



**Keskowethyans**  
*Multi Academy Trust*

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Review Period	Annual
Circulation of Policy	
Signed by Chair	

# Health & Safety Policy

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Administrators	15.11.16
Lead Teachers	15.11.16
GS for Website	15.11.16
Relevant other i.e. Safeguarding Director/ Subject Co-ordinator	

## KESKOWETHYANS MULTI ACADEMY TRUST

### Statement of Health and Safety Policy

#### Keskowethyans Multi Academy Trust:

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Multi Academy Trust's (MAT) activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the MAT'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 parents/guardians of any health, safety or welfare issues relevant to their child/ren.
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 annually.

#### Responsibilities

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

#### The employer

The employer is the Board of Directors of the Keskowethyans Multi Academy Trust. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of pupils, staff, visitors and contractors.

#### Directors

The directors are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The directors will receive regular reports to enable them, in collaboration with the Headteacher and Business Manager to prioritise resources for health safety and welfare issues.

The Directors have appointed a Safety Director to receive information, monitor the implementation of policies, procedures and decisions and feed back to the Board of Directors on health safety and welfare issues.

The Health & Safety Director is the Chair of the Premises Committee

#### 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 Directors;

- 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 directors 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. The following functions have been delegated to:

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	Business Manager
Regular inspections	Business Manager
Accident Investigation	Business Manager
Chairing Health and Safety Committee	Chair of Premises Committee
Employee training needs	Business Manager
Contractor management	Business Manager

### **Competent Health and Safety Advice**

The MAT recognises that it must have access to competent health and safety advice. The Mat's competent advisors are Ellis Whittam.

### **Business Manager**

The Business Manager has 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 Directors
- 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, Directors and Health and Safety Advisors.

### **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;
- Ensuring suitable risk assessments have been carried out for all activities where there is a significant risk
- 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 MAT'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.

### Contents

		Page
1.	Arrangements for Supervision of Pupils	6
2.	First Aid	6
3.	Pupils with Medical Needs incl the use of an emergency asthma kit	9
4.	Accidents/Incidents	11
5.	Training	12
6.	Risk Assessment	12
7.	Fire	13
8.	Electricity	14
9.	The Control of Hazardous Substances	14
10.	Display Screen Equipment	15
11.	Work Equipment	15
12.	Management of Contractors	16
13.	Personal Protective Equipment	18
14.	Working Alone	18
15.	Violence	20
	Appendix i	21

## 1. Arrangements for the Supervision of Pupils

### Opening Times

MAT Schools will be open from:- 08:45 And will close to pupils at:- 15:15

On weekdays during term time.

Between these times supervision will be provided. Pupils will not be allowed on site outside of these times.

### Supervision arrangements

Children will be supervised by staff during the opening times above.

Children are only allowed to leave with an adult authorised by their parents. Any child/ren not collected at the end of the school day will be looked after by a member of staff until a parent or other authorised person arrives to collect them.

School	Between 8.45 and class starting	Break/lunch times	Between end of lessons and collection
Coverack	Teachers/TAs on a rota basis	Teachers/TAs on a rota basis	Teachers/TAs
Grade Ruan	Teaches/TAs on a rota basis	Lunchtime Supervisors	Teachers/TAs
Manaccan	Member of staff – rota basis	Lunchtime Supervisors	Teachers/TAs
St. Keverne	Teachers/TAs on rota basis . Rota in staff room	Lunchtime supervisors	Teachers/TAs
St. Martin	Member of staff – rota basis	Member of staff – rota basis	Member of staff

### After School Lettings

Unless specifically agreed in the Letting Agreement the MAT 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:-

School	Paediatric FA	FA @ Work
Coverack	1	2
Grade Ruan	2	4
Manaccan	1	3
St. Keverne	1	3
St. Martin	1	2

## First Aid Coordinator

The following staff are responsible for overseeing the arrangements for first aid within each school in the MAT.

Coverack – G Sealey

Grade Ruan – Sue Codling

Manaccan – A Walsh-Newton

St. Keverne – Carol Eddy

St. Martin – Annabel Phillips

The First Aid Coordinator's duties include ensuring that:

- First Aid equipment is available at strategic points in the school.

School	
Coverack	Staff Toilet
Grade Ruan	Staff Room/Reception/Starfish Toilets/Modular Lobby
Manaccan	Disabled Toilet/ one in each classroom
St. Keverne	Photocopy room/one in each classroom
St. Martin	Staff Toilet/one in each classroom

- A sufficient number of personnel are trained in first aid procedures

School	Staff	Renewal
Coverack	Caroline Scott	23/3/19
	Ginny Sealey	23/3/19
Grade Ruan	Louise Raybould	May 18
	Katey Jane	May 17
	Kate Phillips	May 17
	Sue Codling	22/10/18
	Tasha Allen	22/10/18
Manaccan	Penny Gardner	23/3/19
	Claude Martin	06/05/17
	Jo Foreman	25/03/16 – renewal arranged
	Rachel Wallington	25/03/16 – renewal arranged
	Hannah Champion	22/10/18
St. Keverne	Michele Jackson	25/03/16- renewal arranged
	Pagan Mitchell	22/10/18
	Aly Elliott	22/10/18
	Carol Eddy	22/10/18
St. Martin	Debbie Belfield	22/10/18
	Demelza Keens	May 17
	Ellie Watkins	22/10/18
KES Staff	Sylvia Richards	22/10/18
	Tom Studd	22/10/18
	Wendy Prescott	22/10/18

- First Aid qualifications are, and remain, current.

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 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 MAT e.g. sports events, extended services, parents' evenings, MAT 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 MAT 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 pupil injuries, with the parents or legal guardian.

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

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

The attending first aider, 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 pupil'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 MAT will notify parents/guardians of any other significant injury by way of a telephone call followed by a form.

Records of notification by telephone to parent/guardians will be kept in the First Aid log, as are carbon copies of written notification. Used log sheets are filed in the school office.



### **Escorting Pupils to Hospital**

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

The member of staff will stay with the pupil until a parent/guardian arrives and responsibility is transferred.

### **3. Pupils with Medical Needs**

#### **Please refer to:**

Keskowthyans Policy “Supporting Pupils with Medical Needs at School”.

### **Emergency Asthma Kits**

#### **Please refer to**

Keskowthyans Policy “Asthma Policy and Guidance on the use of Emergency Salbutamol Inhalers in School”

### **4. Accidents/Incidents**

#### **Reporting Officers**

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

##### **School Administrators**

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

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

The Reporting Officer will record all incidents reported to them.

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

This MAT records all significant accidents and incidents with the assistance of Ellis Whittam. 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 of instruction or training provided

Any “Dangerous Occurrence” as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any “Occupational Disease” as listed in RIDDOR.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive.

Any minor accident/incident which does not meet the above criteria will be recorded in the First Aid log.

## Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss log.

The Near Miss Log is kept by the school administrator.

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

## Reporting Timescales

	Reporting timescale
Pupils will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case within 24 hours of the incident
Reporting Officers will record the incident and notify the BM	Usually within 48 hours and in any case within 7 days.

## Accident/Incident Investigation

All incident reports will be reviewed by the Business Manager who will decide if an internal investigation is necessary. Investigation reports will be produced in conjunction with Ellis Whittam. Significant incidents (as determined by the Business Manager) will be reported to the Headteacher and the Health and Safety Governor.

## 5. Training

### Identification of Training Needs

The MAT continues to monitor and evaluate the health and safety training needs of staff. The MAT training Matrix can be found on Google Drive.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need.

Mrs S Goodwill is responsible for keeping the training matrix current and notifying the Business Manager when training updates are required.

### Staff Responsibilities

Staff must attend health and safety training provided by the MAT.

## 6. Risk Assessment

### Risk Assessment

The MAT and the individual schools have a responsibility to identify all activities and situations where there is a likelihood of significant risk. Significant risks must be assessed and controls introduced to remove or reduce those risks.

### Risk Assessment Process

The MAT schools will carry out risk assessments using the Ellis Whittam proforma documents.

The Business Manager assisted by Ms L Walder is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and Directors when required/requested.

Copies of generic risk assessments are available in the Risk Assessment file kept in each school staff room or 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 the risk assessment process for those activities.

Lead Teachers 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 MAT's normal operating procedures. Copies of safe working procedures are available in the Risk Assessment file kept in each staff room or from the school administrator.

## **7. Fire**

### **Fire Officer**

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

<b>School</b>	
Coverack	G Sealey
Grade Ruan	L Walder
Manaccan	A Walsh-Newton
St. Keverne	S Goodwill
St. Martin	S Richards

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 Head Teacher on issues of significance.

### **All Staff**

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open

- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

### **Fire Fighting Equipment**

Fire fighting 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 fire fighting equipment:-

There are not staff with up to date training at this time.

### **Evacuation and Registration Procedures**

See Appendix i

## **8 Electricity**

### **MAT Owned Portable Appliances**

The MAT will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

On a regular basis and not longer than 3 years

Tests will be carried out by a qualified contractor.

All test Certificates will be kept in the school office for the duration of the life of the appliance.

### **Personal and Privately Owned Portable Appliances**

Personal items of electrical equipment may only be bought into a MAT school by prior agreement. Equipment must be PAT tested unless new. All personal items of electrical equipment must only be used in conjunction with a residual current device

The school 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 Business Manager with assistance from Ms L Walder is also responsible for ensuring that a fixed wiring inspection is carried out for each of the premises on a five yearly basis.

## **9. 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.

A central copy of COSHH assessments is kept by the school administrator.

### **Staff Responsibilities**

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

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

The Lead Teacher is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

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

The Lead Teacher with assistance from the school administrator 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 School Administrator 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 MAT.

## **10. Display Screen Equipment**

### **Workstation Assessment**

Ms L Walder 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 MAT 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.

## **11. Work Equipment**

The BM and relevant Lead Teacher 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

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

## **12. Management of Contractors**

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

### **Selection of Contractors**

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

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

### **Contractors on Keskowethyans MAT Premises**

Procedures for the Safe Conduct of Building and Maintenance Works

1. Contractors and contractor staff will fill in a signing-in book when entering and leaving site.
2. The School Secretary is the Site Contact. The Site Contact must be contacted by the Contractor, giving reasonable advance notice, regarding:
  - prior arrangements for parking on site (not always possible)
  - prior notice of work commencement, scale and possible disruption
  - date / time of proposed visit / works commencement
  - special arrangements to be agreed before work commences.
3. The Site Contact will provide the Contractor with information on fire and emergency evacuation arrangements for the School; information on the location of asbestos containing materials; and any other information about premises risks that may affect the Contractor – prior to work commencing.

4. Only the Head Teacher or Business Manager has authority to require Contractors to stop work.
5. The Contractor must report to the Site Contact/Business Manager:
  - any suspected asbestos area not indicated on the Asbestos Register (such asbestos not to be disturbed or removed)
  - all accidents / near miss-incidents, no matter how minor and must give the Site Contact/Business Manager, adequate prior notice of:
  - all planned changes to programme or location
  - any possible disruption of services
6. Contractors are responsible for:
  - removing all rubbish / debris at the end of each day (caterers have alternative disposal arrangements)
  - testing all works on completion as necessary and supplying the Business Manager with commissioning/test data
  - the provision of all necessary protection of floor /wall /door surfaces against damage through works – including the provision of dust sheets etc
  - the provision of their own First Aid facilities
  - posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.
7. The following activities are banned on KMAT premises:-
  - smoking
  - alcohol brought on to, or consumed on, MAT premises
  - illegal substances being brought on to , or consumed on, MAT premises
  - shouting, swearing, over-familiarity with pupils or staff
  - working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the School.
8. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.
9. Contractors will be required to:
  - comply with all relevant Health & Safety legislation
  - keep noise and dust to a minimum
  - ensure that no products containing asbestos or CFCs are used on School premises
  - be aware of and comply with the School's fire and emergency evacuation procedures
  - evacuate buildings at the sound of fire alarm, report their safe evacuation to the person in charge and go to the nominated assembly area

10. Contractors will also be required to:

- work in a safe manner and not to endanger staff, pupils, the public or themselves
- work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise prior to work commencing
- adequately control physical/chemical hazards to prevent risks to KMAT staff/pupils/visitors (viz. trailing leads, solvent fumes, absence of lighting or fire alarm, etc)
- avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement of the Headteacher/Business Manager
- get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.

### **13 Personal Protective Equipment**

#### **MAT 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 MAT has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

#### **Assessment of Need**

The need for PPE will be determined during the Risk or COSHH Assessment process.

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

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

The Lead Teacher of each school, assisted by the school administrator 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 Lead Teacher, assisted by the school administrator will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

#### **Staff and Student Responsibilities**

When issued with PPE; staff and pupils are required to wear it correctly.

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

### **14 Working Alone**

It is recognised that, from time to time, it may be necessary for MAT 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 MAT will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised.

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

#### **School Security**

The 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 cleaner or staff who may be working on site 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. The table below provides the names of those who are the nominated key holders with the relevant contact point. Should the contact not be maintained or the person attending not return home then the police will be notified.

<b>School</b>	<b>Staff attending</b>	<b>In contact with:</b>
Coverack		
Grade Ruan	T Harman/W Prescott/E/Shainburg	Home
Manaccan	C Martin/A Walsh-Newton	Home
St. Keverne	Tom Harman	Home
St. Martin	Sylvia Richards	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.

## **15 Violence**

### **Zero Tolerance**

Violence is not tolerated in this MAT. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, pupils or visitors to any school in this MAT.

#### **Violence towards Staff**

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

Violence towards staff from pupils will be dealt with using the MAT's internal disciplinary procedures

#### **Violence towards Visitors**

Violence towards visitors will be reported to the police.

#### **Violence towards Pupils**

Violence between pupils will normally be dealt with using the MAT's internal disciplinary procedures.

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

### **Responsible Person**

[Insert name or position] 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 MAT at present there are no staff with in-date Team Teach training.

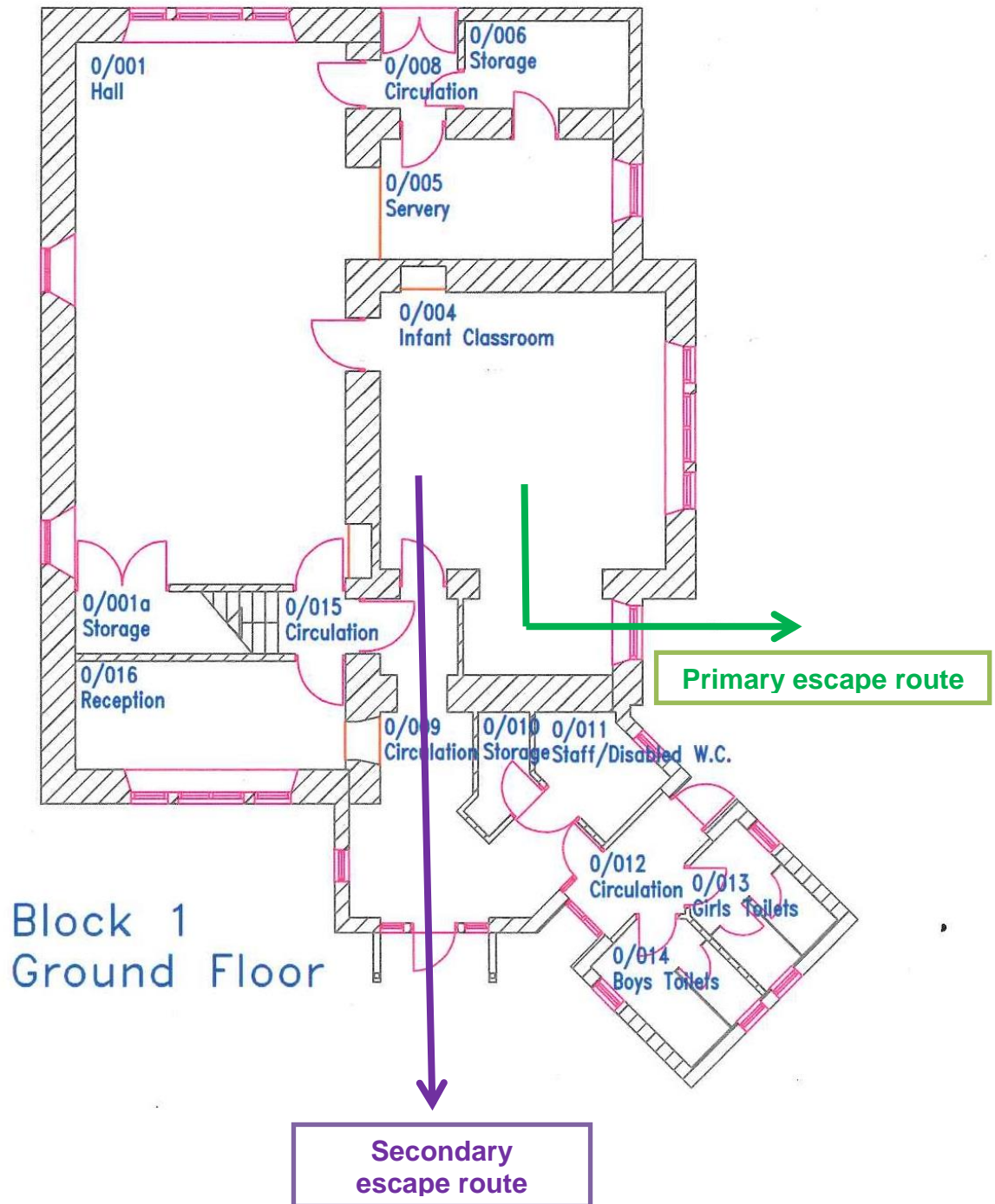
# Primrose Class & Staff Fire Register

Name	Morning	Afternoon
Ellena Pascoe-Nicholls		
Tressa Richards		
Abbie Tripconey		
Mia Peters		
Joel Allen		
Jess Brock		
Arthur Foster		
Henry Foster		
Elowen Richards		
Maisie Rogers		
William Rogers		
Mrs Scott	Mrs Talbot	Mr Harman
Mrs Drysdale	Mrs Bray	Miss Prescott
Mrs Sealey	Mr Studd	Mr Beadle
Mrs McClarity		

**Please familiarise yourself with fire exit route – see overleaf for map.**

**Once outside, children should line up against the school wall in the front playground.**

Staff Checks: Morning: Callum Smith – toilets, Tamysn Bray – kitchen, Helen Martin – Den  
 Afternoon: Callum Smith – toilets, Ginny Sealey – kitchen, Caroline Scott - Den



Children should line up against the school wall in the front playground.

# Mohegan Class - Fire Register

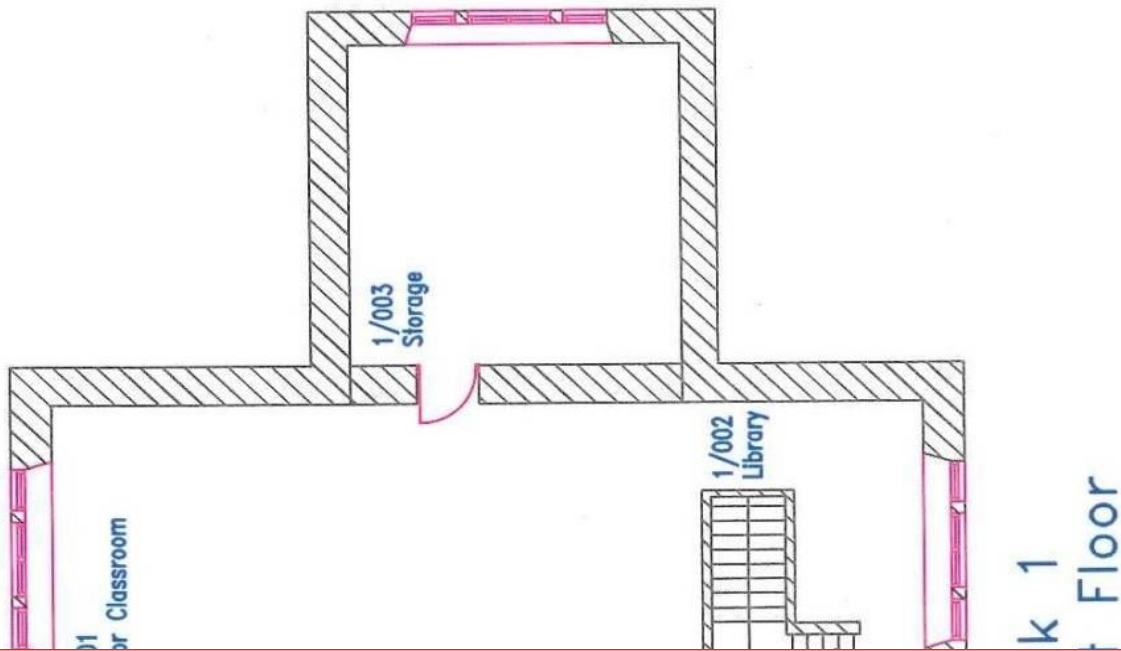
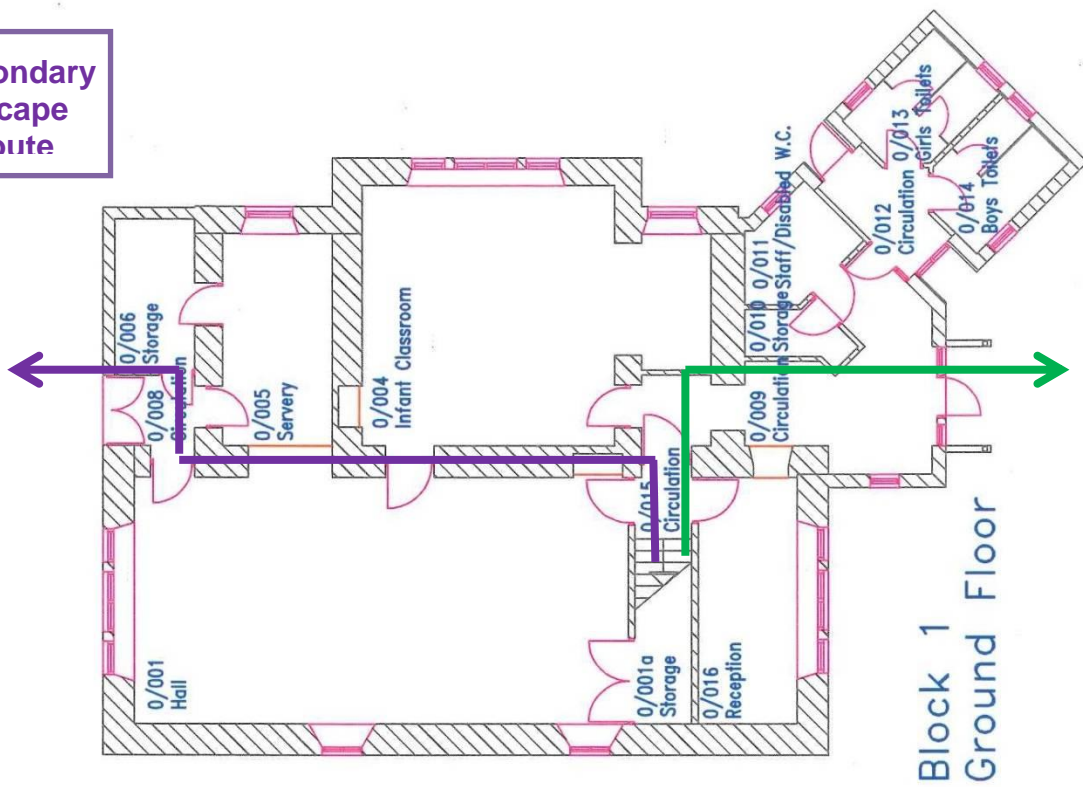
Name	Morning	Afternoon
Ben Carey		
Charlotte Tongue		
Evie Butler		
Laila Curnow		
William Goodwin		
Niamh Richards		
Thomas Tanswell		
Jack Carey		
Charles Englefield-Grantham		
Connor Lynch		
Jacob Allen		
Lily Relton		
Henry Ruscombe-King		
Rosko Troughton		

**Please familiarise yourself with fire exit route – see overleaf for map.  
Once outside, children should line up against the school wall in the front playground.**

Staff Checks: Morning: Linda Drysdale – toilets, Ginny Sealey – kitchen, Tamsyn Bray – Den  
Afternoon: Linda Drysdale – toilets, Ginny Sealey – kitchen, Jane Talbot - Den

Secondary escape route

Primary escape route



Children should line up against the school wall in the front playground.

MANACCAN SCHOOL

# FIRE ACTION

## If you discover a fire:

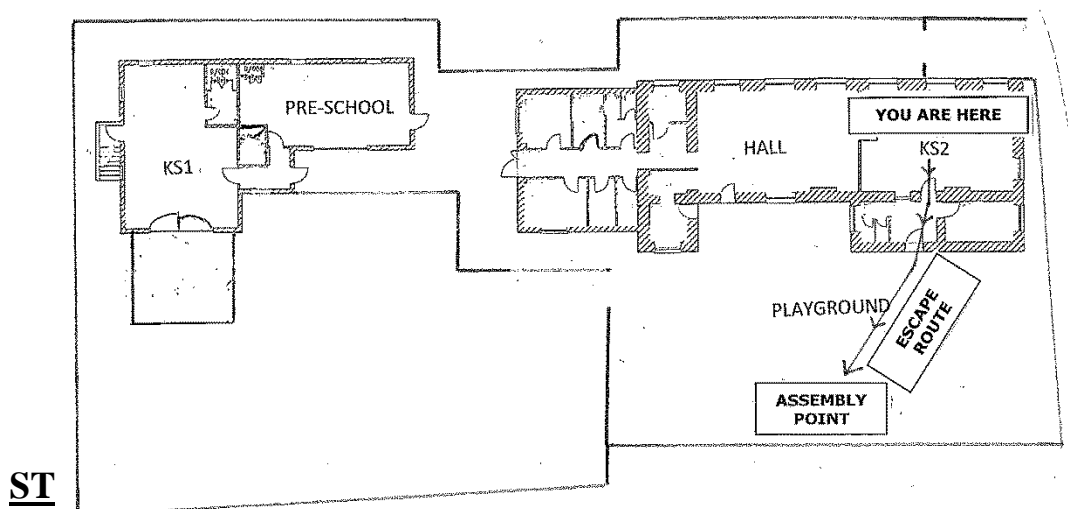
1. Raise the alarm. The nearest fire alarm call point is by the KS2 entrance door.
2. Leave the building immediately.
3. Go to your assembly point in the playground by the most direct route.
4. Do not stop to collect personal belongings.
5. Do not re-enter the building.

Warning of a fire is given by the continuous sounding of an alarm.

## If you hear the fire alarm you must:

1. Leave the building immediately.
2. Go to your assembly point in the playground by the most direct route.
3. Do not stop to collect personal belongings.
4. Do not re-enter the building.

Only attack the fire with available fire fighting equipment if you feel it is safe to do so.



# EVACUATION PROCEDURES

## Aims

- To ensure the safety of everyone on school premises in the event of an emergency, e.g. fire, bomb scare, chemical spillage, etc.

## Objectives

- To ensure that all pupils, staff and visitors evacuate the premises as quickly and calmly as possible.
- To ensure that everyone knows what to do in the event of a fire.

## Implementation

- Emergency warning will be the continuous ringing of the school bell.
- On hearing this the pupils, if they are in class, will walk in an orderly manner to the car park at the rear of the Elliott classrooms using the designated exits.
- If they are in the main building they will walk through either the nearest exit or the one that is furthest from the incident.
- If they are in the playground they will exit the yard through the nearest safe exit to the car park.
- If there are children in the playgroup Elliot they will exit and join the main school via the path.
- Each class teacher will take the register and once the class is assembled the pupils will be checked. The school dinner register will be used and brought out by the secretary.
- The secretary will collect the telephone on exit, or in her absence a member of staff will use their personal mobile phone to call emergency services if necessary.
- All exit doors to be closed on leaving.
- The secretary, if present, will take ONLY the list of parental contact and visitors' signing in book if possible.
- No-one is to re-enter the school.
- If anyone is unaccounted a senior member of staff (Headteacher, Assistant Headteacher or Lead Teacher) should be notified immediately.
- Once everyone is accounted for, the Headteacher, or other senior teacher in the Headteacher's absence, will call for the appropriate emergency services (and begin emergency fire fighting if the fire is considered to be small enough for immediate action if appropriate).
- The pupils will be taken to a place of safety (far end of the field) away from the access area needed by the emergency services.
- Safe places include the main building or the Playgroup room if the incident is in the Elliot classroom and vice versa or the Parish Hall if the emergency is severe. (Arrangements have been made to keep the key in school.)
- In the event of a severe emergency, parents will be contacted.
- If there should be an incident during the times when parents are either delivering or collecting children then they will be asked to allow us to follow these procedures before any child is delivered or taken off the premises.
- Parents will be asked to ensure that all entrances are cleared of vehicles that may obstruct emergency appliances if they have been summoned.
- In the event of a major unpredictable incident the teacher is responsible for the ensuring the safety of the pupils; other adults present should summon the emergency services then return to assisting the teacher
- Any child who has a disability or who needs assistance will be helped by the teaching assistant in the class at that time.



## **Monitoring and Evaluation**

There will be termly fire drill which will be recorded in the Fire Log. Staff will not be given advance notification. Times will be varied to ensure that everyone is confident of responding correctly no matter when the drill occurs.

Date: June 2016

Review date: June 2017

## **ACTION PLAN**

<b>Area</b>	<b>Action</b>	<b>Time scale</b>	<b>Key Lead</b>	<b>Monitoring</b>	<b>Evaluation/Success criteria</b>
<b>MAT H and S policy</b>	<ul style="list-style-type: none"> <li>➤ fully reviewed by the MAT Directors at their first meeting of each new school year</li> <li>➤ Policy contains specific reference to teachers being responsible for regularly completing RAs for any off-site or hazardous activities.</li> </ul>	September 2016, then annually at this point	MAT BM HT	MAT H and S Director  Premises Committee  Directors	Minutes of first Directors Meeting of each new school year evidence review and adoption of MAT H and S policy  Any H and S issues which need addressing are detailed in an Action Plan attached to the policy.
<b>Risk Assessments</b>	<ul style="list-style-type: none"> <li>➤ RAs as standing Agenda item for all Staff Meeting Agendas and Agendas of the Premises Committee and Board of Directors Meetings</li> </ul>	From September 2016	MAT BM HT	MAT H and S Director  Premises Committee  Directors	Agendas and Minutes of Staff Meetings and Premises Committee Meetings as evidence.  Current RAs are listed in Staff Meeting meetings.
<b>H and S compliance</b>	<ul style="list-style-type: none"> <li>➤ ensure termly MAT HandS Inpections are completed and reports submitted each term to the MAT Premises Committee, and copied to the Designated Lead Teacher in each of the five MAT schools.</li> </ul>	Termly from Autumn 2016	MAT BM Compliance Officer [LW – GR]	MAT H and S Director  Premises Committee  Directors	Termly MAT HandS Inpections completed  Termly H and S reports submitted to the MAT Premises Committee, and to the Designated Lead Teacher in each school. All points actioned.