



Every Moment Matters

**Perran-ar-Worthal CP School**  
**Statement of Health and Safety Policy**  
**(including First Aid in Schools)**

Perran-ar-Worthal CP School:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Perran-ar-Worthal 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 Perran-ar-Worthal 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 March 2025.

Approved and adopted by:

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Sarah Smith (Health and Safety  
Governor)

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Val Royston(Chair of Governors)

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Rachel Heffer(Headteacher)

On:

## Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the Perran-ar-Worthal 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.

The Governors have appointed a Health and 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 Health and Safety Governor is **Sarah Smith**

**The Headteacher** has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the [school/academy] Health and Safety Committee;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

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

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	Headteacher
Regular inspections	Headteacher & Mitie
Accident Investigation	School Secretary or Headteacher
Chairing Health and Safety Committee	Not applicable
Employee training needs	Headteacher
Contractor management	Mitie & Headteacher

### **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

### **Senior Management Team**

Senior management team have responsibilities for:-

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

### **All Employees, supported by the Junior Health and Safety Team**

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 Perran-ar-Worthal 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:

8.45am

And will close to students at:

3.15pm

### Supervision arrangements

- All classes are manned with qualified staff from 8.45 a.m. when the school opens. During class time the supervision ratio of adults to pupils will not exceed 1:30 in KS1 and 1:35 in KS2.
- The school will be open for class lessons from 8.45 am to 3.15 pm i.e. 32.5hrs per week. The school will be open from 7.45am to 6pm each day for wraparound care and (on specified days) for after school clubs. Between these times the appropriate level of supervision will be provided. Pupils will not be allowed on site outside these times unless they are attending organised events.
- Unless they are attending wraparound care, pupils should be dropped at their classroom door at 8.45am in the morning.
- Unless attending an after school club or wraparound care, KS1 pupils should be collected from their classrooms at 3.15pm
- Unless attending an after school club or wraparound care (or a walking pass has been agreed between the parent and the school), KS2 pupils should be collected from their classrooms at 3.15pm.
- In the event of a child not being collected within fifteen minutes of the end of the session then an attempt will be made to contact parents or one of the other named contact on the child's file. Any child not collected by 3.30pm will join wraparound care until their parents arrive. Parents will be charged accordingly.
- At break and lunchtimes, pupils will be supervised in the following ways:  
KS1 – minimum of 2 adults to a maximum of 60 children  
KS2 – minimum of 2 adults to a maximum of 90 children  
During wet break, each area is supervised by at least 1 adult

### 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    A minimum of 1 member of staff

Emergency Aid Qualified        A minimum of 4 members of staff

### **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:
  - School Office; every classroom; minibuses; mobile first aid boxes that are used on the playground
- A sufficient number of personnel are trained in first aid procedures
  - A list of first aid trained staff is kept in the school office and is regularly updated.
- First Aid qualifications are, and remain, current.

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

### **First Aiders**

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 (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 on 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
- A Dojo message
- A form

Records of notification by telephone to parent/guardians will be kept by the school secretary. Copies of written notification are held in the school office.

## **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 and has a policy for supporting pupils in school with medical conditions available on the school website:-

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

### **Responsible Person**

The school secretary 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 and the appropriate form has been completed (see school's policy on for 'Supporting pupils in school with medical conditions')

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 day where it is secured in the school office or if required for quick access, such as an epi pen for an allergic reaction or medication to manage diabetes, these can be stored in a more accessible safe place within the child's classroom.

### **Self-Management of Medication**

In certain circumstances the school will allow students to manage their own medication whilst being supervised by a member of staff. 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 does not hold emergency asthma kits on site.

### **Storage of Medicine**

Medicines will be securely stored in school office.

All medicines must be signed in in the Medicines Log.

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

Medicines can only be given out by a member of staff.

### **Facilities for Medical Procedures**

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

### **Training**

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

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

### **Sharing of Information**

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

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

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

### **Individual Healthcare Plans**

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

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers. It is the parents' responsibility to inform the school as soon as they know if any changes need to be made to the management of their child's medical needs so that the Healthcare plan can be updated and shared with staff without delay.

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

### **Complaints**

Parents/carers are encouraged to contact the 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 complaints procedure.

## **4. Accidents/Incidents**

### **Reporting Officers**

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

School Secretary or 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 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.

Perran-ar-Worthal School site is managed by Mitie and, as such, the school must also report any accidents, that have occurred on the school site, to Mitie.

### **Near Misses**

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

The Near Miss Log Day Log is kept by School Secretary in School 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 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 School Secretary~~) will be reported to the Headteacher and the Health and Safety Governor.

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

For Maintained Schools:-

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 carries 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.

The Headteacher with the Leadership Team are responsible for carrying out the evaluation of training needs and presenting recommendations to the Headteacher and the Governing Body when necessary.

### **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 ASSESSNET

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

Copies of risk assessments are available from the Headteacher and are also filed on the school's secure network.

### **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.

### **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 and on the website

## **7. Property Maintenance/Compliance**

The school forms part of the Cornwall Schools PFI2 contract and as such responsibility for the maintenance and statutory compliance of the property is discharged to Pyramid Schools Cornwall Ltd. Currently, Mitie are the contractor (due to be taken over by Mitie). All documentation in relation to compliance of the school can be viewed on their SharePoint system to which the school has access. Mitie are responsible for insuring that services are provided by reputable contractors.

The school carries out a termly Health and Safety inspection in conjunction with Mitie. The school has a direct helpline to report any health and safety issues that need addressing. The school is also contacted by Mitie on a monthly basis requesting any reports regarding accidents that may have taken place as a result of property defects.

## **8. Fire**

### **Fire Officer**

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

A senior member of staff 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:

#### **Rachel Heffer(Headteacher) and Hannah Pallot(Deputy Headteacher)**

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 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 the school has 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:

#### **Rachel Heffer(Headteacher) and Hannah Pallot(Deputy Headteacher)**

### **Evacuation and Registration Procedures:**

These can be found in the fire procedure folder that is located in the school office.

## **9. Electricity**

### **School Owned Portable Appliances**

Mitie will undertake to inspect and test all portable electrical appliances by a competent person on an annual basis.

Tests will be carried out by a registered PAT testing company.

All test Certificates will be kept in school office for the duration of the life of the appliance or held on the Mitie's Sharepoint system.

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

Personal items of electrical equipment may only be bought into the school by prior agreement. Equipment must be presented to the registered PAT testing company for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

### **Coordinator**

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

Mitie is responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## **10. 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 school secretary.

### **Staff Responsibilities**

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

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

### **COSHH Coordinator**

The Headteacher 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.

Staff are responsible for informing the headteacher if they wish to introduce a substance that may require a COSHH assessment.

## 11. Water Safety

Mitie is responsible for inspecting and testing the water on a regular basis. Documents are accessible by the SharePoint system.

## 12. Water

Mitie is responsible for inspecting and testing the water on a regular basis. Documents are accessible by the SharePoint system.

## 13. 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).

Staff at the school that are entitled to free eye tests need to enquire at the school office as to how this can be arranged through Cornwall Council.

## 14. 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.

## 15. Management of Contractors

The Headteacher, being school based, supports Mitie in the responsibility of overseeing the management of all contractors when on site. However, as a PFI school, it is the responsibility of Mitie to select the appropriate contractors to carry out work.

### Selection of Contractors

The school will expect Mitie to 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 students.

### Purchase and Storage of PPE

For spillages, Mitie 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, Mitie will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.



## **Staff and Student Responsibilities**

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

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

## **17. Working Alone**

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. The procedures to control these risks will be shared with staff and outlined in the staff handbook. It is the responsibility of the staff member who chooses to work alone on the school premises to inform either a colleague or a member of the Mitie team via an agreed messaging system when they arrive at the school and when they leave school.

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

## **School Security**

Mitie 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.

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

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

Staff/Governors do not respond to call-outs. This is the responsibility of Mitie.

## **18. Violence**

### **Zero Tolerance**

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

### **Violence towards Staff**

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

Violence towards staff from students will be dealt with using the school'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

## **Team Teach and PRICE Training**

Team Teach and PRICE Training are training packages for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school the following staff have received training in Team Teach or PRICE Training techniques:

**Rachel Heffer(Headteacher), Ben Teasdale(Assistant Head), Hannah Pallot(Deputy Head), George Royle(Teacher), Katie Rawlings(Teacher/SENCo), Bethan Nadler(teacher), Sarah Nelson(HLTA), Kate Mitchell(TA), Steph Lightfoot(TA/HLTA), Clare Hamilton (TA/HLTA)**

A 'Positive Handling' policy can be found on the school website.

As and when any Health and Safety Risks are identified that may need temporary safety measures to be implemented, this will be addressed at the time and risk assessments will be created to assess the risk to ensure the appropriate control measures are put in place.

## **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 Headteacher will ensure an appropriate risk assessment is carried out by the lead organiser of any school trips and off-site activities. The Deputy Head and Assistant Head are the school's Educational Visits Coordinator (EVC) and have completed the relevant training. (Note this role is not statutory)

### **Parental Consent**

Written consent from parents/carers is required for pupils to take part in off-site activities. The only exception to this is when activities are within a short walking distance of the school as this permission is signed for in the admission form that parents complete on their child's entry to our school. However, the school does have to inform parents about where their children will be at all times and of any extra safety measures required.

Parental consent is required if children are taken out of school for a visit which extends beyond the normal school day and for activities that need a higher level of risk management.

Prior to any visits off-site, letters are sent to parents in a timely manner detailing the off-site activity. These letters include a permission slip which must be completed and signed by the parent before the child is able to take part. Verbal permission over the phone can be taken if necessary.

The school takes it's guidance for the supervision of children whilst on school trips from the Government's guidance on [Health and Safety in schools](#).

### **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 check 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 should provide a risk assessment that identifies the potential risks involved in using a provider.

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

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

The school also has public liability insurance with Cornwall Council.

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

### **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.

This school starts with general supervision ratios as set out below, however, the risk assessment of the off-site activity could result in these ratios changing:

- School years – Early Years 1 to 3
- School years – Y1 to Y3 1 to 6
- School years – Y4 –Y6 1 to 15

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 1<sup>st</sup> 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.'

## **20. Working at Height**

Within the school and its grounds, work at height should always be avoided where possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that lasts for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access.

- Step stools in the school must be at one of the minimum standards or class:
- BS 3777
- EN 14183
- Have a maximum capacity rating of 150kgs

Stepladders and ladders in the school must be at one of the minimum standards or class:

- BS 1129/Class 1 (wood)
- BS 2037/Class 1 (metal)
- BS EN 131 (wood, metal & glass fibre)

### **Standing on tables, chairs or other furniture for any reason is strictly prohibited.**

For anything other than low risk, short duration work at height, the work is to be done using a mobile tower. No staff member can use this level of equipment without the appropriate training.

All access equipment must be visually checked before use; as instructed in the Safe Working Procedure document.

All ladders and step ladders must be thoroughly checked once a term, using a checklist to ensure consistency of the inspection. As a PFI school these checks are carried out by Mitie.

## **Training**

It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Refresher training is required at least every three years.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they are to contact the Head teacher/Site Supervisor prior to use.

The following sets out the minimum instructional training and/or training course requirements for access equipment used in the school:

Step stools – A simple instructional training brief is to be given by the Site Supervisor to all users.

Step Ladders – Where low risk at height may be required to be undertaken using stepladders, staff members must be trained first by the Site Supervisor/Mitie.

## **21. Manual Handling**

- Avoidance of risk

The School will eliminate, as far as is reasonably practicable, the need for its employees to carry out manual handling tasks that involve a risk of injury.

- Assessment of risk

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are available on the ASSESSNET system or from the Site Supervisor/Mitie. Safe working procedure for manual handling is displayed in the staffroom and is included in the staff handbook.

- Reduction of risk

The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when and by whom this should be implemented. The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of risk.

- Responsibility for assessment

The Site Supervisor/Mitie and curriculum leaders have the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the School which are regularly reviewed.

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable". Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will be sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

The School will ensure all employees receive information and training in manual handling. The purpose of this is to:

- Inform employees of legislation, policies and procedures they must follow to reduce the risk of injury.
- Inform employees of their responsibility to look after the health and safety and that of those who may be affected by their actions.

Provide practical advice and training on best practice in manual handling

## 22. Advisory Documents to support this policy

### HSE

- [The Health and Safety at Work etc Act 1974](#)
- [Health & Safety Executive – Education](#)
- [Health and Safety Executive risk assessment and policy template link](#)
- [School trips and outdoor learning activities - Tackling the health and safety myths](#)

### DfE Advice & Guidance

- [Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies – February 2014](#)
- [First Aid in School Schools](#)
- [Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England](#)
- [Automated external defibrillators \(AEDs\) in schools](#)
- [Building Bulletin 100: Design for fire safety in schools](#)

## 23. Schedule of Health and Safety Checks

Checked	Frequency	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Pressure Vessels – Insurance Inspections	Every 5 years				Due 2026								
Boilers – Insurance Inspections	Biennial												
Boilers	Annual												
Kitchen Gas Inspection	Annual												
Periodic Electrical	5 yearly				Due 2026								
PAT	Annual												
PAT - stage	Annual												
Major Electrical Catering Equipment	Annual												
Lighting	13 months												
Stage Lighting	Annual												
Fire Alarm Service	Quarterly												
Fire Equipment	Annual												
Smoke Curtain	Annual												
Fire Drills	Termly												
Emergency Lighting	Annual												
Catering Deep Clean	Annual												
Kitchen Ductwork & Extractor	Annual												
Intruder Alarm	Annual												
Sports Equipment Maintenance	Annual												

<b>Asbestos</b>	<b>Annual</b>												
<b>Health and Safety Monitoring Visits</b>	<b>Termly</b>												