HSA05 Audit and Monitoring Arrangements Note. Governors may refer to the CAST Schedule of Accountability document which can be found in the Resources Library on Governor Hub.***