



**Kernow Learning**  
Building Excellent Schools Together

## Organisation and Arrangements for Health, Safety and Welfare at Charlestown Primary School

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### Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information in any other format, please contact us on 01726 812831 or email [charlestown@kernowlearning.co.uk](mailto:charlestown@kernowlearning.co.uk)



## Contents

<b>1. Responsibilities</b>	<b>3</b>
<b>2. Induction training</b>	<b>5</b>
<b>3. Welfare Provision</b>	<b>5</b>
<b>4. Consultation with employees</b>	<b>6</b>
<b>5. Arrangements for the Supervision of Pupils</b>	<b>6</b>
<b>6. First Aid</b>	<b>8</b>
<b>7. Pupils with Medical Needs</b>	<b>10</b>
<b>8. Accidents/Incidents</b>	<b>14</b>
<b>9. Training</b>	<b>16</b>
<b>10. Risk Assessment</b>	<b>17</b>
<b>11. Fire</b>	<b>18</b>
<b>12. Electricity</b>	<b>19</b>
<b>13. The Control of Hazardous Substances</b>	<b>20</b>
<b>14. Display Screen Equipment</b>	<b>21</b>
<b>15. Work Equipment</b>	<b>22</b>
<b>16. Management of Contractors</b>	<b>22</b>
<b>17. Personal Protective Equipment</b>	<b>24</b>
<b>18. Working Alone</b>	<b>24</b>
<b>19. School Security</b>	<b>25</b>
<b>20. Violence</b>	<b>25</b>
<b>21. Working at Height</b>	<b>26</b>
<b>Appendix 1 - Fire Evacuation Procedures</b>	<b>28</b>



## Statement of Safety Policy

Charlestown Primary 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 pupils, 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 pupils' 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 of all stakeholders and users of the school site 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 November 2024 (needs to be reviewed annually)



## 1. Responsibilities

*It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the trust. The individuals and groups identified below are expected to have read and understood the school'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 Kernow Learning. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of pupils, staff, visitors, volunteers 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/updates to enable them, in collaboration with the Headteacher, to prioritise resources for health safety and welfare issues.

### **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

### **Headteacher and Health and Safety Officer (HSO)**

The Headteacher and HSO 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 (when directed by the trust or Cornwall Council);
- 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 Health and 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.

At this school, the HSO is: the Headteacher

### The Senior Leadership Teams and other Management Staff

*SLTs and other Management staff have responsibility 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 checks;
- 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 CEO or Directors.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda)

### All Employees

*All employees have a general responsibility to:*

- Co-operate with their managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement); and
- Complete and apply any relevant training.

*In particular, employees have a responsibility for:-*

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures and working methods are followed (e.g. not standing on chairs to reach high displays);
- Ensuring that they undertake all relevant risk assessments involving their children, support staff, themselves, and where relevant members of the public.
- Ensuring protective equipment is used, when needed;
- Participating in inspections, 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 Trust's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.*

*Volunteers are provided with a school specific volunteers induction.*

*Volunteers are also expected to act only under the supervision of a qualified teacher or other relevant paid member of staff.*

*Volunteers are also expected to read and implement the code of practice supplied to them.*

## Contractors

*Site Managers and other linked staff, under the overall management of the Health and Safety Officer (HSO) are responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled. This is overseen by the Trust Estates Manager.*

*The HSO is appointed with the authority of the CEO to request action from the Contractor where conditions are considered to be unsafe.*

*Persons responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled is the HSO and Trust Central Team.*

### **2. Induction training**

As part of an induction process all new employees will receive Health and Safety Induction training, this will include as a minimum an introduction to First Aid, Fire and Welfare procedures. Staff inductions are signed off by Assistant Headteacher who undertakes them.

Contractors on site will be provided with a copy of the health and safety induction procedures and the code of conduct by reception staff on arrival. The company signs off on this process with the Central Team.

### **3. Welfare Provision**

Toilets; rest areas (Staff room) and catering is provided in accordance with relevant legislation. Where pupils bring their own food (packed lunch) this should be consumed only in designated areas or outside if weather permits.

Food should not be consumed in communal areas such as corridors.

Extra provision will be made available to vulnerable groups such as SEND, pregnant woman and new mothers.



#### **4. Consultation with employees**

*Employees will be consulted, including any union-appointed representatives. Consultation with employees is provided by:*

- CEO
- Headteacher
- Health and Safety Officer
- Senior Leadership Teams

Health and safety is a standing item on staff meeting agendas.

#### **5. Arrangements for the Supervision of Pupils**

##### **Opening Times**

The School will be open from:-

7.30am for those pupils attending Breakfast and After-School Club (BASC)

8.30am for pupils arriving for the start of school in KS2

8.40am for pupils arriving for the start of school in EYFS and KS1

And will close to pupils at:-

3pm for pupils in EYFS and KS1

3.15pm for pupils in KS2

5.30pm Monday-Thursdays and 4.30pm Fridays for pupils attending BASC

On weekdays during term time.

Between these times supervision will be provided. Pupils will not be allowed on site outside of these times unless for specific activities such as residential or extended services.

##### **Supervision arrangements**

EYFS, KS1 and KS2 pupils enter the school between 8.30 and 8.50am and go straight to their classrooms where the class teacher or teaching assistant are present.

Members of staff are on duty on the gates that provide entry to the school site.



## **Playtimes**

### **Staff Ratios**

KS1 – 3:120 (at least)

KS2 – 3:120 (at least)

## **Lunchtimes**

There are 8 Lunchtime Supervisors. Most teaching staff and approximately half of the teaching assistants stay on the premises at lunchtime.

## **Supervision Before and After School Regarding Drop Off and Collection by Parents**

Parents are made aware that there is no supervision for KS2 pupils before 8.30am and no supervision for KS1 pupils before 8.30am Parents can wait with their children.

If a pupil has not been collected at the appropriate time they are asked to wait with the class teacher and the office staff are informed. If the parent still has not arrived 15 minutes after the school finishing time, then a telephone call is made to the parent. The child is allocated a space in the after school club until collection and a charge is made.

## **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.





## 6. 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:-

<b>First Aid at Work</b>	<b>1</b>
<b>Emergency First Aid Qualified</b>	<b>20</b>
<b>Paediatric First Aid</b>	<b>4</b>

### Coordinator:

**The Headteacher and Micky Perks (First Aid at Work)** is responsible for overseeing the arrangements for first aid within the school. The co-ordination of first aid arrangements on a day to day basis and the booking of training is managed by **the office manager** The duties include ensuring:-

- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current
- Maintaining an up-to-date list of training in the training file.

Micky Perks will check first aid logs for indications of recurrent or frequently reported types of injury and provide termly analysis to the headteacher.

**Micky Perks** is the appointed First Aider for the school and is responsible for ensuring:-

- That first aid equipment is available at strategic points in the school - The First Aid stock is in the SEND office. (Off the main corridor from the admin office) . All classrooms have a first aid bag/box
- Class teachers/TAs ensure that the correct level of first aid equipment is maintained in each first aid box
- That orders for replenishing stocks are made

### First Aiders

All year groups have at least one first aider (staff member) working in them at all times. The school aims to train all staff in emergency first aid. New staff are added to the rolling programme of trainees. Refresher training is provided in line with guidance.



First Aiders 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 & 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 out of school hours\* is not provided for:-**

- Contractors
- Events organised by third parties e.g. ( 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). First Aiders are also responsible for replenishing first aid kits should equipment be used.

### **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 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 and in the case of pupil injuries, with the parents or legal guardians.

NHS HELPLINE: 111

### **Suspected Head, Neck & Spinal Injuries to Pupils**

In the event of **any** knock or cut to the head, or a suspected neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.



The attending first aider will complete the accident/head injury first aid form and then call the parent or carer. The attending first aider will inform the parents that it is school policy to inform of any head injury and relay to the parents how the injured child is presenting. The parents will be invited to attend school to check the child should they wish.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Helpline for advice or call 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 phone).

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

Records of notification by telephone to parents will be kept by the admin team.

Copies of written notification are held in the school office.

### **Escorting Pupils to Hospital**

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

If travelling in a member of staff's car, two adults must be present, the driver plus one other. Appropriate insurance will always be in place.

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

## **7. Pupils with Medical Needs**

The school recognises that it has a responsibility to support pupils with medical needs. 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/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf))

## Responsible Person

**Micky Perks and the Headteacher** are responsible for ensuring that the arrangements below are effectively implemented and maintained.

## Medicine in School

Medicines will only be administered at school when it would be detrimental to a student's health not to do so. The school will store and dispense medication to pupils 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; and
- Written parental consent has been given.

The school has an emergency epi-pen and Salbutamol inhaler.

Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.

Medication will be available to identified pupils at all times of the school day.

## Dispensing of Medicine

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

**The admin team** is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

All medication will be kept in a secure location:-



**Filing cabinet in office (or medical fridge in staffroom for medication requiring to be chilled).**

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

**Medical Log**

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

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

- name of pupil
- name of medication
- 'use-by' date
- dose
- time
- date
- signature of dispenser
- Witness name and signature
- comments/reactions
- date and time of last administration of medicine (this is to ensure that an overdose is not given and is a change following training received in September 2019)

**Medical Procedures**

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

**Off Site Activities**

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



## **Self-Management of Medication**

In certain circumstances the school will allow pupils 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

## **Training**

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of pupils with medical needs.

The responsible person will keep a record of all medical needs training.

## **Sharing of Information**

The responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

## **Individual Healthcare Plans**

The responsible person will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers.

## **Risk Assessment**

In addition to the healthcare plan the school will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.



Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

### **Unacceptable practice**

To prevent unacceptable practice the responsible person will ensure that:-

- Pupils have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that pupils with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the student becomes ill; ensure that he/she is accompanied to the school office/medical room by an appropriate person.
- Pupils with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that pupils with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

### **Complaints**

Parents/carers are encouraged to contact the Headteacher if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaint procedure.

## **8. Accidents/Incidents**

### **Reporting Officers**

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

Mark Clutsom Headteacher  
Liz Burnett (Assistant Head)  
Jane Woods Administrator

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

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



The Reporting Officer will record incidents using accident forms or AssessNET.

Reported accidents/incidents are regularly review by the Trust. The Trust is always keen to learn from accidents/incidents that occur and this also informs policy changes.

### **Accident/Incident Reporting Systems**

This school records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System, AssessNET. 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.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive via the duty health and safety officer at Cornwall Council.

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 potential injury – but didn’t – this will be recorded on AssessNET as a near miss.

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





## Reporting Timescales

	Reporting timescale
Pupils 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 if required.	Usually within 48 hours and in any case within 7 days.

## Accident/Incident Investigation

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

The Health Safety and Wellbeing Services Team will recommend an independent investigation of the accident/incident if the review indicates a need. The Headteacher undertake this.

## 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.

## 9. 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.

The Headteacher is responsible for carrying out the evaluation of training needs.



## **Staff Responsibilities**

Staff will undertake health and safety in the workplace training and Senior Leadership members will undertake managing health and safety training via SmartLog.

### **10. 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 the online Risk Management System (AssessNET).

The Headteacher is responsible for managing the risk assessment process.

Copies of risk assessments are available from the online system and frequently accessed assessments for school trips are located in the Educational Visits folder on sharepoint.

Risk assessments are delegated to staff to complete based on their content and who is best placed to undertake them. They are signed off by the headteacher and review dates are set.

#### **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.



Subject Leaders are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

## **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 the Headteacher and are also located in all classrooms.

## **11. Fire**

### **Fire Officer**

The person responsible for organising the school's fire precautions is The Headteacher

The Assistant Headteacher will 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
- Feeding back the school's performance during evacuation drills to management and other relevant persons.
- 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 to the LAB on issues of significance.

### **All Staff**

All staff are responsible for ensuring that pupils 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 Wardens**

The school has identified people to act as Fire Wardens for areas of the school:-

Mark Clutsom

Liz Burnett

Fire Wardens have received training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures.

### **Fire Fighting Equipment**

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

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment:-

### **Evacuation and Registration Procedures**

- See Appendix I – Evacuation Procedures

## **12. 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:-

Regular Portable Appliance Testing



Tests will be carried out by a known provider.

All test Certificates will be kept in the online Compliance Log (SMARTLOG) and a hard copy 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 should not be brought into the school. If phone chargers are brought in, they need to be PAT tested.

### **Co-ordinator**

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

The Co-ordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## **13. The Control of Hazardous Substances**

### **Hazard Assessment**

Our priority is to, wherever possible, use substances that do not pose any hazard but where this is unavoidable, 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.

A copy of school COSHH assessments is online for all staff to access.

### **Staff Responsibilities**

Staff shall not use any hazardous substance without first having read the COSHH Assessment.



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

### **COSHH Coordinator**

Estate Lead is responsible for ensuring that, before any new substance/chemical is used, a safety data sheet is held and COSHH assessment is obtained from Cornwall Council if necessary.

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.

## **14. Display Screen Equipment**

### **Workstation Assessment**

The Trust DSE Assessor is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding pupil workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

### **Equipment**

Appropriate DSE equipment will be provided as identified by workstation assessments.



## Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

Staff who are entitled to an eye test can request advice and guidance from the Trust HR Manager.

## 15. Work Equipment

The Headteacher is responsible for overseeing the purchase of all work equipment as part of signing off all purchase orders.

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.

## 16. Management of Contractors



The Headteacher is responsible for overseeing the day to day management of all contractors on site.

### **Selection of Contractors**

The school will only select contractors to carry out work who have demonstrated:-

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate public insurance

### **Management of Contractors**

Supervision of contractors will, to an extent, depend on the type of work being carried out:-

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of school staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to book in at reception and carry visible identification on a visitors lanyard when undertaking work during term time.

Senior members of school staff, in consultation where appropriate with the HSO, are empowered to stop work if there is a concern for the health, safety or welfare of any stakeholders.

Direct supervision will not be necessary where the area of work is physically separate from the school (for example: where there is construction on site).

### **Construction Works**

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the school and will be out-of-bounds to all non-construction workers





except for the purposes of contract management. Construction Design and Maintenance Regulations will be managed by the Trust Estates Lead.

## **17. 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 pupils.

### **Purchase and Storage of PPE**

The Headteacher will be responsible for ensuring that PPE 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. Where PPE is required or offered, guidance on the correct use is provided.

In addition the Headteacher 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 pupils are required to wear it correctly.

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

## **18. 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 Risk Assessment folder.

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

## **19. School Security**

The Caretaker and caretaker's apprentice are the appointed persons who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

### **Security Firm Personnel Attendance**

The school has a contract with a security firm who will respond to alarm activations without recourse to a school key holder.

## **20. 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, pupils or visitors to this school. Our code of conduct is published on the school website.

### **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 pupils 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 Pupils**

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

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

### **Responsible Person**

The Headteacher 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. The school aims to always have 4 people trained in this.

## **21. Working at Height**

When working at height the correct equipment should be used at all times to mitigate the potential risk to health and safety. Each class room has a footstool that can be used. Staff should not climb on chairs or furniture.

No working at height should be undertaken when working alone.



Equipment should meet the Class 1 or 2 standard:

Max Safe Working Load: 175 Kg (27.5 st) for Class 1 and 150 Kg for Class 2. For daily use where onerous conditions of use, carriage & storage occur.

Any un-safe equipment or concerns about equipment should be reported to the appropriate Site Manager as soon as possible, and where equipment is damaged taken out of use immediately.

Ladders should be stored in a secure manner such as to prevent unauthorised use and are regularly reviewed. Working at height training is provided on SmartLog for those personnel that are authorised to use ladders.

Staff should use a dynamic risk assessment of the work to be undertaken at height. If staff are unsure of what is the right equipment to use advice should be sought from the HSO.

Mobile towers are only to be used by staff who have completed the relevant induction training and any excessive high-level work must only be undertaken by fully trained staff.



## **Appendix 1 - Fire Evacuation Procedures**

### **In the event of a Fire:**

**The person discovering it will raise the alarm, by pressing the nearest alarm point. They will call 999 and inform the HT or most senior member of staff on duty.**

### **On hearing the alarm (continuous alarm sound):**

**All class based staff and children are to walk as quietly as possible into the following areas:**

**Y1 and EYFS are to evacuate and assemble on the EYFS/Y1 playground.**

**Y2 assemble on the KS2 playground**

**Polzeath, Marazion, Watergate and Caerhays are to assemble on the KS 2 playground.**

**Fistral, Crantock, Carlyon Bay and Gorran assemble on the Astro turf.**

**No-one is to collect belongings etc., they must leave the building immediately. No-one must re-enter the building without the permission of the HT (or most senior member of staff)**

**All staff are to have their class 2 way radios, take the 'fire register' with them and take a register (calling names) when assembled, reporting anyone missing to the HT (or most senior member of staff) immediately.**

**Non class based staff are to use the nearest exit and assemble at the nearest point. E.g. the office team and kitchen staff assemble by the KS2 playground, outside the gates.**

**Visitors are to follow (e.g. those working with children will leave with their class, those visiting other colleagues or contractors etc. will leave via the nearest exit and gather at the nearest assembly point.)**



**The admin team will use the office iPad to check the register of visitors to ensure they have all been safely evacuated.**

**The Fire Marshall (usually the HT or in their absence another member of SLT) will sweep the safe areas (including toilets) to ensure that no-one is left behind.**

**They will liaise with the fire officers to ensure that the school is safe before re-entering, or allowing others to return.**

**If this is a false alarm, then the alarm will be resent and everyone will be asked to**