Pensilva Primary School's Statement of Health and Safety Policy

PENSILVA PRIMARY SCHOOL:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than February 2022.

Approved and adopted by Governing Body, September 2020.

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

Governors

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

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

The Safety Governor is Alec Putna.

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 and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- 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;
- Arranging for employee training, information and instruction;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Taking 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	Not delegated, but all staff responsible for observing and reporting concerns
Regular inspections	Louise Halliday
(Accident Investigation	Teresa Clinick)
Chairing Health and Safety Committee	Alex Putna (part of FGB meetings)
Employee training needs	Emma Matthews
Contractor Coordinator	Emma Matthews

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

Teachers

Teachers have responsibilities for:-

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing school procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Being observant and making sure any concerns are reported to the Head Teacher;
- Ensuring action is taken on health safety and welfare issues;
- Passing on health safety and welfare information received to appropriate people;
- Acting on reports from employees, the Head Teacher, the Governors and the Local Education Authority.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected

by anything they do or fail to do. In particular employees have a responsibility for:-

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Health and Safety Committee if appropriate;
- Bringing problems to the relevant manager's attention.

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

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school'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

		Page
1.	Arrangements for Supervision of Students	6
2.	First Aid	7
3.	Pupils with Medical Needs	9
4.	Accidents/Incidents	12
5.	Training	13
6.	Risk Assessment	14
7.	Fire (See also, separate Policy for Fire and Procedure)	14
8.	Electricity	15
9.	The Control of Hazardous Substances	19
10.	Display Screen Equipment	17
11.	Work Equipment	17
12.	Management of Contractors	18
13.	Personal Protective Equipment	19
14.	Working Alone	20
15.	Violence	21

1. Arrangements for the Supervision of Students

Opening Times

The school will be open from:-

0855 (But staff supervision before school on the playground from 0840)

And will close to students at:-

1515

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times unless they are attending a club organised by the school.

Due to COVID-19 restrictions, our usual procedures are replaced by special arrangements - shown here in red – which are in place for drop off and pick up times:

Classes	Drop off time	Drop Off / Pick Up Location	Pick Up Time
Wrens (EYFS / Year 1)	8:45 – 8:55	Enter / leave via the large gate behind Pre-School building – to far side of KS2 playground	3:05 – 3:15
Puffins (Years 2, 3, 4)	8:45 – 8:55	Enter / leave via the car park gates and line-up along marked area – your child will be using the door near the ramp at the far side of the carpark	3:05 – 3:15
Buzzards (Years 5 & 6)	8:45 – 8:55	Enter / leave via the small playground gate and line up along the marked area on that playground – your child will use the outer door of their classroom	3:05 – 3:15

Supervision arrangements

Due to COVID-19 restrictions, the above drop off and pick up will be followed and all pupils will be met at the door by an adult and then go straight to their class bubble. Pupils will stay with their own class bubble throughout the day, including break times and lunchtimes.

- Before school, there is adult supervision on the main playground from 0840. Two adults supervise the main playground and there is usually an adult near the front gate, too, although children all need to go through to the main (back) playground in the morning. If the weather is inclement, the decision may be made for children to go straight into their class, from 0840, and the classes will have an adult present. At the end of the day

(1515), the collection of Early Years, Key Stage 1 and Year 3 pupils is supervised by staff and parents are met on the main playground.

- At Lunchtimes and playtimes, there are 4 adults supervising. There may also be agreed, additional one-to-one support for some pupils with specific needs.

After School Lettings

The school does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

2. First Aid

First Aid Coordinator

Vanessa McDowell 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
    - First Aid Station
    - A class basic first aid kit in each of the 4 classrooms
- A sufficient number of personnel are trained in first aid procedures
    - Paediatric First Aid: Teresa Clinick, Vanessa McDowell, Helen Tubby and Lucy King
    - First Aid at Work: Teresa Clinick, Louise Halliday, Anita Olver, Louise Halliday, Susan Nightingale and Oliver Jones (Also Trish Thomas and Martha Oliver)
- First Aid qualifications are, and remain, current.

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

The school secretary checks records regularly to ensure that First Aid qualifications are, and remain, current.

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

Telephone: 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 first aid slip / form
- A phone call or direct conversation with a parent / guardian

Records of notification by telephone to parent/guardians will be kept by the secretary, if not noted on the medical first aid form. Counterfoils of written notification are held in the First Aid room and significant accidents recorded in the Accident book (held in the secretary's office) and, where required, reported on line (RIDDOR).

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/supporting-pupils-at-school-with-medical-conditions.pdf)

Responsible Person

The Headteacher 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.

Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.

Medication will be available to identified students at all times of the School day.

Self-Management of Medication

This School does not allow students to carry or manage their own medication, except for asthma, where deemed acceptable and where the case has been discussed with the parent/guardian and appropriate health professionals – and an assessment of risk has been completed. Written permission is be required from the parent / guardian.

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]

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

Storage of Medicine

Medicines will be securely stored at the First Aid Room station – if the medicine needs to be refrigerated, however, it will be kept in the staff room refrigerator.

All medicines must be signed in in the Medicines Log.

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

Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered First Aid Room / Disabled Toilet.

Training

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of students with specific medical needs; (*this may include, for example, administering medicine for a pupil with diabetes*).

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 SENDCO will work with - and identify an appropriate member of staff to work with - healthcare professionals and parent/carers to establish an effective healthcare plan, where appropriate.

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

Risk Assessment

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

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

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

Unacceptable practice

To prevent unacceptable practice the responsible person will ensure that:

- There is access to a pupil's medication at all times during the School day or during educational activities off-site.
- Healthcare plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that students with medical needs are able to stay in School for normal School activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the student becomes ill; ensure that he/she is accompanied to the School office/medical room by an appropriate person.

- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- 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 Teresa Clinick (SENDCO / Headteacher) 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:

Teresa Clinick (Headteacher)

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 of instruction or training provided

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

Any "Occupational Disease" as listed in RIDDOR.

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.

The Near Miss Log is kept on the health and safety board in the staff room.

The Near Miss Log will be reviewed periodically by the 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 the 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 The Headteacher 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

The School will carry 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.

Teresa Clinick (Headteacher) will be responsible for carrying out the evaluation of training needs and presenting recommendations to the Governing Body.

Staff Responsibilities

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

6. Risk Assessment

Risk Assessment

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

Risk Assessment Process

The school will carry out risk assessments using EECLIVE Risk Management Software.

Kristy Rowe is responsible for managing the risk assessment process for Educational Visits and producing relevant reports for the Head Teacher and the Governors. Teresa Clinick (Headteacher) is responsible for all other risk assessments and producing relevant reports for the Governors.

Copies of risk assessments are available from the first cabinet inside the Secretary's office and a list of Risk Assessments can be found at the front of the cabinet.

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.

7. Fire (See Separate "Fire Policy and Safety Procedures")

Fire Officer

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

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 for 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 Headteacher *(or, if deemed appropriate (as the Main Fire Officer is the Headteacher) to the Health and Safety Governor)* 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 area checks

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

Helen Tubby – To cover the Headteacher's role or the secretary's role, if either are absent. for the evacuation when the alarm sounds

Buzzards class TA – check toilets for Buzzard' class and also the staff toilets.

Wren's Class TA - check toilets in Wrens class

Marcelle Moriarty – check toilets for Puffing and Pufflings classes

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:-

Teresa Clinick

Kristy Rowe

Evacuation and Registration Procedures

See Separate guidance at Appendix A

8 Electricity

School Owned Portable Appliances

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

Annual PAT testing

Tests will be carried out by professional bodies employed through Kernow FM. All test records will be kept in the secretary's office for the duration of the life of the appliance. Stickers applied to appliance, with date.

Personal and Privately Owned Portable Appliances

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

Coordinator

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

9. The Control of Hazardous Substances

Hazard Assessment

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

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

A central copy of COSHH assessments is kept by the secretary (and the cleaning company hold their own file in one in cleaners' cupboard).

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard in Science).

Staff shall inform the COSHH Coordinator -Teresa Clinick - of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

Teresa Clinick is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained. (Secretary to ensure when any substance / chemical items are ordered the order is shown to the COSHH Coordinator).

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

The Headteacher 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 Headteacher is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

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

10. Display Screen Equipment

Workstation Assessment

The Headteacher 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).

An employee may request the cost of an eye test by obtaining a quote and making a request through the Headteacher; in the case of the Headteacher making the request, it should be presented to the Health and Safety Governor.

(Options via the school's current insurance policy (Health) will also be considered).

11. Work Equipment

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.

12. Management of Contractors

The secretary 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 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.

Where the school has a contract with an outside company (for example for cleaning and for catering) that company shall have the responsibility to assess the need and to purchase equipment and ensure correct training and storage are in place).

Purchase and Storage of PPE

PPE consists of High Vis Vests and first aid gloves for teachers for identified activities. Further PPE may be introduced, as appropriate, if identified through a risk assessment for a specific, and authorised, activity.

Vanessa McDowell 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 Vanessa McDowell 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 risk assessment / procedures will be kept in first the cabinet in the Secretary's office.

School Security

The cleaner (appointed by Future Cleaning) 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 Chair of Governors 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.

Teresa Clinick (Headteacher), Alex Putna (Chair of Governors) and Colin Swinburne (Governor) 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.

Police attendance

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

Or, *in the case of a single zone entry*

Lone Person Attends – This is the least favoured option.

Where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact the police should the individual not return at a given time.

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 or Governor is expected to enter a building where it is believed that there is a significant risk.

15 Violence

Zero Tolerance

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

Violence towards Staff

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

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Students

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

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

Responsible Person

The 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

Appendix A

Policy and Procedure In The Event Of A Fire

Fire

Fire doors are never obstructed and fire drills are held twice a term.

Fire drills are recorded in the school fire log book to designate date and who has taken part.

Fire regulations and evacuation procedures are displayed on the staff room notice board and fire exits. Staff are fully aware of them.

In case of an emergency - a daily register for everyone present is completed by each class teacher. A manual emergency register, showing pupils who are absent, is also sent to the secretary's office. All visiting adults sign the visitor's book on arrival and departure.

Fire fighting equipment is checked annually and staff know how to use it.

Location of equipment is displayed on the notice board.

There is a non-smoking policy on the school site.

Procedure In The Event Of a Fire

Remain Calm

The school alarm system will be activated sounding a continuous ring.

Calling the Fire Brigade

On hearing the alarm, the school secretary should immediately dial 999. The call should not be delayed while searches are made.

Teachers of each class are responsible for their yellow emergency class register. This is to be completed daily, only marking those who are absent. Teachers must send this to the secretary's office.

The secretary is responsible for the visitors log and Parents log for taking children in and out of school and the emergency contact lists.

Alternative temporary accommodation in the event of not being able to return to the building would be found at Millennium House in Pensilva. All members of staff should be familiar with the correct procedure for calling the Fire Brigade and giving the correct address of the school.

Evacuating the building

On hearing the alarm, all pupils should stand quietly by their places, then when instructed, proceed in single file by the safest nearest exit route to their designated assembly point.

Wrens

Through the fire exit door on the patio. Walk round to the junior playground. Assemble as close to the far boundary wall as possible. The class TA will check the class toilets.

Pufflings

Through the fire exit door on to the patio. Turn right and walk through the car park to the infant playground. Assemble as close to the road boundary wall / carpark wall as possible. The Puffing's class TA will check the class toilets.

Puffings

Exit through the main classroom door. Turn left long the corridor and exit through the doors by the toilets. Assemble as close to the far boundary wall as possible. The class TA will check Puffing's toilets – this includes the girl's toilets in Pufflings.

Buzzards

Exit through the fire exit door onto the infant playground. Assemble as close to the road boundary wall as possible. The class TA will check Buzzard's toilets and also the First Aid Room.

Preschool

Exit through the main door onto the playground. Assemble as close to the painted caterpillar as possible.

Kitchen

Exit through the main kitchen door and out onto the junior playground. Assemble as close to the boundary wall as possible.

Children and staff not in their classroom

Leave the building via the nearest fire exit and assemble at the nearest assembly point.

ON NO ACCOUNT SHOULD CHILDREN RETURN TO THEIR CLASSROOM.

(If the class are outside of the classroom during lesson time, any child from Wrens or Pufflings' classes who need to return to the classroom / toilet should be escorted by an adult.

Exits are to be found:

Hall – emergency exit

Library

Through the library main door. Turn left long the corridor and exit through the doors by the girls toilets. Assemble as close to the far boundary wall as possible.

Staffroom

Exit via the main school entrance to the infant playground. Assemble as close to the road boundary wall as possible.

Photocopier Room

Exit via the main school entrance to the infant playground. Assemble as close to the road boundary wall as possible.

Lunchtime Fire Safety Procedures

Dinner Hall

Kitchen staff should vacate the kitchen after shutting hatches and the door into the hall. Exit via the fire exit door into the junior hall, or if necessary vacate via the hall.

All children in the Hall should line up quietly and follow one of the MTAs into the junior playground via the main fire exit door. Line up in class groups as close to the boundary wall as possible.

The MTA on duty in the hall brings up the rear and ensure that the door is closed as she leaves the building. If this door cannot be used, the MTA should lead the children out of the building by the most appropriate exit.

Children in playgrounds

The MTA should line up the children in their class groups in the designated assembly points of each playground. No child or member of staff should cross from one playground onto the other unless specifically requested by the Headteacher or Assistant Headteacher.

Children in the fields

Line up in class groups and wait for further instructions to join the rest of the school.

Clubs

The leader of the club is responsible for leading children in their care into the nearest playground according to the fire safety instructions in the room they are using.

Wet Playtimes

Children should leave their classroom according to the fire safety procedures for the room they are in. MTAs should ensure the children they are supervising have left the building.

Children or staff alone in corridors or classrooms or other parts of the building.

Any children or staff walk to the nearest fire exit assemble at the designated assembly point.

Responsibility of the MTAs

MTAs should ensure that the children in their care are reassured and line up quietly calmly in their class groups.

Responsibility of the Headteacher (The secretary will cover this role if the Headteacher is absent)

At the assembly points, the headteacher will check with each teacher, with the Pre-school Leader and with the secretary to ensure that all children and adults are present.

Responsibility of the secretary (Helen Tubby will cover this role if the Secretary is absent)

The secretary will ring 999 and contact the fire brigade. The secretary will bring the emergency registers, visitors log book, parents log book and emergency contact list to the playgrounds. The secretary will also ensure she has her mobile phone with her.

Responsibility of Pre-School

Pre School are responsible for evacuating their pupils and for ensuring that they have their register and check that all are present at the assembly point.

Reviewed

September 2020