



St Mary's C of E Primary School

Statement of Health and Safety Policy

'Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.'

It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity. Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.'

Health and safety: advice on legal duties and powers; for local authorities, school leaders, school staff and governing bodies - February 2014 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

St Mary's C of E Primary School

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 28th February 2019.

Approved and adopted by:

Derath Durkin

Hilary Tyreman

Chair of Governors

Head Teacher

Responsibilities

‘Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.’

Health and safety: advice on legal duties and powers; for local authorities, school leaders, school staff and governing bodies - February 2014

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

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

The employer

The employer in this school is The Governing Body The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The school’s competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council.

Governors

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

The Governors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Governing Body on health safety and welfare issues.

The Safety Governor is Mike Cotton

The Head teacher has responsibility for:

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the School’s Health and Safety Committee (this is part of the Finance, Premises and Personnel committee);
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;

- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this school the following functions have been delegated to:

Function	Delegated to
Day to day health safety and welfare management	Hilary Tyreman and in her absence, Anita Griffiths
Regular inspections	Pam Edwards cleaner in charge, Hilary Tyreman, Mike Cotton Health and Safety Governor
Accident Investigation	Hilary Tyreman
Chairing Health and Safety Committee	Mike Cotton (as part of Finance and Premises Committee)
Employee training needs	Hilary Tyreman
Contractor management	Hilary Tyreman Rebecca Bond and Alison Vernon (admin staff) are appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe. The school has used the services of Peridot for some Capital projects and also JDS oversee Property compliance for the school.

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.
- Ensuring that they have read this policy and acted as it indicates they should.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified employee.

Organisation and Arrangements for Health Safety and Welfare.

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

Procedure List

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

20. Driving at work

1 Arrangements for the Supervision of Students

Within the school day

The school will be open from **8.40** am to **3.15** pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times **unless attending an after-school club or Breakfast club. Staff who have their children with them before and after work are personally responsible for their safety if they are not in breakfast club or after school care.**

8.40am Drop off time from 8.40am – Children in Yr 1 -Yr 6 assemble in main playground. There is a teacher on duty from 8:40am (come into school if weather is bad) Bell rings for school at **8.50am** when all children come into classes.

Children who have attended breakfast club are brought to the main playground at 8:40. The teacher on duty must be informed about the breakfast club children who need supervision until the start of school.

Pre school children assemble in the EYFS space at the front of the school and enter the school via their class door

Reception children assemble with parents in the EYFS outside space and enter the classroom via their classroom door.

10.30 -10.45 Year 1,2, and 3 Break time – two adults on duty. Children return to class via infant door.

10.45 -11.00 Year 4, 5 and 6 Break time - two adults on duty

12.00- 1.00pm lunchtime.

Lunchtime arrangements

The guidance on ratios of staff to children at lunchtimes are Infants 1 adult for every 30 children and Juniors 1 adult for 75 children.

Infants (reception and key stage 1)

All reception and class 1 children go to the canteen at 12.00 and packed lunches go to the hall. Class 2 school dinners initially go out to play until there is enough space in the canteen for this class.

Juniors (key stage 2)

Junior children who are having school dinners initially go to play and are sent for as there is space.

Junior children having packed lunches go straight to the hall.

Reception- year 6

As children finish either their packed lunch or school dinner they go out to play on the main playground.

EYFS children (including pre-school children staying for lunch)

These children initially play in the main playground until key staff are available to take Reception class children and Year 1 to the early years play area.

On most days at 1230 children are allowed around the school the front of the school and main play-ground. Adults are strategically placed to ensure all areas are supervised adequately. The main gate to the school is locked at these times (member of lunchtime staff on duty at 'front' of school holds the key for this time.

Afternoon play for KS1 is monitored by classroom staff. There will *always be at least one member of staff* on duty for every 30 children.

3.15pm At the end of the day, all teaching staff escort children to their designated exit where they are supervised and meet with parents/guardians. Some KS2 children from year 4 onwards have parents'/carers' permission to walk home.

Reception children exit from their classroom door and meet parents/guardians within EYFS area.

Class 1 and 2 Exit from the infant door and meet parents in EYFS area.

Classes 3, 4, 5 and 6 exit via the main playground door and are supervised until they meet parents in the playground unless walking home on their own.

All pupils who are not picked up on time are taken to the Reception area outside the office to wait. Phone calls are made if necessary.

Parents are required to inform school of any changes in the normal collection arrangements and parents/carers permission needs to be sought another adult if collecting the child.

Any parents/carer who wishes their child to walk home independently **MUST** inform the school about this. The school allowed this from Yr 4 onwards.

Children in Before and After School Clubs

Children attended After school clubs with their parents/carers permission and are supervised by school staff or outside providers. At the end of After school clubs, an adult escorts the children to meet parents/guardians on the main playground. Some older KS2 children have permission to walk home.

Children must be collected promptly at the end of the club. If parents are late then the children will be placed in after school child care and parents will be charged accordingly.

Children attending WRAPAROUND care before or after school are supervised by adults employed for this purpose. Parents/carer must in and out of WRAPAROUND care.

3:15- 5pm Playzone After School Club On Fridays the school runs Playzone at St John's Church with Penlee Cluster. An adult from school is employed to help supervise this activity attends with the 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

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

First Aid at Work Qualified	At least one adult
Emergency Aid Qualified	At least one adult in each class including Pre School
Paediatric First Aid Qualified	At least one adult in each class including pre School

The school has defib equipment that is housed on the school premises in the reception area.

Coordinator:

Ms P J Taylor is responsible for overseeing the arrangements for first aid within the school. Duties include ensuring:-

That first aid equipment is available at strategic points in the school. This comprises of:

- 1 Medium first aid kit – used at playtime and lunch time (stored outside main office) taken outside when in use.
- 1 mini first aid kit in each classroom
- Main storage of supplies in staffroom
- Specific emergency aid located at strategic places around school. (specific classroom, main office, (canteen when needed)
- That the correct level of first aid equipment is maintained in each first aid box
- That a sufficient number of personnel are trained in first aid procedures

All persons named below a current First Aid Qualification

Polly Taylor – Emergency First Aid At Work needs renewing

Emergency Paediatric First Aid qualification

Certificates are valid until January 2021

Leonie Clackworthy

Tracy George

Emma Hope

Louise Murley

Sue Morse

Jess Kearey

QA Level 2 Award in Paediatric Emergency First Aid valid until 25.02.19

Mary Allen

Nicola Bonell

Emma Hart

Emma Jane Knuckey

Suzanne Neaum

Jenny Orpwood

Kirsty Scrase

Lisa Spry

Polly Taylor

Andrew Varker

Daniel King holds the Emergency First Aid in the Outdoors in the outdoors certificate, expires 28.01.21

The responsible person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury and the responsible person will take actions to address any issues identified.

The school also houses a defibrillator and 4 members of staff have received induction on use of this equipment.

First Aiders

The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for children on.

- trips & visits and
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parent's evenings, school-organised fund-raising events, etc.)

First aid cover is not provided for-

- contractors
- events organised by third parties – *However for events organised by Friends of St. Mary's School we will ensure that there is always adequate first aid cover by members of the school attending events.*
- *Children occasionally attend activities co-ordinated by other schools e.g. Forest Skills day. On these occasions the activity co-ordinator informs all participants of the arrangements for the day, providing risk assessments and ensuring there are **at least** adequate supervision levels and qualified First Aiders.*

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 will instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with the Health Service helpline:-

NHS CHOICES 111

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

Suspected Head, Neck & Spinal Injuries to Pupils

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

The attending first aider, 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 NHS Direct for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of

- a telephone call
- a letter

Records of notification by telephone to parents will be kept by **Mrs. R Bond/ Mrs A Vernon**. Copies of written notification are held in the main office.

Infectious diseases

The school follows guidance in Public Health England Health Protection in Schools and other Child Care settings September 2017 on infectious diseases. This gives basic information on infectious diseases, recognition, timetable of absence from school and other information to minimize spread of diseases. This book should be used as advice only and never for diagnosis. All parents will be encouraged to visit their GP and gain advice if an infectious disease is expected and are requested to inform the school.

Notification of parents

The school will notify parents by phone if their child is ill. The recommendation will be to take the child to their GP. The school will also notify all parents if the confirmed infectious disease is harmful to pregnant mothers or other vulnerable people.

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance. **(Two staff members should attend wherever possible)**

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

Medicines in School

The school follows the DFE guidance on the dispensing of medicines in school.

This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use.

The school will dispense these medications once a permission slip has been completed by a parent or guardian, detailing the dosage and frequency of dispensing. The person administering the medication will give a date, time and specify dosage given. All actions must be signed by person administering medication.

The School keeps medication for a pupil with Anaphalaxis-relating to nut/food allergy. This medication is stored in strategic places throughout school as it may be needed quickly. Information about pupils with medical conditions is located on Emergency Information boards in each classroom.

Asthma medication

Foundation stage class 1 and class 2 keep any asthma pumps in their classroom in a central known location.

These pupils may need adult support to administer medication, this should be noted in the log with the pupil's medication stating how many puff, dated and signed by the adult administering.

Children can self-medicate. Adults in the classroom are there to assist with medication and self-regulation.

Classes 3 4 5 and 6 children keep their asthma pumps in their trays. Our aim here is to provide the children with quick and easy access to their medication and also to encourage and build a responsible attitude towards medication and increase their self awareness of their medical condition.

In all instances an adult must be present when a child is self-medicating for asthma (see Cornwall and Isles of Scilly Community Health Services Asthma in Schools and Early years in appendix to this policy)

Dispensing of Medicine

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

Mrs R Bond/Mrs A Vernon are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

Mrs H Tyreman/class teacher will deputise where necessary.

All medication will be kept in a secure location: **Locked cabinet in office**

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

Medical Log

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

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

- name of pupil
- name of medication

- “use-by” date
- dose
- time
- date
- signature of dispenser
- comments/reactions

Parents/carers inform the office of any medicines administered before school and the time of these. The school informs parents/carers of all medicine given during the school day.

Medical Procedures

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

Off-Site Activities

Assessment of medical needs of all those involved in a trip is undertaken. Risk assessment and individual care plans are adjusted as necessary for these events. All staff and volunteers accompanying the children have copies of the risk assessments and individual care plans. The group leader has responsibility to brief all staff and volunteers before the trip commences and ensure that risks and emergency procedures are fully understood. Copies of all risk assessments for the trip should be made available to the head teacher at least 48 hours in advance of the trip (either on the school page of ‘eeclive’ or paper copies given. All staff need to follow the agreed the offsite visit policy.

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/carer is in attendance.

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

3 Support of Pupils with Medical Needs

The school] has a duty to ensure that the needs of children with a range of medical conditions are able to be met, so they are able to have ‘full access to education including school trips and physical education.’

Supporting Children with Medical Needs, Statutory Guidance – December 2015
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The school has a separate policy which covers the arrangements it has made in order to fulfil its statutory duty.

4 Accidents/Incidents

Reporting Officers

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

Mrs Tyreman or in her absence, Ms Taylor or Mr King

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- www.hse.gov.uk/riddor)

Any “Occupational Disease” as listed in RIDDOR. www.hse.gov.uk/riddor

Further guidance on what should be reported is available through the Online System or the School Messenger website.

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

Any minor accident/incident which does not meet the above criteria will be recorded on a simple “Day-Log” which will be kept in the school

Serious accidents at school

The school must report serious accidents, outbreaks of disease or dangerous incidents to the Health and Safety Executive (HSE www.hse.gov.uk)

If you want to check that the school has done this, contact the HSE.

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 Rebeca Bond in the school office

The Near Miss log will be reviewed periodically by Hilary Tyreman, head teacher and Mike Cotton, Health and Safety Governor in order to identify any areas of concern which may require attention.

Reporting Timescales

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

Accident/Incident Investigation

All incident reports will be reviewed by Hilary Tyreman 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 Hilary Tyreman, head teacher will be reported to the Hilary Tyreman and 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.

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

5 Training

Identification of Training Needs

There is no requirement that all members of staff to have Health and Safety training. However, all staff need to have the training appropriate to their responsibility in school.

The school carry out an evaluation of the health and safety training needs of staff.

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

Hilary Tyreman is responsible for carrying out the evaluation of training needs and presenting recommendations to the Governing Body.

Health and Safety Training list for this school

Staff member	Training Course	Date
Hilary Tyreman	Level 3 Health and Safety course	December 2014
Daniel King	Level 2 Health and Safety course	November 2014

Staff Responsibilities

Staff must attend any relevant and appropriate health and safety training provided by the School.

6 Risk Assessment

Risk Assessment

Risk Assessment

There is no statutory requirement for all activities in school to have an individual risk assessment. Risk management is about making 'common sense' and 'proportionate' judgements. Risk assessment is not about stopping activities from taking place but ensuring that sensible precautions are taken to ensure that risks are minimised; no risk assessment can take away risks. Children need to learn that some activities are risky and they too need to learn how to assess their own risks.

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

Polly Taylor is responsible for managing the risk assessment process and producing relevant reports for the head teacher and the Governors.

Copies of risk assessments are available from Polly Taylor, HLTA from the EECLIVE Risk management system

Staff Responsibilities

All staff are required to support the risk assessment process. All staff should create their own risk assessments for visits and should always have visits the venue before so that their risk assessment is well informed.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Andrew Varker as Educational Visits Co-ordinator will assist with Risk Assessments for outdoor activity events (see Educational Visit file for more details and Cornwall Outdoors Website). The school follows Cornwall County guidelines on Residential Visits and Risk Assessment. This includes ensuring that a pre-visit to all intended visit location takes place, seeking approval from Cornwall Outdoors prior to a residential visit and evaluating visits.

With all residential activities parents are informed of the arrangements and invited to a briefing meeting at least one week before departure.

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 Polly Taylor, HLTA

7 Property Maintenance/Compliance

The school has a duty to ensure that its buildings are maintained to safe standard at all times. This school uses JDS to manage Property Compliance and ensure that it complies with all statutory compliance duties.

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

8 Fire

Fire Officer

The person responsible for organising the school's fire precautions is Daniel King, Class teacher].

Hilary Tyreman will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting 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 Wardens

Designated adults with Fire Warden Training are:

Mrs H Tyreman

Mrs A Vernon

Both accredited on 19th January 2015

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

Periodically Fire Wardens will carry out inspections of their area of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Fire Officer or senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:-

- Checking that their assigned areas have been evacuated(if it is safe to do so)
- Supervising and directing students and staff to areas of safety.]

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:-

Hilary Tyreman as part of Fire Warden training

Alison Vernon as part of Fire Warden Training

Evacuation and Registration Procedures

All school staff must know the designated exit for where they are working. They also need to know other fire exits of the school in case of the designated exit is affected by the incident.

All school staff need to know the assembly point for the school,

All areas in the school have exits and routes out of the main building clearly marked.

All Fire Exits and corridors leading to them should remain clear at all times.

All Fire Exits should be display clear signage.

All staff must move their name on the fire registration board outside the main office to indicate if they are in or out of the building.

All staff to take the fire register with their class every morning and return this to the office. These are kept hanging up outside the office in the Fire register folder.

Fire Drills

Fire drills should be carried out at different times of the day to ensure that ensure that a wide range of scenarios are experienced.

Each class has a designated fire exit to use

Evacuation

Pupils

When the fire alarm sounds/ instruction to evacuate the building is given, teachers will:

- Remind the pupils to remain calm.
- Line up at the nearest exit out of the room.
- Not to pick up any belongings, coats, bags etc.

- Check that their designated exit is clear from fire/other hazards
Should an exit be unsafe because of a hazard (as a direct result of fire) an alternative exit will be sought.
- Escort pupils out of the exit and assemble at the fire assembly point.

Designated adults (TAs) will check other rooms such as, toilets, library etc in their immediate vicinity. (If safe to do so)

TAs/ other adults will close all doors in their immediate vicinity (If safe to do so) after the pupils have been evacuated from the immediate vicinity.

TAs/other adults will assist with escorting the pupils from the building.

Designated adults (Fire Wardens) will sweep the using the fire sweeping checklist.

Office staff (also trained Fire Wardens) will bring

- A list of absent pupils plus a class list (the school uses SIMs electronic registration so paper registers are not available).
- Visitors book
- Governors visit book
- School phone for emergency contact and texting parents in an emergency
- Emergency protocol box

Visitors and governors

All visitors and governor to our school **must** sign the Visitors Book or Governors visit book upon entrance into school and wear a visitor's badge/identification badge. (Further checks to clarify identity/purpose for visit may be taken as appropriate)

Fire routes and exits are displayed in every teaching area indicating the exit routes.

Details of the evacuation procedure for visitors are also displayed in the main entrance. Visitors must scrutinise both the Fire Exit plan and the evacuation procedure for visitors.

Visitors and governors **must** sign out and return their badges to reception when leaving the building (even if they are due to return within a short period of time)

Evacuation of disabled people

- Any individual pupil, staff or volunteer that requires a personal emergency evacuation plan (PEEP –see appendix) will follow procedures laid out on the plan and that all staff are aware of this and roles have been allocated to assist the named individual together with a back up plan of cover in case of emergencies.
- Non ambulant pupils/pupils will be evacuated by a designated adult with additional support as required.

- Each non ambulant person should have an Personal Emergency Evacuation Plan (PEEP) in place. This plan should be discussed with all persons concerned, taking into account the nature of the pupil/persons disability, appropriate exit, etc.

Registration.

Pupils

All pupils, school staff and visitors will assemble in the Fire Assembly Point-
Designated – school playground.

Other - tennis courts (To be decided by Head teacher/Designated Adult, depending on circumstance at the time)

- Pupils will line up in their registration groups and the class register will be taken, Pupils will be asked to wait quietly and to answer in loud, clear voices
- Staff will remind pupils remain calm and await further instructions from head teacher/teachers/designated adults.

Pupils not accounted for will be reported to the head teacher/designated adults/emergency services as a matter of urgency.

Staff, visitors and governors

The head teacher or designated adult will call the register for staff using the fire register. Visitor and governors will be accounted for by using the visitor's book and governor visitor book as a record,

All adults not accounted for will be reported to the head teacher/designated adult/emergency services immediately.

Emergency Contacts & Mobile Phones.

When evacuating the building (for a fire drill or real situation) a member of the administration staff/head teacher/designated staff member will pick up the fire register folder that includes pupil contact details.

Arrangements should be in place for a member of the administration staff/head teacher/designated staff member to telephone the appropriate emergency services to summon assistance.

This will be carried out by either Caroline Gill or Alison Vernon, admin assistants.

A clear indication (if known) of the nature of the evacuation should be given to the emergency services along with our location, contact number (details of the landline and school mobile should be given) and details of the number of pupils/adults/visitors on the premises. (This may be an approximate figure that will be confirmed after registration and additional checks)

Contingency plan for an area that is unsafe and is taken out of use.

This serves to outline safe and sensible procedures to adopt where possible, to ensure that, in the event of any of the above potential hazards and risks to life are dealt with in a clear, calm and controlled manner.

Our building has been designed in such a way that the central point is the school hall. All other rooms are adjacent to this area. If one of the adjacent rooms is deemed to be out of use **and** does not pose/cause a hazard/potential hazard relating to the school hall or other areas, the room in question can be sealed off.

In the event of an area being taken out of use then:

- Access to the room should be off limits to everyone other than authorised personnel/ persons carrying out repairs or making safe.
- Personal belongings will remain in the room until it is safe for them to be retrieved.
- Signs should be displayed stating that the room is out of use any entry is not permitted.
- Pupils, staff and visitors should be made aware that the room is off limits and steps should be taken to ensure that no one enters the room.
- The school hall or other rooms can be used to house any pupils/staff/visitors that have needed to evacuate the room that is out of use. Access to the school hall/other rooms can be made by a number of entrances. The safest entrance should be used. Should this require pupils/staff and visitors to exit, leave the premises to walk round to the other entrance then this should be done in a safe, sensible manner, with pupils being supervised at all times.
- If, after consultation with head teacher, health and safety representative, teaching staff, emergency services, building inspector, other qualified adults, the building as a whole is deemed unsafe, a place of safety to assemble all pupils/staff and visitors *could* be St. Mary's Church (the school has access to the church and a key for such emergencies) checking first that the church can be used and is fit for purpose. A copy of the Key is kept in the emergency box.
- If pupils are to be held/collected from this venue then parents will be contacted as required and arrangements will be made for their collection/relocation.
- Cornwall Council and the Dioceses of Truro will be contacted and arrangements will be made in accordance with procedures in place to begin repair work/make the area safe.
- Should the school remain closed for any length of time then parents will be informed in due course.

Terrorist Threat/Bomb Threat/ Discovery of Life Threatening Hazards/ Flooding/Pending Natural Disaster (see also Flood Evacuation Plan).

This serves to outline safe and sensible procedures to adopt where possible, to ensure that, in the event of any of the above potential hazards and risks to life are dealt with in a clear, calm and controlled manner.

In the event of:

Discovery of a potentially life threatening package/device/substance within the school grounds/building.

All persons should be evacuated from the building if immediate threat to life and assemble at a safe distance. (tennis courts promenade or other suitable area.)

- The package/device/substance should not be touched or handled. If the package/device/substance has been inadvertently handled then the handling should be kept to a minimum and the package/device/substance should be confined/cordoned off/ in order to minimise contact.
- The relevant authorities such as the Emergency Services, providing as much detail about the package/device/substance as is possible. Where possible details should be given on when the package/device/substance first came to the attention of school staff and who (if anyone) has been in direct/indirect contact with the package/device/substance.
- Emergency protocol procedures will be passed on and followed as appropriate. Great care will be taken to minimise the risk to the pupils in our care and procedures will be followed in a calm, caring and controlled manner.
- If protocol advises that pupils/staff/visitors should evacuate the building then this will be done following the emergency evacuation procedure in place.
- If the building is deemed safe to inhabit then pupils/staff/visitors will not be allowed within near proximity of the package/device/substance. This proximity could be decided by the Emergency Services.
- A senior member of staff should be available to co-ordinate communications between Emergency Services/Cornwall Council/Emergency Contingency Planners/Pupils/Parents as applicable. No communication with the media should be considered unless directed to do so by Emergency Services/Cornwall Council. Any media enquiries should be directed to the Press department at Cornwall Council.
- In the event of a full evacuation away from the building then a safe area is St. Mary's Church. Checks need to be made to ensure that this is a safe area and is free to enable a safe evacuation of pupils/staff/visitors.
- All parents will be informed if this evacuation takes place so that pupils can be collected from St. Mary's Church by parents/guardians at their earliest convenience. This contact should take the form of use of local radio coupled with contact of individuals parents/guardians as deemed appropriate and correct by Ourselves in conjunction with Emergency Services/Cornwall Council/ Emergency Contingency Planners
- Other safe areas for shelter could be provided by the Emergency Services/Cornwall Council.
- The school has written a Flood Evacuation Plan and receives regular updates from the Environment Agency about potential sea flooding the area around the school.

9 Electricity

St Mary's C of E Primary Owned Portable Appliances

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

Yearly PAT testing JDS as part of Property compliance contract.

All test Certificates will be kept in Property compliance folder in 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 school for use by staff or pupils. Please also see our e safety policy.

If a personal item is required to be used in school for a one off type event then permission must be sought from **Mrs H Tyreman** and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

Fixed Wiring – all fixed wiring in schools should be checked every 5 years and the school should act upon the outcomes of the assessments based upon the urgency of the outcomes.

Coordinator

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

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

All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to **Mrs H Tyreman** for repair/replacement. Defective equipment should be reported and logged on the **Health and Safety Reporting Defects in School Log** (kept in office)

10 Water Safety

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

- Monthly legionella inspections
- Water heaters Annual
- Water risk assessment
- Regular weekly flushing of outside taps and also of outlets after a school holidays

Tests will be carried out by Churchill as part of JFDS property compliance and flushing of outlets by the cleaner in charge for routine checks.

All test Certificates will be kept in Property Compliance file in office.

11 Asbestos

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

Yearly inspection

Tests will be carried out by Cormac Solutions

All test Certificates will be kept in the Asbestos management file

Advice is available from the following document:

Managing asbestos in your school - Departmental advice for school leaders, governors, local authorities and academy trusts March 2015

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

12 The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system).

Assessments have been returned to the school and copies are available in the COSHH file from **Polly Taylor**

COSHH Coordinator

Polly Taylor 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 that are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance 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 on site or the storage of such substances / materials may need to be controlled.

In addition, any hazardous substances / materials being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

All Staff

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

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

A central copy of COSHH assessments is kept by Hilary Tyreman, the head teacher.

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.

13 Display Screen Equipment

Workstation Assessment

Hilary Tyreman 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 St Mary C of E 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).

Eye tests can be requested following the guidance Arrangements for Eye tests at end of this policy

14 Work Equipment

Hilary Tyreman and Rebecca Bond 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.

15 Management of Contractors

Hilary Tyreman is responsible for overseeing the management of all contractors on site.

Selection of Contractors

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

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work

- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public insurance

Management of Contractors

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

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

All contractors will be required to carry visible identification.

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

Construction Works

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

16 Personal Protective Equipment

School Responsibilities

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

Where provided the School 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

Polly Taylor 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 Polly Taylor will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

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

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

17 Working Alone

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in Staff public, school's hours must have prior agreement/permission from Hilary Tyreman, head teacher

Key Holders: 2 caretaking staff

3 teaching staff (2 have key holding responsibility)

- Employees need to be aware of the security system and procedures to disengage the alarm.
- Employees will ensure that a member of their family know where they are and give an approximate time of returning home.
- Employees will have a means of communication in case of an emergency-such as access to the school telephone or a mobile telephone.
- Employees will ensure that the main entrance/exit is secured upon their entrance. (further access cannot be gained from outside- access code required)
- Employees will limit their access to the rest of the school into areas that they need to use. Other exits, if used by the employee will be secured before leaving the premises.
- Upon leaving the premises the employee will reset the alarm system, securely close the door, wait and ensure that the alarm has reset then padlock the outer gate. *If for any reason this fails then the employee needs to contact the head teacher or cleaner in charge as well as Alarm Guard, explain the situation and ensure the building is secure before they leave. All numbers to contact are kept on the office clearly visible on the wall.*

Employees must text HilaryTyreman on leaving the building on 07583175047 or in her absence Mrs Anita Griffiths on 07921018953

School Security

Site security during the school day

During the school day all staff are responsible for making sure the school site is secure at vulnerable times. Playground gates should be closed and secure when children are in the playground during school hours. The door to the main playground must be closed at the end of playtimes to ensure the school is secure.

Entry to main school

All visitors to the school **must** show appropriate ID before entering the school building.

All visitors to the school **must** report to the office and remain in the reception area until they have been signed into school. No one is allowed access into the school via any other entrance and **must** report to the office.

Once visitors have signed into school they **must** wait to be allowed access into the main building by staff in the office. No children are allowed to open the door to the main part of the school.

Only staff directly employed at the school know the code for the keypad on this door.

Exit of building

On leaving the building visitors are able to let themselves out of the main part of the school but **must** remember to sign out of the visitors' book.

Entry to main school for the promenade

The school site is also accessible via the Promenade through Alexandra Play park. This gate is securely controlled by a keypad. Only staff directly employed by the school know the code for this gate.

Visitors entering the school site by this entrance need to press the bell on the gate. This links to a camera in the office, visitors need to state who they are and their reason for access. All visitors need to securely close the gate and to follow directions to the **main reception** are of the school. (there is a recorded message on the gate requesting visitors to close the gate behind them).

At lunchtime playtime when there is open access for children around the site the main front gate to the school is locked and visitors **must** request access from a member of school lunchtime staff who carries a key.

Security out of school hours

Mrs Pam Edwards, cleaner-in-charge, is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured.

The school has an intruder Alarm system, managed, monitored and maintained by Alarm Guard

Mrs Pam Edwards is also responsible for carrying out checks of the premises during the school holidays.

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 potential for injury due to assault (which is rare) or as the consequence of an accident.
- The following person(s) Mrs Pam Edwards, Mrs H Tyreman and Mrs Anita Griffiths are the school's nominated representatives who will respond in an out-of-hours call out.
- The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

1 – CALL OUT ARRANGEMENTS

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

The following are viewed as acceptable call our arrangements:

a) Police Attendance –

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

b) Two Persons to Attend –

At St. Mary's we will ensure that where possible two key holders are present if there is a call out. The key holders are:

Hilary Tyreman 01736 350495

Mobile 07583175047

Pam Edwards 07807684913

Anita Griffiths 07921018953

The key holders will arrange to meet at the site safely and deal with the situation and contact police as deemed necessary. Key holders must ensure they take a charged mobile phone with them. At no point should staff enter the building if they suspect there is an intruder as there is no guarantee of personal safety.

d) Lone person attends – This is the least favoured option. If this cannot be avoided then the person needs to have access to a charged mobile phone and keep in contact with someone who will take steps to contact police should the individual not return at a given time. The lone person must have a charged mobile phone with them at all times. At no point should staff enter the building if they suspect there is an intruder. Staff should only enter the building if there is an urgent and important need to do so.

A copy of the procedures introduced to control these risks will be kept in the school office in the Alarm Guard folder.

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

No employee is expected to enter a building where it is believed that there is a significant risk.

Non-emergency situations – See Lone Working policy

The person working alone should have a mobile phone. Lone workers should text Hilary Tyreman on arrival at site, at regular intervals whilst on site, when leaving site and when arriving safely at home. The lone person must keep in contact with a security centre, a designated member of staff or a partner.

18 Violence

Zero Tolerance

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

Violence towards Staff

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

Violence towards staff from students will be dealt with using the [school/academy]'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. Please see our Behaviour for Learning policy.

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

Responsible Person

Hilary Tyreman, 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:-

Anita Griffith

Emma Hope

Lou Murley

Polly Taylor

Andrew Varker

A specific policy and procedures aimed at the control of students has been adopted. Please see the school's Positive Handling/Use of Force Policy

19 Educational Visits

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

Responsible Person

The responsible person for school trips and off site activities in this school is Hilary Tyreman In addition there is an Educational Visits Coordinator (EVC) Andrew Varker who completed relevant training in January 2018 (Note this role is not statutory)

Parental Consent

The school does need to have parental permission to take children off site for activities which take place as part of the school day and within school hours. However, it does have to inform parents about where their children will be.

Parental consent is required if children are taken out of school for a visit which extends beyond the normal school day.

The school's policy is that all parents in the school complete a local visits form on admission to the school, a minibus permission slip and general information about the child. It is the duty of the parents and carers to inform the school of any changes with allergies and medication although the school will remind parents/carers of their duty to do so.

Individual letters are sent home for trips beyond local visits and which involve coach or train travel. These letters require

The school needs to have all permission slips returned before a child is allowed on a trip together with up to date contact information,

In exceptional circumstances the school will accept verbal permission over the phone to enable a child to take part in a visit.

The school takes its guidance for the supervision of children whilst on school trips from the Cornwall County Educational Visits Policy and from the Government's guidance on Health and Safety in schools, found at:

<http://cornwalloutdoors.org/schools-groups/safety-visits/>

and

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

Supervising groups of children on trip

All staff need to ensure that they have sufficient adults for supervising children safely when out of school.

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

- Good planning

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

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

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

Ratios of staff to children

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

General guidance followed at the school is:

- Early Years the ratio for outings will be at least equivalent to the statutory ratio which applies to the school or early years setting and in most cases will require an improvement in those ratios.
- 1 adult for every 6 pupils in years 1 to 2 (under 5s reception classes should have a higher ratio)
- 1 adult for every 10-15 pupils in years 3 to 6
- 1 adult for every 15-20 pupils in year 7 onwards.

The ratio needs to consider the following and should be adjusted as needed once a full risk assessment of the trip has been carried out:

- the gender, age, attitude, disability, behaviour and competence of the group members
- the extent to which people with special health needs or learning difficulties are included in the group
- the nature of any planned specialist activities • the experience and expertise of the adults
- the duration and nature of the journey
- the need to maintain a complete programme of supervision
- the competence of the staff -inexperienced staff should be counted as group members.

Going out procedures:

As many adults and children as possible should wear fluorescent jackets. If there are not enough for the group then adults and children wearing these should be distributed evenly along the group.

All routes should be known by staff and planned to ensure they use safe places to cross roads.

A member of staff must take the emergency first aid kit and a mobile phone to contact school in the event of an emergency.

Wherever possible there should be two adults with a group. Occasionally this may not be possible but this must ALWAYS be checked with the Head teacher, or in her absence, the Assistant head teacher.

Staff are not permitted to take an individual child out of school on their own except in exceptional circumstances e.g. taking a child home in an emergency.

If a child has behaviour needs then there may be a need for two adults with the child. This will be determined following a risk assessment of the child and visit.

Visits to Approved Educational Activities

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

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

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

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

The school] also has Public Liability insurance with Cornwall Council.

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

Driving at work

Occasionally it is necessary to use staff cars to transport children to events outside school.

The following protocols MUST be adhered to:

1. The parents must sign the transport letter that details this arrangement.
2. The adult providing the transport must have adequate levels of insurance – the school must have a copy of this.
3. The vehicle must be road worthy and safe – current MOT certificate must be available and the school will keep a record of this
4. All seat belts must be fully functional and must be worn by all passengers
5. **All children under 135cm must** use a car seat (the school has a supply of these)
6. A First Aid kit must be in the car or a kit taken from school

School Minibus

All adults driving the school minibus (or any minibus borrowed from another school) for children MUST have passed the Cornwall Council Minibus test. Drivers must have this and their valid driving licence on them at all times.

The minibus has a First Aid kit- this should be checked prior to the bus being taken out.

The minibus checklist must also be complete before taking the bus out and copies kept in the bus. Any fault MUST be reported to the school.

When transporting children in the minibus there must always be another adult as well as the driver, Seat belts MUST be worn by all passengers and the driver.

Organisation and Arrangements of St Mary's Health and Safety Policy

Communicating the policy

This policy is kept in the head teacher's office, a copy in the staff room, a copy on school server (staff-Health and Safety).

A copy is available in the staffroom on the Health and Safety board.

Parents and carers may view the policy the school's website..

Governors will have the policies emailed to them and made available on the governor portal on the school website

Health and Safety Reporting defects

Logs for reporting defects in equipment, near miss situations and other concerns are kept in the school office.

It is the responsibility of all staff to ensure that they report anything that is a concern. Defects will be dealt with in safety order i.e. those that pose more of a threat to safety will take priority over more recent defects noted.

Health and Safety is a standing item on the staff meeting agenda. Any issues regarding health and safety are noted and acted on. The head teacher also liaises with the kitchen and site staff regularly to check that these areas are safe and fit for purpose.

Health and safety is a standing item on the governors' agenda.

Curriculum and health and safety

Each subject leader needs to be aware of the potential health and safety issues for their curriculum area and risk assessments written as needed. The school regularly checks the County website for any updates on working practises.

Monitoring the policy

The head teacher and safety governors will monitor the policy. They will also do a regular health and safety visit around the site (at least twice a year) to assess health and safety issues both inside and outside. County guidelines and record keeping for this are used for guidance

Notes from these will contribute towards an annual auditing and review of the policy and form part of the Health and Safety Action plan.

Training and development needs

The school completes an annual audit of training needs in Health and Safety (using the example on the Cornwall County website). These will then be built into an action plan for improvements and reviewed annually by the staff responsible and the health and safety governors.

Keeping up to date

The school keeps up to date in Health and Safety Matters by attending relevant training and also noting the Local Authority's Safety warning notices, publicised on the County web site. Current Health and Safety guidance can be obtained from the School Messenger section of the website. The school receives weekly update from the Health and Safety Executive.

Advisory Documents to support this policy:

- **The Health and Safety at Work etc Act 1974**
<http://www.hse.gov.uk/legislation/hswa.htm>

- **Health and Safety Executive risk assessment and policy template link:**
<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
- **Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies – February 2014 link:**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf
- **Safe Practice in Physical Education, School Sport & Physical Activity ...**
www.afpe.org.uk/.../safe-practice-in-physical-education-school-sport-physical-activity
- **Building Bulletin 100: Design for fire safety in schools link:**
http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf
- **Guidance on First Aid for Schools**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf
- **Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England - December 2014**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf
- **School trips and outdoor learning activities**
Tackling the health and safety myths
<http://www.hse.gov.uk/services/education/school-trips.pdf>
<http://cornwalloutdoors.org/schools-groups/safety-visits/>