

# Health and Safety Policy

## Devoran School



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## **Statement of Health and Safety Policy**

Devoran School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

The School is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School.

The School will seek to ensure that its legal duties and policy objectives are complied with at all times.

All foreseeable risks associated with the school's activities will be identified and removed or controlled through a process of risk assessment and management.

All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.

The school will seek to inform pupils' parents or carers of any health and safety issues relevant to their child or children.

The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section

The School will ensure, as far as is reasonably practical, that this policy and its supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than March 2021.

## **Responsibilities**

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

### **The employer**

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

### **Governors**

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and welfare issues. This is usually discussed under the subheading of 'safeguarding' in the Headteacher's report.

The Governors have appointed a health and safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Health and Safety Governor is **Justin Armstrong**.

### **Headteacher**

The Headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy
- Ensuring termly inspections are carried out supported by colleagues from Interserve
- Submitting inspection reports to governors and/or the LA
- Ensuring action is taken on health, safety and welfare issues
- Passing on information received on health and safety matters to appropriate people
- Carrying out accident investigations
- Identifying and facilitating staff training needs
- Liaising with governors and/or the LA on policy issues and any problems in implementing the health and 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 and safety matters
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

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

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	Headteacher
Regular inspections	Headteacher / Cornwall Council / Interserve
Accident Investigation	Headteacher / Interserve
Chairing Health and Safety Committee	Health and Safety Governor
Employee training needs	Headteacher / Finance Administrator
Contractor management	Interserve

### **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

### **Interserve**

Interserve is responsible for:

- Liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

Interserve is appointed with the authority of the Headteacher to request action from the Contractor where conditions are considered to be unsafe.

### **Senior Management**

Senior Management staff have responsibilities for:

- Day-to-day management of health and safety in accordance with the health and safety policy
- Drawing up and reviewing departmental procedures regularly
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections and making reports to the Headteacher
- Ensuring action is taken on health, safety and welfare issues
- Arranging for staff training and information
- Passing on health and safety information received to appropriate people
- Acting on reports from staff, the Headteacher, the LA or Governors.

### **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 classrooms/work areas are safe
- Checking equipment is safe before use

- Ensuring safe procedures are followed
- Ensuring protective equipment is used, when needed
- Participating in inspections and the health and safety committee, if appropriate
- Bringing problems to the relevant manager's attention

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

### **Volunteers**

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

Volunteers are also expected to act only under the direction of a qualified teacher.

## 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.

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## **1. Arrangements for the Supervision of Students**

### **Opening Times**

The school will be open from:- 8:45

And will close to students at:- 15:10

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times with the exception of planned wrap around care or after school clubs.

### **Supervision arrangements**

- Staff member (usually Headteacher) on duty every morning at the gate
- The bell is rung at 8.45 am and children walk up to their classrooms. A second bell rings at 9am.
- EYFS, KS1 and KS2 children all play outside in the school playground at lunchtime
- Play court activities (football, lunchtime clubs) are available on a rota basis
- 3 members of staff on duty each break time (+ individual staff for one to one pupils)
- 3 outdoor lunchtime supervisors (+ individual staff for one to one pupils)
- EYFS – Y6 are all met from school (outside their classroom doors) by their parents or other named person. Older children in Years 5 and 6 may walk or cycle home unsupervised if written permission is given.
- Children whose parents are late to collect them are brought to the school office until they are collected. A phone call is made from school if no one arrives.

### **After School Lettings**

Unless specifically agreed in the Letting Agreement the school does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.



## 2. First Aid

### Assessment of Needs

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

- First Aid at Work Qualified 1
- Emergency Aid Qualified 20
- Paediatric First Aid Qualified 3

### First Aid Coordinator

Jo Andrews 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
  - Within EYFS and outside the staffroom
- A sufficient number of personnel are trained in first aid procedures
  - The following 9 staff members received paediatric first aid training on 27 September 2018:  
Angie Weeks  
Jules Varnish  
Mary Sydenham  
Sarah Kerrison  
Tamar Slattery  
Victoria lock  
Sue Roberts  
Colleen Covey  
Jo Andrews  
This training will be refreshed every three years.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

### First Aiders

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

- Trips and visits
- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school organised fund raising events etc.)

First aid cover is not specifically provided for:-

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.)

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

## **Treatment of Injuries**

The school will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline 111

And, in the case of student injuries, with the parents or legal guardian.

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

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

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

## **Other Significant Injuries**

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

In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of:-

- A telephone call
- An email

Records of notification by telephone to parent/guardians will be kept on CPOMS, as will copies of written notifications.

## **Escorting Pupils to Hospital**

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

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

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

The School recognises that it has a responsibility to support pupils with medical needs. The School follows the Department for Education's guidance on managing medicines in schools and early years settings:-

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/suppor-ting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suppor-ting-pupils-at-school-with-medical-conditions.pdf))

#### **Responsible Person**

Jo Andrews 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**

In certain circumstances the School will allow students to manage their own medication. In each case this will be discussed with the parent/guardian and appropriate health professionals - and an assessment of risk will be completed.

The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication]

#### **Emergency Asthma Kits**

This School procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/350640/guidance-on-use-of-emergency-inhalers-in-schools-September-2014\\_3.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance-on-use-of-emergency-inhalers-in-schools-September-2014_3.pdf)

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

In addition parental consent must be obtained for use of the emergency inhaler.

The School keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

## **Storage of Medicine**

Medicines will be securely stored in the school office.

All medicines must be signed in in the Medicines Log on CPOMS.

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

Medicines can only be given out by Jo Andrews, Julia Dodd, Anna Morris and Victoria Lock

## **Facilities for Medical Procedures**

A room has been provided for medications and medical treatments to be administered – the school office (sensory room if office is not appropriate).

## **Training**

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

The responsible person will keep a record of all medical needs training.

## **Sharing of Information**

The responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

## **Individual Healthcare Plans**

The responsible person will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the School, healthcare professional or the parents/carers.

## **Risk Assessment**

In addition to the healthcare plan the School will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

## **Unacceptable practice**

To prevent unacceptable practice the responsible person will ensure that:

- Students have access to their medication at all times during the School/Academy day or during educational activities off-site.
- Healthcare plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals

- Every effort is made to ensure that students with medical needs are able to stay in School for normal School activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the student becomes ill; ensure that he/she is accompanied to the School office room by an appropriate person.
- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend School.
- Every effort is made to ensure that students with medical needs are able to take part in every aspect of School life including off-site activities, sporting events and practical lessons.

### **Complaints**

Parents/carers are encouraged to contact SENDCO 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**

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

All staff on CPOMS

Victoria Lock would report anything significant resulting in a hospital visit on Assessnet to the Local Authority

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

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

The Reporting Officer will record incidents using the systems below.

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

This school records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

Any incident resulting in an injury to a member of staff

Any incident resulting in an injury to a visiting member of the public

Any incident resulting in an injury to a contractor on the school site

Any incident resulting in an injury to a student which was (or might be) due to

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision
- The level or quality instruction or training provided

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

Any "Occupational Disease" as listed in RIDDOR.

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

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

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

### **Near Misses**

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

The Near Miss Log/Day Log is kept by Headteacher in the Headteachers office.

The Near Miss Log/Day Log will be reviewed periodically by Headteacher 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 Headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by Headteacher) will be reported to the the Health and Safety Governor and Interserve.

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**

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 will be used as the starting point of this evaluation.

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

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

### **Staff Responsibilities**

Staff must attend health and safety training provided by the school / Local Authority.

## **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 Evolve Visits.

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

Copies of risk assessments are available from Anna Morris via the Evolve website.

### **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.

Class teachers are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

### **Safe Working Procedures**

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from the school office – Headteacher or Finance Administrator.

## **7. Fire**

### **Fire Officer**

The person responsible for organising the school's fire precautions is Victoria Lock, Headteacher. Anna Morris will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:-

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

### **All Staff**

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

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

### **Fire Wardens**

The school has identified the following people as Fire Wardens for areas of the school:-

Jo Andrews – office

Emma Inkpen - EYFS

Colleen Covey – KS1

Sue Roberts – KS2

Anna Morris – with VL

Victoria Lock – whole school sweep

Julia Dodd – Library / Hall / Kitchen plus locating alarm

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:-

Jo Andrews

Emma Inkpen

Julia Dodd

Sue Roberts

Colleen Covey

Anna Morris

Victoria Lock

## Evacuation and Registration Procedures

### Fire and Emergency Evacuation Procedures – Devoran School September 2019

This document details the fire and emergency evacuation procedures for the premises. Staff should ensure that they are familiar with these procedures and act upon the requirements.

#### Fire Evacuation assembly point

The assembly point when the fire alarm sounds is the hard court located towards the back of the school in the playground.

#### Action when the fire alarm sounds

- Leave by the nearest fire exit, taking children and any visitors with you. Do not delay your exit to collect belongings
- Close all windows and doors behind you
- Go immediately to the assembly area and ensure that you and your class are accounted for
- Do not re-enter the building until the all-clear is given **Disabled persons** If the situation occurs where a member of staff, pupil or visitor with a disability needs help in leaving the premises, the teaching and support staff will ensure that they leave the building appropriately, preferably via the same exit route as the rest of the school, however if this is not possible, they will make their way from the nearest safe exit, and make their way to the refuge point in the playground, from where they can join the rest of the school at the assembly point if safe to do so. **Action on discovering a fire**
- Raise the alarm without delay
- If trained in the safe operation of the available fire-fighting equipment and only if it is safe to do so, attempt to extinguish the fire
- Report directly to the assembly area, ensuring that you sweep any areas you move through for anyone who may still be inside. **Summoning the fire and rescue service** Your immediate priority is evacuation of the building. If safe to do so, a member of the office staff will telephone the fire and emergency services prior to evacuating the building, or the Head Teacher, Deputy or Member of Senior staff will do so or be instructed to do so from the assembly point. Upon their arrival, the Head Teacher, Deputy Head Teacher or person in charge will liaise with the fire service representative and hand over any relevant documentation, including the fire risk assessment and building risk assessments, and plans of the building (in dedicated folder)

## Roll-call

- Each teacher will be given their register upon entering the assembly point, and they will call the register and double check numbers to ensure that no person is left inside the building. The office staff will count to make sure that all of the staff have arrived on the playground.

## Fire Drills

Fire drills are carried out each term and logged in the Interserve fire log book. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

## Fire Marshall personnel

- Upon exiting the building, thoroughly check the areas you move through to ensure that all occupants have evacuated. Checks on toilet areas should include a check on individual cubicles
- Never open a door if you suspect that there may be a fire beyond it. If in doubt, check the door with the back of your hand.
- If you encounter any persons present, they should be instructed to evacuate immediately. All visitors and members of the general public should be ushered to an exit – not just pointed in the general direction of one
- Do not delay your own evacuation if you encounter somebody who refuses to leave
- Brief the Head Teacher, and in their absence the Deputy Head Teacher upon your arrival at the assembly area. **Staff Absences** Should any member of staff be absent, their duties in evacuating the children in their care from the building will be undertaken by the teacher or adult in charge of the class. Supply staff will also be required to sweep any areas they pass through for personnel as they exit the building.

**Visitors and Contractors** All visitors and contractors should report to the appropriate member of staff, signing in the appropriate book on arrival and before leaving the premises. In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the fire assembly point. Contractors, including any contract cleaners working on the premises, should be informed of the fire and emergency procedures that apply including: • action to be taken on hearing the fire alarm or discovering a fire • fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures

- the location of fire-fighting equipment and fire alarm call points in relation to the area of their work

Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), should have adequate fire evacuation arrangements in place and know how to call the fire and rescue service.

The risk of fire arising out of the work of any contractor at the premises should be assessed (use of contractor hazard exchange form/checklist) and appropriate precautionary measures put in place. Any hot work activities should be closely monitored using the Hot Permit to Work system.

Persons who organise evening events should be informed or given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded.

## Evacuation routes

Evacuation routes will be kept free from obstruction and adequately and clearly marked. Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.

### **Fire Alarm test**

The fire alarms and call points are tested on a weekly basis. The outcomes of these tests are recorded in the fire log book.

Fire drills are carried out each term and logged in the Interserve fire log book. Staff are often warned in advance of these drills but sometimes are not to maintain authenticity and reduce complacency.

### **Fire-fighting equipment**

Fire-fighting equipment will be examined and tested at least once a year by a competent service engineer.

## **8 Electricity**

### **School Owned Portable Appliances**

Interserve will inspect and test all portable electrical appliances by a competent person on the following basis:-

Interserve – PAT testing

Tests will be carried out by Stephen at Interserve.

All test Certificates will be kept on the online platform held by Interserve for the duration of the life of the appliance.

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

Personal items of electrical equipment may only be brought into the school/academy by prior agreement. Equipment must be presented to Jo Andrews for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

### **Coordinator**

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

A central copy of COSHH assessments is kept by Victoria Lock – Headteacher.

### 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

Victoria Lock 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

We realise that it may be appropriate for work to be undertaken at home. It is important that all employers consider the correct posture when working from home or within school during non-contact time.

### Workstation Assessment

Victoria Lock is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

### Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

### Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

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

Employees may request an eye test by contacting the Headteacher who will then get in touch with the Local Authority.

## **11. Work Equipment**

Julia Dodd is responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:-

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

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

## **12. Management of Contractors**

Victoria Lock along with Interserve are responsible for overseeing the management of all contractors on site.

### **Selection of Contractors**

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

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

### **Management of Contractors**

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

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

All contractors will be required to carry visible identification.

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

### **Construction Works**

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

## **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**

Headteacher will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition Juila Dodd 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 shared drive.

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

## **School Security**

Interserve is the appointed body who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Interserve is responsible for carrying out checks of the premises during holiday periods.

## **School Staff/Governors Responding to Call-Outs**

Staff nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is a potential for injury due to assault (which is rare) or as the consequence of an accident.

Victoria Loc - Headteacher, Anna Morris – Deputy Head and Julia Dodd, Finance Administrator are the school's nominated representatives who will respond in an out-of-hours call out.

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

## **Call Out Arrangements**

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

### **Security Firm Personnel Attendance**

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

Kestral Guards

## **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 schools internal disciplinary procedures (which may include police involvement where appropriate).

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

### **Responsible Person**

The Headteacher is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

### **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 there are specific members of staff who are trained in restrictive physical intervention techniques – the list of these staff can be found in the school office. A specific policy, aimed at the control of pupils, has been adopted (Use of Physical Restraint Policy).

## **16 Manual Handling**

Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

This school ensures by its stated risk assessment process that the following hierarchy is followed;

- Avoid manual handling operations so far as is reasonably practicable
- Assess the risk in any manual handling operations that cannot be avoided
- Reduce the risk of injury so far as reasonably practicable

### **Arrangements**

SLT and Interserve are responsible for ensuring that manual handling risk assessments are completed for their work areas and appropriately shared considering the Task, the Individual, the nature of the Load and the Environment.

### **All Staff Will;**

- Make themselves aware of the contents of relevant risk assessments or other instruction and follow any safe system of work
- Not undertake a manual handling activity when a reasonable alternative exists
- Use mechanical aids where provided
- Undertake any required training
- Report any incidents or unsafe systems of work



## **17 Working at Height**

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

This school will ensure by its stated risk assessment process that work at height will be properly planned, supervised and carried out by competent people. This will include using the right type of equipment for working at height and observing the following hierarchy;

- Avoid working at height
- Prevent falls occurring
- Minimise the distance and/ or consequences of a fall

Generally work at height will be carried out by Interserve or specialist contractors and other staff should contact the Interserve helpdesk prior to any work at height.

### **Arrangements**

The Headteacher and Interserve are responsible for ensuring that work at height risk assessments are completed considering the hierarchy above for their work areas and appropriately shared.

All Staff will;

- Make themselves aware of the contents of relevant risk assessments or other instruction and follow any safe system of work
- Not undertake a work at height activity when a reasonable alternative exists
- Use appropriate equipment identified in the risk assessment or safe system of work
- Undertake any required training
- Report any incidents or unsafe systems of work

## **18 Work related ill health – stress in the workplace**

This school will address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

Stress is the adverse reaction people have to excessive pressures or other types of demand placed on them. There is a clear distinction between pressure, which can create a 'buzz' and be a motivating factor, and stress, which can occur when this pressure becomes excessive.

This school will ensure by its stated risk assessment process that work will be planned such as to minimise any stressors by considering;

- Demands–this includes issues such as workload, work patterns and the work environment
- Control–how much say the person has in the way they do their work
- Support–this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
- Relationships–this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour

- Role—whether people understand their role within the organisation and whether the organisation ensures they do not have conflicting roles
- Change—how organisational change (large or small) is managed and communicated in the organisation.

To support this process the school will encourage an open-door policy such that all staff feel free to discuss any matter confidentially with any member of the management team.