



St Ives Junior School

Health and Safety Policy 2018

1. INTRODUCTION

'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 Ives Junior 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 pupils, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the 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 pupils' parents or carers 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 annually

2. 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 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 pupils, 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/updates 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 Mrs Louise McMahon

Head Teacher

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;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;

- Identifying and facilitating employee training needs;
- Liaising with 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	Site Supervisor
Regular inspections	Site Supervisor, Health and Safety Coordinator
Accident Investigation	Site Supervisor, Health and Safety Coordinator
Employee training needs	Health and Safety Coordinator
Contractor management	Site Supervisor, Health and Safety Coordinator

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 Pupils
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

1 Arrangements for the Supervision of Pupils

Opening Times

The school will be open from:-

08.35

And will close to pupils at:-

16.15

on weekdays during term time.

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

Supervision arrangements

Supervision

Inside school

Some children may attend the Hub or The Hive from 8.30am. These children use the main entrance and are supervised by at least 2 members of staff in these locations.

The main access doors to school open at 8.40am. Children will then go to their classrooms and will be supervised by their teachers. Teachers will be joined by Teaching Assistants for the majority of the day. Children will not be left unsupervised in their classrooms at any point.

The school day ends at 15.15, when teachers will escort children to the collection areas and ensure that all children have safely left the premises or are collected.

Children staying for clubs must wait outside the classroom/area for the club until the teacher arrives. The teacher is then responsible for the supervision of these children and their safe departure from the school site at 16.15

Any child not collected at the appropriate time, or unsure of their collection arrangements will be brought to the main office and parents/carers called.

Playground

Children are supervised on the main play areas by a total of 13 adults daily. Adults carry radio and wear hi-vis jackets whilst on duty.

During lunchtimes, a rota is in place for the different areas – both inside and out. There is one adult allocated to supervise children using each of the inside spaces.

Outside adults are specifically allocated to the Cage, the garden area (when in use), Ready Steady Grow Zone, as well as in The Cage. An adult supervised the children leading into the hall from the playground to have their lunch and another adult is on duty within the hall. When all children are on the playground, there are a total of 13 adults supervising either generally or in specific areas. One suitably qualified adult is the nominated First Aider for the playground. This person has the support of other First Aiders as required.

2 First Aid

Assessment of Needs

An assessment of first aid needs has been carried out and the following numbers of trained staff is in place-

First Aid at Work Qualified 6

Essential First Aid Qualified 10

First Aid Coordinator

The Headteacher 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
 - Main office
 - Year3/4 Learning Zone
 - Year 5/6 Learning Zone
- A sufficient number of personnel are trained in first aid procedures

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

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 National Health Service Helpline 111 and, in the case of children's injuries, with the parents or carer.

Suspected Head, Neck and Spinal Injuries to Pupils

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

The attending first aider, in consultation with the parent/carer, 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/carer.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact the National Health Service Helpline (111) for advice or phone for an ambulance as appropriate.

Other Significant Injuries

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

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

- A telephone call
- A form

Records of notification by telephone to parent/carers will be kept by the Secretary.

Copies of written notification are held at the School Office.

Escorting Pupils to Hospital

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

The member of staff will stay with the pupil 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:

Headteacher, Secretary, Health and Safety Coordinator

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

Pupils 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 pupil which was (or might be) due to

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

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

Near Misses

Where an incident occurs which could have resulted in injury – but didn’t – a record will be kept in the Day Log and highlighted as a near miss.

The Day Log is kept by the headteacher.

This will be reviewed periodically by the headteacher and health and safety Coordinator in order to identify any areas of concern which may require attention.

Reporting Timescales

	Reporting timescale
Pupils will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case 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 The Headteacher or Deputy Headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents will be reported to the Health and Safety Governor.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

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 for 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 will carry out an evaluation of the health and safety training needs of staff.

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

The Health and Safety Coordinator is responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher and Governing body.

Staff Responsibilities

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

6 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 ECLIVE Risk Management Software. Maria Dunne (Health and Safety Coordinator) 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 Maria Dunne (Health and Safety Coordinator)

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to liaise with the Health and Safety coordinator to carry out the risk assessment process for those activities.

Subject Leaders should ensure that they make staff aware of any significant risk in their area and of how to manage this, providing documentation and/or a risk assessment where necessary.

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 Maria Dunne.

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 a spreadsheet system to ensure that it complies with all statutory compliance duties.

Through its Scheme of Delegation 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 the Site Supervisor (James Allen)

IT Technician (James Moon) 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
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging fire 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 pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:-

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

Fire Fighting Equipment

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:-

Headteacher (Ruth Davey)

Deputy Headteacher (Ali Watts)

IT Technician (James Moon)

Evacuation and Registration Procedures

In the event of the alarm sounding, (a continuous bell), all staff are responsible for ensuring that pupils and visitors evacuate the building in a calm and orderly manner. They will make their way to the fenced area (the Cage) at the rear of the building, by the specified routes. – see below OR if directed accordingly to the alternative evacuation route leading off the school premises onto the adjacent public road.

A person nominated by the Head teacher (or in her absence the Deputy) will be sent to use the Infant School phone or will use a mobile phone to summon the fire brigade.

As registers are taken electronically. Class teachers will be given a laminated class list with absent pupils marked on it by Mrs Prescott, the school secretary, at the assembly point. In the rare event of a supply teacher being in class, they will use the laminated class list as their register, which on completion at the start of the school day and after the lunch break, will be returned directly to the school office. In the event of the alarm sounding, the secretary will take out all the class laminated lists, 'Pupil Signing In & Out Record book', 'Visitors Signing In & Out Record book', staff sign-in board and a radio to the assembly point. The Headteacher, or in her absence, the Deputy Headteacher will remove the staff sign in board and take it to the assembly point.

***All teachers, including any on supply, should have a classroom radio switched on and to hand at the beginning and end of the school day. In the event of the alarm sounding, teachers must ensure they immediately take and turn on a classroom radio to enable effective and instant communication between staff if safe to do so.**

Class teachers need to walk their children in single file and in silence to the fenced area (the cage) or to the alternative evacuation area. Years 3 and 4 classes enter by the lower access – nearer to their classrooms, whilst Years 5 and 6 by the upper steps across on the right hand side. If there is a delay and obvious build up class teachers need to use their professional judgement to get pupils as quickly as possible into the cage.

In the cage classes should line up in order 1, 2, 3, 4, 5, 6, 7 and 8, adjacent to each other directly in front of the class teachers and in single file. Teaching Assistants need to stand at the front of their class line with the class absence record.

Class teachers need to do a rapid headcount walking down the line alongside each pupil, counting from the front to the back and again to check from the back to the front. The total number of children present in the line needs to be checked against the class laminated record.

Each class teacher should clearly raise their hand to indicate that their children are all safely accounted for.

The Head teacher (in her absence the deputy) will move from class teacher to class teacher to double check if any pupils are not accounted for. In the event of pupils missing and not accounted for in the daily signing in and out book; the fire brigade would be alerted immediately.

In the alternative evacuation area, classes line up alongside each other as directed by Mrs Watts (class 7) in the first instance.

If it is PPA time, support staff or cover teachers will lead their children out of their classrooms as per the above guidance and class teachers will meet classes in the caged area or the alternative evacuation route.

Class teachers need to practise this procedure with their class regularly. Children should be reminded that if they hear a fire bell and are not with their class (e.g. in the toilet) they should leave the building immediately via the nearest exit door and join their class by walking quietly to the caged area. **Class teachers should know where their pupils are at all times e.g. who has just gone to the toilet or who is at a music lesson.**

The Catering Supervisor will account for kitchen staff. The secretary will account for visitors and any other premises staff present at the time.

All classrooms have a sign indicating the specified exit route to the Assembly Point. Site Supervisor (James Allen) to check during regular audits with Headteacher, Chair of Governors or M Dunne (Health and Safety Coordinator).

EXIT ROUTES

Classes 1, 2 and any pupils in DTHQ leave building via the Y3 exit into the fenced area.

Class 3 leave by the exit to the front of the building and walk around via the main gate to the playground

Class 4 via the exit by the hall. (If there was a fire further into the building going through the girls' toilet exit would be an alternative route out of the building or to speed up evacuation)

Class 2 teacher (Mrs Hosking/Ms Hart) **to direct TA to open side gate**

Class 1 teacher (Mr Cooley/Ms Hart) to direct TA to check Y3/4 boys' toilet if safe

Class 4 teacher (Miss Brown) to direct TA to check girls' Y3/4 toilet if safe to do so.

Class 5 to leave building via Y5 learning zone area and Ms Wilson to direct TA to check Y5/6 boys' toilets if safe to do so

Class 6 to leave via classroom patio doors

Class 7 to leave via Y6 learning zone area and Ms Reynolds/Mrs Watts direct TA to check girls' Y5/6 toilet if safe to do so

Class 8 to leave by end exit door - **teacher to direct TA to open side gates**

Anyone in the Hive (the library) should leave via the exit by the hall, which class 4 use. Anyone in the Hub (ICT suite) should leave via the year 5 learning zone.

Anyone in the music room should leave via the hall exit or via the Y3/4 exit.

Anyone in the hall should leave by the hall exit. If there are several classes in the hall, teachers should direct children to use secondary exits through PE store, PAL store, shower room and girls' toilets.

All doors to be closed on leaving by the last Teaching Assistant.

All other staff and visitors should leave the building by the nearest external exit to the playgrounds and make their way to the Assembly Point at the rear of the building. Kitchen staff will leave through their exit door and make safe – radioing their safe evacuation to the secretary. The Headteacher, or her absence the Deputyhead, will contact the fire brigade themselves, or direct a member of staff to do so using the Infant school phone or a mobile.

HAVING LEFT THE BUILDING NO-ONE SHOULD RETURN UNTIL THE FIRE OFFICER GIVES THE ALL-CLEAR.

In the event of a prolonged evacuation or inclement weather, after accounting for everyone, the Head teacher will give contingency instructions to move to the Infant School Hall OR the alternative evacuation route via the small school field will be used.

Head or Deputy check immediately at Fire Assembly Collection Point:

1. Everyone accounted for
2. Fire Brigade phoned

NOTE: In the event of a **CODE RED** (bomb threat) the building should be evacuated as per the above procedure with the school assembling at the far end of the school field. Staff to ensure they have read the Bomb Threat evacuation procedures included in appendix 1 in this policy, **NO MOBILE PHONES OR RADIOS SHOULD BE USED**

9 Electricity

Owned Portable Appliances

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

Tests will be carried out by a suitably qualified PAT tester.

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

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment should not be brought into the school

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 Site Supervisor 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.

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 Management Inspection/Testing Programme Tests will be carried out by Churchill Environmental Services All test Certificates will be kept in Churchill Environmental Services Log Book located on School Reception

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:

All asbestos removed from school

Tests are carried out by Cormac. All previous test Certificates/history are kept in Asbestos Management folder located on School Reception which is made available to all visiting contractors/Service personnel and other relevant parties 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

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept by Facilities Department, additional copies located in DHTQ and Staff Room. COSHH Coordinator James Allen /Maria Dunne are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

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

Site Supervisor (James Allen) and Health and Safety Consultant (Maria Dunne) are 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.

13 Display Screen Equipment

Workstation Assessment IT Technician James Moon is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding pupil 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).

14 Work Equipment

The Site Supervisor, in consultation with the Headteacher, 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.

15 Management of Contractors

The Site Supervisor 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 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.

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 pupils.

Purchase and Storage of PPE

The Site Supervisor or 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 Site Supervisor will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Pupil Responsibilities

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

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

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.

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

School Security

The Churchill Cleaning lead cleaner is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

The Site Supervisor 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.

The Site Supervisor, Headteacher, Deputy Headteacher and Secretary 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 GSD will respond to alarm activations and will arrange for a key holder to attend if necessary.

In the event of GSD not attending, at least 2 school key holders should attend the site together.

The police will be called if deemed necessary or if a risk or potential crime is identified.

A member of staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No member of staff is expected to enter a building where it is believed that there is a significant risk.

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, pupils 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 pupils 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 Pupils

Violence between pupils will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards pupils 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

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 Ruth Davey . In addition there is an Educational Visits Coordinator (EVC) Maria Dunne who has completed relevant training.

Parental Consent

The school does not 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 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

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 pupils.

The school also has public liability insurance with Cornwall Council.

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

Staff Pupil Ratios

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

Ratios will depend on the nature of the activity, the experiences of the staff and the characteristics of the group. Where necessary, advice will be sought from the Health and Safety Consultant about appropriate cover.

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 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.'

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/>