



St Mewan Primary SCHOOL

Health and Safety Policy Procedures and arrangements

Approved by Governors:

To be reviewed:

Governors

The governors of each school in the MAT 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 Head Teacher to prioritise resources for health safety and welfare issues.

The Governors for this school 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 for this school is named in Appendix 1.

Head Teacher

The Head Teacher has overall responsibility for Health and Safety at this school. Whilst responsibility cannot be delegated, the function and day to day running can be delegated to other members of staff.

In this school the function and duties are supported by The Deputy Head Teacher and the Assistant Head Teacher.

Head Teacher (see appendix 1)

Head Teacher duties are:-

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
 - Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.
 - Ensuring that an investigation is carried out by a competent person, following an accident or incident and deciding on the level of investigation needed.
 - Ensuring that a school Health and Safety Committee is established and that the committee meets a minimum of twice per year. Where two or more schools share a site, a single committee can be established as long as there is representation from all schools.
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- Reporting to the CELT Chief Operations Officer any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school).
- Appointing a named first aid co-ordinator for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school.
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk. These assessments must be reviewed regularly.
- 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 Governors and the Local Education Authority.
- Ensuring that Health and Safety arrangements within the school are aligned to the CELT Health and Safety Policy.
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Informing the CELT Chief Estates & Facilities Officer of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- Ensuring Site security

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:

H&S Coordinator:

The delegated H&S Coordinator (named in Appendix 1) shall:

- Assist the Head Teacher in the implementation, monitoring and development of the health & safety policies within the school and apply the CELT Health and Safety policy to the school.
 - Monitor general advice on safety matters by relevant bodies and advise on its application to the school;
 - Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk activities within their department, such as Science, Design and Technology, PE and Art.
 - Have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of and make use of such guidance.
 - Maintaining the Schools risk assessment system, ensuring regular reviews following expiry and/or significant changes or incidents. To assist with risk assessments as and when required. Or seek guidance from Cornwall Council Health and Safety Co-ordinator
 - Checking that appropriate inspections are being carried out and recorded and resolve any problems recorded.
 - Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
 - order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Head Teacher.
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- Resolving any health and safety or welfare problems members of staff refer to them, informing the Head Teacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Checking the adequacy of fire precautions and procedures in liaison with the Head Teacher and CC H&S Coordinator. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility/School.
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available.
- Ensuring that all accidents (including near misses) occurring within the School are promptly reported and investigated using the appropriate forms etc.
- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

All Employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities.

Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

In particular employees have a responsibility for:-

- Comply with the CELT and school's Health and Safety Policy
- Report all accidents and incidents
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Ensuring safe procedures are followed.
- Participating in inspections and the Health and Safety Committee if appropriate;

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/academy]'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.

Out of school activities

Each event or club requires a risk assessment.

Organisation and Arrangements for Health Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that the Multi Academy Trust's Health and Safety Policy is fulfilled.

Procedure List

1. Arrangements for Supervision of Students
 2. First Aid
 3. Medicine in School
 4. Pupils with Medical Needs
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 7. Risk Assessment
 8. Fire
 9. Electricity
 10. The Control of Hazardous Substances
 11. Display Screen Equipment
 12. Work Equipment
 13. Compliance and Mandatory Testing
 14. Management of Contractors
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- 15. Personal Protective Equipment
- 16. Working Alone
- 17. Violence
- 18. Manual handling
- 19. Work at height
- 20. Hot Works
- 21. Noise
- 22. Hand Arm Vibration
- 23. Sun Safe
- 24. Business Continuity
- 25. Shared Premises

Responsible Person

The Head Teacher is responsible for ensuring that the arrangements below are effectively implemented and maintained.

1. Arrangements for the Supervision of Students

Opening Times

The School will be open from:-

8.00 am

And will close to students at:-

6.00 pm

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

Risk assessment has been completed to determine the supervision needs at break and lunch times, as well as Breakfast and After School Clubs.

Supervision arrangements are:

Junior playground: 3 supervisors at break time; 4 supervisors at lunch time. The supervisors have allocated station – by the gate, by the fence (gate side), 2 by the dividing fence.

Infant playground: 2 supervisors at break time; 3 supervisors at lunch time.

A roving supervisor moves between the two playgrounds at break and lunch times, providing additional supervision.

Breakfast and After school Clubs – the level of supervision must be at least the same as in the classroom.

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.

Appointed Educational Visits Co-ordinator (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.

2. First Aid

Assessment of Needs

An assessment of first aid needs has been carried out using the EEC software and has identified that the following numbers of trained staff is required:-

First Aid at Work Qualified 3

Emergency Aid Qualified all staff

Paediatric First Aid Qualified 4

Minimum first aid requirement for all CELT schools is 2 Fully trained first aiders (First Aid at Work)

First Aid Coordinator

First Aid Coordinator is responsible for overseeing the arrangements for first aid with the School. The First Aid Coordinator's duties include ensuring that:-

- Maintaining school and student records of first aid support given to staff and students.
 - Maintaining first aid kit stocks and records. In conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
 - Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.
 - First Aid equipment is available at strategic points in the School
 - A sufficient number of personnel are trained in first aid procedures. See Appendix 2
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This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders listed in the Appendix 2 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 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

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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/academy] will notify parents/guardians of any other significant injury by way of:-

- A telephone call
- A form

Records of notification by telephone to parent/guardians will be kept in the First aid logs. Copies of written notification are held in the First Aid logs.

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. 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 year’s settings:-

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

4. 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
- Written parental consent has been given.

The school does not keep or dispense any other medication [other than salbutamol for use with the emergency asthma kit (see below)].

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.

Administering Medicine

The School Administrators / Office Manager will be responsible for:

- Administering prescription medicines when parental consent has been obtained to do so. Subject to appropriate training.
 - In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
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- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely – this may be done by an appointed member of staff other than the Administrator.

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

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 office or staffroom fridge.

All medicines must be signed in in the Medicines Log.

Any medicine given out or administered must be recorded in the Medicines Log.

Medicines can only be given out by First Aiders/Reception staff.

Facilities for Medical Procedures

A room can be provided for medications and medical treatments to be administered.

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

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

Best 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; ensure that he/she is accompanied to the school office/medical room by an appropriate person.
 - Students with significant 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.
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- 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 Head Teacher 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. Accidents/Incidents

Reporting Officers

Designated members of staff (named in Appendix 1) have access and authority to report accidents and incidents:

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 in the School Accident book.

Two members of staff must be registered to use the CC Online reporting system

Accident/Incident Investigation

All incident reports will be reviewed by the Head Teacher 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 Head teacher) 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.

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

6. Training

Identification of Training Needs

The School has carried out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments has been 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 Head Teacher is responsible for carrying out the evaluation of training needs and presenting recommendations to the Governing Body.

All staff must complete basic H&S and Fire Awareness training

Staff Responsibilities

Staff must attend or complete health and safety training provided by the school.

7. Risk Assessment

Risk Assessment

H&S Co-ordinator is responsible for managing the risk assessment process and producing relevant reports for the Governors/Head Teacher. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

The School uses EECLIVE risk management software and safe working practices have been produced to disseminate the risk assessment findings

Copies of risk assessments are available from the Site Manager/H&S Co-ordinator.

Offsite Activities

All offsite activities will undergo a Risk Assessment, disseminated to all staff/volunteers prior to leaving.

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.

Curriculum coordinators 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 EECLIVE and from the Site Manager.

8. Fire

Fire Officer

The person responsible for organising the school's fire precautions will be the Fire Safety Manager. The Fire Safety Manager here is the Site Manager

The Head of School 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 Executive Head Teacher 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.
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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:-

See Appendix 2.

Emergency Evacuation Procedures

Discovery of a fire

- Refer to Fire Policy

Evacuation to safe location (if return to school is not possible)

- Emergency procedure in the event of major fire, bomb threat, gas leak, flood

Refer to Emergency Procedures

9. Electricity

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent annually

Tests will be carried out by suitably qualified person (Appendix 1).

All test Certificates will be kept in Site 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. Or by prior agreement. Any such items must be electrically tested

Coordinator

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

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

10. 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 Hazards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by Site Manager.

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard 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 Site Manager is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

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.

11. Display Screen Equipment

Workstation Assessment

The Head Teacher 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.

The school will use a trained DSE Assessor.

DSE assessment will be completed by all DSE users (see below) at the start of employment or following significant changes (e.g. new workstations). The assessments will be followed by the workstation assessment by a trained DSE assessor (Appendix 1) and by Head teacher.

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.
- Additionally, each individual school will cover the cost of basic frames and lenses, should tests show the employee requires them specifically for DSE work.

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

12. Work Equipment

The Head Teacher and Site manager are 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
- Any faults must be immediately reported

Staff must not use new items of work equipment unless appropriate training has been given.

13. Compliance and Mandatory Testing

Compliance servicing and Mandatory testing will only be carried out by a qualified and suitable contractor. The Trust's Estates team have procured the schools compliance testing contracts.

Records will be kept up to date by the Site Manager, online or in the school's office where the estates team can have full access.

14. Management of Contractors

The Site Manager is responsible for overseeing the management of all contractors on site.

The Site Manager is also responsible for ensuring all contractors have received H&S information, such as may be needed to minimise the risk from the contractor's activities on School site.

Selection of Contractors

The school will only select contractors to carry out work who are registered with CHAS or other safety schemes, or 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.

15. 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 specialist PPE is required, staff may wish to refer to the H&S team at Cornwall Council or the HSE.

Where identified as necessary PPE will be provided without cost to staff or students.

Purchase and Storage of PPE

Site Manager 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, Site Manager 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.

16. 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 on display in the staffroom and other key locations.

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

School Security

Site Supervisor/Head Cleaner 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 site supervisor/site team are 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.

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

Security Firm Personnel Attendance

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and staff with the key holder whilst they check the site.

PJI Security Ltd

Huntersmoon

Higher Harros, Roche

St Austell, Cornwall

Telephone:(01726) 890318 / 891993

Or

Two Persons Attend

17. Violence

Violent Incidents

Any instance of violence (physical or verbal) to an employee, trainee or contractor must be reported (regardless of whether an injury is sustained).

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 Head Teacher 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. Within this school the following staff are trained in Team Teach techniques:-

See Appendix 1

A specific policy and procedures aimed at the control of students has been adopted.

18. Manual Handling

- Avoidance of risk

The School will eliminate, as far as is reasonably, practicable, the need for its employees to carry out any 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 Site Manager. Safe working procedure for manual handling has been prepared and placed in staff HS 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 the risk.

- Responsibility for assessment

Site Manager 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 be 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 their 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.

19. Work at height

Within the school and its grounds, work at height should always be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that last 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 7377
- EN 14183
- GS Approved
- 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)
- GS Approved (wherever this marking/standard is used)

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

For anything other than low risk, short duration work at height, the work is to be done using a mobile tower.

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

All ladders and stepladders must be thoroughly checked once a term, using checklist to ensure consistency of the inspection. Records of the checks will be kept by the Site 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 or safe use, then they are to contact the Head of School/Site Manager 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 Site Manager to all users.

Step Ladders - Where low risk work at height may be required to be undertaken using stepladders, staff members must be trained first by Site Manager; alternatively, this training may be provided by any external competent training course provider. This training will cover:

1. The school's work at height policy requirements.
2. HSE Working at heights guidance information
3. Specific safe working procedures and risk assessment
4. School safe working procedures for work at height.

Ladders and step ladders (high risk) – for accessing roofs, Site Staff must attend a formal stepladder and ladder safety training course.

In addition, all staff are expected to be familiar with school safe working procedures for using stepladders and putting up displays.

Site and activity-specific risk assessment must be completed for one-off or exceptional tasks.

20. HotWorks

A formal Hot Works Permit/Permit to Work system is in place and must be adhered to at all times. The Hot Works system can be found in the reception office

Copies of all Hot Works Permits/Permits to Work, will be shared with the CEFO.

21. Noise

The School will put in place measures to protect employees from the risks of noise induced hearing loss (and tinnitus), which can be caused by exposure to excessive noise. These measures will include:-

- Assessing the risks from noise exposure
 - Taking measures to reduce noise exposure where a risk assessment shows that this is necessary
 - Ensuring the level of noise generated is taken into account when a new piece of equipment is purchased or hired
 - Providing hearing protection where necessary if risks cannot be adequately reduced by other means.
 - Providing training and information for employees on the risks from noise and the measures in place to reduce these
 - Providing health surveillance where the risk assessment shows that this is appropriate.
-

22. Hand Arm Vibration

Each School will put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration.

These measures will include:

- Assessing the risks from vibration exposure
- Taking steps to reduce vibration exposure
- Taking into account vibration risks when purchasing or hiring equipment
- Providing training and information for employees on the risks from vibration and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate.

Where possible any such activities shall be contracted out

23. Sun Safe

The school will remind parents of the important to send hats and sun cream to school with their children.

The school will encourage children to wear hats during playtimes, lunchtimes and outdoor P.E. lessons. Sunscreen should be applied before pupils come to school and encouraged to drink constantly.

24. Business Continuity

The school has the following plans and procedures to deal with a lockdown, critical incident and emergency closure,

- Partial and full lockdown procedure
- Emergency Plans

These can be found in the reception office.

25. Shared Premises

There are no shared premises at this school but the school will endeavour to communicate with it's neighbours about events where necessary.

Appendix 1 – Named individuals with responsibilities

Responsibility	Named Individual
Health and Safety Governor	tbc
Head Teacher	Elaine Badger
Deputy Head Teacher	Kay Walker
Assistant Head Teacher	Anna Wilcox
The person appointed with the authority of the Principal to request action from the Contractor where conditions are considered to be unsafe	Andrew Gibson Kay Walker Anna Wilcox
Fire Safety Manager	Andrew Gibson
H&S Coordinator	Andrew Gibson
First aid coordinator	Andrew Gibson
Educational Visit Coordinator	Andrew Gibson
Reporting Officer (Accidents)	Andrew Gibson
Deputy Reporting Officer (Accidents)	Dani Hamley
Electrical Test Contractor (PAT)	In house (Andy Case)
Site Manager	Andrew Gibson
DSE Assessor	MAT DSE Assessors - Chris Bennett
Team Teach Staff	Elaine Badger Andrew Mitchell Jon Evison Tracy Banfield Andrew Gibson
Staff designated to attend call-outs out of school hours	Head Teacher Site Manger
Security company	Waldons

Appendix 2 – First Aid Qualifications
First Aid at Work (3 Days) See First Aid list

Emergency First Aid at Work (1 day)
See first aid list

Paediatric First Aid
See first aid list

First Aid in the Outdoors
See first aid list

Staff trained in the use of fire-fighting equipment: TBA
