



# Bishop Cornish CEVA Primary School

## Health and Safety Policy

Reviewed: October 2024

Next Review: September 2025

Tracey Fletcher

Head Teacher

Tim Parkman

Chair of Governors

**Our Mission Statement:** To inspire through faith and love, that all may flourish.

*Those who do what is right will flourish like a palm tree,  
they will grow like a cedar of Lebanon;  
<sup>13</sup> planted in the house of the Lord,  
they will flourish in the courts of our God.  
<sup>14</sup> They will still bear fruit in old age,  
they will stay fresh and green,  
<sup>15</sup> proclaiming, "The Lord is upright;  
he is my Rock, and there is no *wrong* in him." Psalm 92 12:15*

The Christian values that we hold as a school permeate throughout all areas of school life.

**Friendship, Perseverance, Respect, Compassion, Trust, Justice**

**Bishop Cornish CEVA Primary School**  
**Statement of Health and Safety Policy**  
**October 2024**

Bishop Cornish CEVA 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 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 September 2025.

Approved and adopted by:

*Tim Parkman*

*Tracey Fletcher*

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Chair of Governors

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Head Teacher

On: 3<sup>rd</sup> October 2024

## 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'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 The Governing Body. 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 Headteacher, 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 Ben Elford**

### **Headteacher**

The Headteacher 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;
- 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:-

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	The Headteacher
Regular inspections	Class teachers for classrooms; the caretaker for other areas of the school.
Accident Investigation	The Headteacher
Governors responsible for Health and Safety	Mr Ben Elford
Employee training needs	The Headteacher
Contractor management	The 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 and faculty/department heads 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 Headteacher;
- 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 Headteacher; 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'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.

### **Procedure List**

1. Arrangements for Supervision of Students
2. First Aid
3. Accidents/Incidents
4. Pupils with Medical Needs
5. Training
6. Risk Assessment
7. Property Maintenance/Compliance
8. Fire
9. Electricity
10. Water Safety
11. Asbestos
12. The Control of Hazardous Substances
13. Display Screen Equipment
14. Work Equipment
15. Management of Contractors
16. Personal Protective Equipment
17. Working Alone
18. Violence
19. Educational Visits
20. Work at Heights
21. Manual Handling

## 22. Portable Appliances

### 1. Arrangements for the Supervision of Students

#### Opening Times

The school will be open from:- 8.50am

And will close to students at:- 3.15pm

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 lessons start time; every class has a qualified teacher. Every class is currently supported by a teaching assistant.
- Supervision ratios and locations of supervisors at break and lunchtimes; there are two members of staff on duty at break time and seven lunchtime supervisors.
- Areas to be used by students outside lessons times: children have access to the school playgrounds and sports field.
- At the end of the school day parents collect pupils from the car park area of the school. Reception and KS1 pupils are released from the play area when parents/carers have been seen. If there is no one there to collect them they are escorted to the reception area by an adult.
- KS2 pupils are released from their classrooms to meet up with parents in the 'pick up' zone. Children return to the reception area if there is no one to collect them at the designated time and place. All pupils are supervised in the reception area.

#### 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 [1]

Emergency Aid Qualified [0]

Paediatric First Aid Qualified [9]

### **First Aid Coordinator**

Mrs Chris Hale is 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.

- KS1 and KS2 Areas plus the school reception area.

A sufficient number of personnel are trained in first aid procedures

**First Aid at Work** - Mrs Chris Hale 8<sup>th</sup> February 2023 (expires February 2026).

### **Paediatric First Aid:**

**September 2023:** Lotty Dunbar, Vicky Oakes, Leanne Elford, Sarah Stokesbury, Jenna Dark, Lydia Wilmot.

### **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 specifically 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 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 111. 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 will notify parents/guardians of any other significant injury by way of: -

- A telephone call and
- A copy of the first aid reporting slip.

Records of notification by telephone and slips to parent/guardians will be kept in the first aid reporting book.

### **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. Accidents/Incidents**

### **Reporting Officers**

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

Mrs Chris Hale and Mrs Lotty Dunbar

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.

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.

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 this will be reported to the Headteacher who will review the risk.

### **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 the Headteacher 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 the Headteacher) will be reported to 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.

For Maintained Schools:-

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

## **4. 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**

The headteacher is 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 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; and
- Written parental consent has been given.

The school does not keep or dispense any other medication other than salbutamol or antihistamines for use with the emergency asthma kit and pain relief (e.g. age appropriate Calpol). Permission is sought from parents first before dispensing.

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 students at all times of the school day.

## **Self-Management of Medication**

This school does not allow students to carry or manage their own medication.

## **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 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.

## **Storage of Medicine**

Medicines will be securely stored in the storeroom off the reception area.

All medicines must be signed in in the Medicines Log.

Any medicine given out or administered must be recorded in the Medicines Log via the Medical Tracker app.

Medicines can only be given out by Lotty Dunbar, Chris Hale, the headteacher, the class TA.

### **Facilities for Medical Procedures**

The school office can be used for medications and medical treatments to be administered school office.

### **Training**

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of students 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

This information will be shared via the Medical Tracker app.

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:

- Students 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 students 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 room by an appropriate person.
- Students 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 students 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.

## **5. Training**

### **Identification of Training Needs**

The school does carry out evaluations 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 and presenting recommendations to the 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 Assessnet.

The Headteacher is responsible for managing the risk assessment process and producing relevant reports for the Governors.

Copies of risk assessments are available from the School Administrator.

### **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

### **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.

## **7. Property Maintenance/Compliance**

The school has a duty to ensure that its buildings are maintained to safe standard at all times. This school uses a range of contractors to ensure that it complies with all statutory compliance duties.

Through its Scheme of Delegation (see relevant policy) this school outlines its procedures to ensure that it procures services for the support of compliance and maintenance in a responsible way from reputable providers.

## **8. Fire**

### **Fire Officer**

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

The Deputy 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
- 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 Headteacher 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**

- Alarm system details (including methods for raising the alarm)
- Exit routes
- Assembly points
- Signage
- Contingency arrangements if a quick return to the building is prohibited
- Arrangements for taking registers
- Arrangements for other people on site (e.g. contractors, visitors, etc.)
- Emergency contacts & mobile phone
- Arrangements for contacting the emergency services
- Arrangements for liaising with the emergency services once they arrive on site.
- Arrangements for evacuating disable people (each person will require a personal emergency evacuation plan(PEEP)
- Arrangements for evacuation to a location off-site
- Arrangement for other emergency evacuation such as flood, bomb threat, etc.

### **Emergency evacuation**

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the setting and based upon risk assessment in line with others using the building.

- Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment (as above).
- Staff evacuate children to a pre-designated area unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will act upon the advice of the emergency services at all times.

***Emergency procedures- All staff and children to evacuate via their classroom exit doors to the outdoors.***

***KS2 children to line up in their class groups with their teacher and support staff on the KS2 playground.***

***KS1 children to line up in their class groups with their teacher and support staff on the KS1 playground.***

***KS1 Library children to line up in the carpark.***

***Kitchen staff to exit building via the kitchen fire exit to the carpark.***

***Headteacher, Deputy Headteacher and office staff to grab their phones (if possible).***

***Headteacher and Deputy Headteacher to sweep the building.***

***Office staff to provide class registers. Staff and visitor attendance to be checked via Sign In App on their phones. One member to proceed to carpark, one to proceed to KS1 and KS2 assembly point.***

***Emergency contact details can be accessed via Integris which is cloud based.***

***All personal belongings must be left.***

***Designated assembly points: KS1 and KS2 playground and carpark.***

***Head count/register taken at assembly points.***

***Emergency services to be contacted by office staff.***



## 9. 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: -

MH Hart Ltd

Tests will be carried out by MH Hart Ltd

All test Certificates will be kept in 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 bought into the school.

### **Coordinator**

The Finance Administrator 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 Coordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## 10. Water Safety

The school will undertake to inspect and test all water supply sources in the building by a competent person on the following basis:-

Monthly testing

Tests will be carried out by Reef Water Solutions

All test Certificates will be kept in main administrative office.

## 11. Asbestos

The school will undertake to inspect and test all asbestos sources identified in the building by a competent person on the following basis:-

Prior to any building work.

Tests will be carried out by an approved contractor.

All test Certificates will be kept in the Asbestos file located in the administrative office.

Advice is available from the following document: [Managing asbestos in your school](#)

## 2. 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).

COSHH assessments are kept by Cleverchefs and Cleanforce Ltd (the contractors).

### **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**

The Contractors are responsible for ensuring that, before any new substance/chemical is used.

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

The Contractors are 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 Contractors are responsible for ensuring that COSHH assessments are also obtained 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.

## 13. Display Screen Equipment

### **Workstation Assessment**

Mrs Hale is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student 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 must approach Mrs Hale in order to request a test.

## **14. Work Equipment**

The Headteacher 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.

## **15. Management of Contractors**

The Contract Manager (Peridot) is responsible for overseeing the 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 employers and 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 carry visible identification.

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.

## **16. 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/academy] 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**

The Headteacher 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 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 students are required to wear it correctly.

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

## **17. 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. These procedures are that the member of staff alerts a family member as to their time of return and the Headteacher is alerted if this fails to occur. If it is the Headteacher lone working they have an agreed home time.

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

### **School Security**

The Caretaker 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.

The Caretaker 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.

Mrs Frost and Mrs Oakes are the school's nominated representatives who will respond in an out-of-hours call out.

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

## **Call Out Arrangements**

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided.

### **Police attendance**

In any call out situation it is preferable to meet the police at the site entrance or at the police station before travelling to the site. This ensures that there will be at least two people present on site with a direct link to support should it be required.

Or

Where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact the police should the individual not return at a given time.

Mrs Frost should normally contact home on arrival at site, at regular intervals whilst on site, when leaving the site and when arriving safely home.

A member of staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No member of staff is expected to enter a building where it is believed that there is a significant risk.

## **18. 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'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**

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

## **19. Educational Visits**

The school is mindful of its responsibilities with regard to the safe delivery of off-site activities and school trips.

### **Responsible Person**

The responsible person for school trips and off site activities in this school is the Headteacher.

### **Parental Consent**

The school does not always need to have parental permission to take children off site for activities which take place as part of the school day and within school hours. However, it does have to inform parents about where their children will be.

Parental consent is required if children are taken out of school for a visit which extends beyond the normal school day and for activities that need a higher level of risk management.

The school takes it's guidance for the supervision of children whilst on school trips from the Government's guidance on [Health and Safety in schools](#).

### **Visits to Approved Educational Activities**

The school on occasion use providers of activities which have an approved educational purpose for specific individual learning activities or for group activities. All such provision should have an up to date licence to work with children and this can be check with the HSE before the school involves itself with the provider.

These providers should have their risk assessments in place and should provide them to all users of their services. The school should provide a risk assessment that identifies the potential risks involved in using a provider.

All licenced providers should have Enhanced Criminal Records checks for staff working with children or on their sites. The school should ensure that these are in place before using the provider.

These providers should also have a public liability insurance to cover all of the work they do with students.

The school also has public liability insurance with Cornwall Council.

Parents can also take out their own insurance from reputable insurance providers.

## **Staff Pupil Ratios**

There are no specific ratios set out in legislation the school is expected to provide 'effective' supervision depending upon age, activity and setting.

This school starts with general supervision ratios of:

- School years – Nursery/preschool/Yr 1 to 15
- School years – Y1 to Y3 1 to 30
- School years – Y4 –Y6 1 to 30

For out of school activities or different activities:

- School years – Nursery/preschool/Yr 1 to 6
- School years – Y1 to Y3 1 to 7
- School years – Y4 –Y6 1 to 15

When taking children out of school there are some good practice guidelines which schools should be mindful of:

- Good planning
- Awareness of the nature of the visit/activities to be embarked upon
- Any relevant risk assessments
- Trained staff – EVC, Paediatric 1<sup>st</sup> aid, specialist training to meet the needs of children with special needs.
- The level of experience of the staff attending

Staff attending should be made aware by the school of their responsibility and duty of care towards the children in their care whilst in a supervisory capacity.

School trip and visits should enhance children's learning, build strong relationships and be exciting learning adventures; remember 'health and safety measures should help them to do this safely, not stop them.'

## **20. Work at Heights**

Within the school and its grounds, work at height should always be avoided where possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that lasts for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access.

- Step stools in the school must be at one of the minimum standards or class:
- BS 3777
- EN 14183
- Have a maximum capacity rating of 150kgs

Stepladders and ladders in the school must be at one of the minimum standards or class:

- BS 1129/Class 1 (wood)
- BS 2037/Class 1 (metal)
- BS EN 131 (wood, metal & glass fibre)



## **Standing on tables, chairs or other furniture for any reason is strictly prohibited.**

All access equipment must be visually checked before use; as instructed in the Safe Working Procedure document.

All ladders and step ladders must be thoroughly checked once a term, using a checklist to ensure consistency of the inspection. Records of the checks will be kept by the training manager.

### **Training**

It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Refresher training is required at least every three years.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct of safe use, then they are to contact the Head teacher/Site Supervisor prior to use.

The following sets out the minimum instructional training and/or training course requirements for access equipment used in the school:

Step stools – A simple instructional training brief is to be given by the Site Supervisor to all users.

Step Ladders – Where low risk at height may be required to be undertaken using stepladders, staff members must be trained first by the Site Supervisor.

## **21. Manual Handling**

- Avoidance of risk

The School will eliminate, as far as is reasonably practicable, the need for its employees to carry out manual handling tasks that involve a risk of injury.

- Assessment of risk

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are available on the EEC system or from the Site Supervisor. Safe working procedure for manual handling has been prepared and placed in the staff H&S file.

- Reduction of risk

The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when and by whom this should be implemented. The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of risk.

- Responsibility for assessment

The Site Supervisor and curriculum leaders have the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the School which are regularly reviewed.

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable". Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will have sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

The School will ensure all employees receive information and training in manual handling. The purpose of this is to:

- Inform employees of legislation, policies and procedures they must follow to reduce the risk of injury.
- Inform employees of their responsibility to look after the health and safety and that of those who may be affected by their actions.
- Provide practical advice and training on best practice in manual handling.

## **21. Portable Appliances**

Portable appliances (electric not gas) can only be used in school as an emergency should the heating system fail.