



Mount Charles School

Local Roles and Responsibilities for Health and Safety

Approved by Governors – Autumn 2018

To be reviewed – Autumn 2019

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

Head teacher 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 Governors;
- 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 Head Teacher; the Governors and the Local Education Authority.

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 Responsible Person:

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

- assist the Head teacher in the implementation, monitoring and development of the health & safety policies within the school;
- monitor general advice on safety matters by relevant bodies and advise on its application to the school;
- co-ordinate arrangements for the design and implementation of safe working practices within the school;
- 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;
- assist in carrying out regular safety audits of the school and its activities and make recommendations on methods of resolving any problems identified;
- support the governing body to ensure that staff with control of resources (both financial and other) give due regard to safety;
- 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

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/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.

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1. Arrangements for the Supervision of Students

Opening Times

The School will be open from:-

8.30 am

And will close to students at:-

3.00 pm

on weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times, unless under pre-arranged circumstances.

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; 9 supervisors at lunch time from 12.30-1pm. The supervisors have allocated stations and roles.

Infant playground: 3 supervisors at break time; 3 supervisors at lunch time in the boat yard with the reception children. Year 1 and 2 join the main playground with KS2.

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 is 1 adult to 8 children.

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 using the EEC software and has identified that there be a minimum of the following numbers of trained staff required:-

- First Aid at Work Qualified 2
- Paediatric First Aid Qualified 2
- Emergency Paediatric First Aid 2

First Aid Coordinator

Ruth Leggatt 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
 - In all classrooms and main school office
- A sufficient number of personnel are trained in first aid procedures
 - See Training Log on Server
- 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

First aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:-

- Trips 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 - 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/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 by Reception staff. Copies of written notification are held in the office.

Escorting Pupils to Hospital

When it is necessary for a student to be taken to hospital they will be accompanied by members 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 years settings:-

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

Responsible Person

The Head teacher 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 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.

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 Staffroom fridge or a secure cabinet in the school office.

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 or staff trained in the use of specific medicines such as auto-injectors.

Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered in the family room.

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 plan 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
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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/medical 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 Ruth Leggatt 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.

4. 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 First Aid Log which will be kept in the School office.

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. Head teacher will decide if this investigation takes place

5. 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.

Site Manager is responsible for carrying out the evaluation of training needs and presenting recommendations to 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 EECLIVE Risk Management Software or use it as a guide to produce risk assessments using their own format.

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

Copies of risk assessments are available from the Health and Safety Leads.

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 files held in the staff room and from Site Manager.

7. Fire

Fire Officer

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

The receptionist 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 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.

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 Training Log on School Server

Emergency Evacuation Procedures

Discovery of a fire

1. Shout a verbal warning to others in the vicinity and immediately operate the nearest fire alarm call point
2. Inform a senior member of staff if possible
3. Leave the building via the nearest available exit - Do not stop to collect personal items.
4. Assemble in the KS1 and KS2 playgrounds.
5. Do not re-enter the building while the alarms are sounding.
6. Report to the Head teacher/Deputy and remain in the assembly point until you receive further instructions.

On hearing the fire alarm - (3 radio's to be kept in the office at all times)

1. The Site Supervisor will go immediately to the fire panel to check for the location of the fire, and informs the Main Office and Head/Assistant Head. He/she will then go to the location to investigate whether the alarm is legitimate or not - if it is, the site supervisor will inform the office staff via the radio and they are to call "999" and ask for the Fire Brigade.
2. Office Staff are responsible for delegating KS1 and KS2 staff registers, visitor book and a 2-way radio with each register, between themselves – if there aren't enough staff to delegate in the office then they need to be given to the closest member of Senior Management or Support Staff.
3. Office staff are to call anyone using the playgrounds or field via the radio.
4. All staff and pupils evacuate to the Assembly point (main playground), using the classroom emergency exits or the nearest emergency exit.
5. Classroom staff are responsible for ensuring that all pupils evacuate in an efficient and orderly manner and taking the class fire-registers with them.
6. Once in the Assembly point, registers will be checked. The administrator will take the register of visitors and support staff.
7. All staff, pupils and visitors will remain at the Assembly point until further instruction from the Site Supervisor.

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

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

1. Once the emergency is confirmed (e.g. a bomb threat call is received), the Head teacher/Assistant Head must be contacted immediately.
 2. The office receptionist will sound the fire evacuation alarm.
 3. All staff, students and visitors will evacuate to the Assembly point, in accordance with the above Evacuation Procedure.
 4. In case return to school is not possible (this depends on the nature of the emergency and on the advice and instructions of emergency services), the school will move to Penrice Academy. The move will be coordinated and supervised by staff. Staff will ensure that pupils walk in an orderly manner, using the pavement.
 5. The Head teacher will contact the parents by text message through E-Schools application.
 6. Staff will stay with the pupils in Penrice Academy until all pupils are picked up.
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8 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:-

Annually or bi-annually, depending on the type of equipment (Class I equipment – annual test; Class II equipment – bi-annual test).

Tests will be carried out by external contractor (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.

Coordinator

Site 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.

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.

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).

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 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 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.

10. Display Screen Equipment

Workstation Assessment

The Site Supervisor 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.

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 the Site Supervisor.

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).

11. 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

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

12. Management of Contractors

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

The Site Supervisor 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.

13 Personal Protective Equipment

School Responsibilities

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided, the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

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

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

Purchase and Storage of PPE

The Site Supervisor 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 Site Supervisor 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.

14 Working Alone

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This will include staff working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in a file in the staff room.

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

School Security

Devon Norse are the appointed people responsible for the security of the site at the end of the day by ensuring that doors, windows, skylights etc. are secured.

The Site Supervisor is responsible for carrying out checks of the premises during holiday periods.

PJI Security Service is contracted to attend the site in the case of alarm outside of school hours.

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.

School's nominated representatives who will respond in an out-of-hours call out are named in Appendix 1.

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.

PJI Security Service is contracted to attend the site in the case of alarm outside of school hours.

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 Service is contracted to attend the site in the case of alarm outside of school hours.

Or

Two Persons Attend

15 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 Head teacher is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
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- 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 Training Log on Server

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

16 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 the Site Supervisor. 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

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 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.

17 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 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 work at height may be required to be undertaken using stepladders, staff members must be trained first by the Site Supervisor;

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.

Appendix 1 – Named individuals with responsibilities

Responsibility	Named Individual
Safety Governor	Daniel Hunt
Head teacher	Claire Bunting
Site Manager	Jonny Meloy
H&S Responsible Person	Jonny Meloy – Site manager Dave Behennah – EVC / Curriculum
The person appointed with the authority of the Principal to request action from the Contractor where conditions are considered to be unsafe	Jonny Meloy
Fire Safety Manager	Jonny Meloy
First aid coordinator	Ruth Leggatt
Reporting Officer (Accidents)	Sue Pill
Deputy Reporting Officer (Accidents)	Debbie Fugler
Electrical Test Contractor (PAT)	Jonny Meloy to arrange external contractor
DSE Assessor	Chris Bennett
Team Teach Staff	Lori Nancarrow
Staff designated to attend call-outs out of school hours	Jonny Meloy PJI Security Service is contracted to attend the site in the case of alarm outside of school hours.
Security company	Duchy Alarms – servicing PJI Security – monitoring/call outs

