



# St Hilary School

## Health and Safety Policy

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

It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.'

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

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

### St Hilary 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 May 2019.

Approved and adopted by:

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Chair of Governors

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Head Teacher/Principal

On:

## Responsibilities

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

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

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

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

### The employer

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

### Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The school's competent advisors are: **Mr Nigel Row**

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

The Safety Governor is: **Mrs Louise Greygoose**

### 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;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;

- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

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

**Function**

**Delegated to: Mrs Viv Laity**

Day to day health safety and welfare management

Regular inspections

Accident Investigation

Chairing Health and Safety Committee

Employee training needs

Contractor management

**All Employees**

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:-

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

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

**Volunteers**

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

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

## **Organisation and Arrangements for Health Safety and Welfare.**

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

### **Procedure List**

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

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

### **Opening Times**

The school will be open from:-

8.00am

And will close to students at:-

5.30pm

On weekdays during term time.

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

### **Supervision arrangements**

**8.00-8.45 am Breakfast Club** (2 adults to 10/15 children) Children delivered to classroom, then at 8.45am, Years 1-6 join their peers in the playground, the reception children are delivered to their classrooms.

**8.45-9.55am Before school playground supervision** (1 teacher in upper/lower playgrounds)

**10.10-10.25am Infant playtime** (2 Adults to 120 children + SEN TAs) Lower playground

**10.40-10.55am Junior playtime** (1 Adult to 120 children + SEN TAs) Lower playground

**12.00-1.00pm Lunchtime** (7 adults to 240 children + First aider in office)

- Upper/Lower playground in winter & wet summer days
- Field & play equipment during summer & warm/dry days

**3.15pm End of Infant day** Children taken by class teacher to lower playground for collection by parents

**3.30pm End of Junior day** Children taken by class teacher to lower playground for collection by parents

Any children not collected are taken to school office & parent contacted or taken to Funzone 'after school care'

**3.30-4.30pm Sports/After school activity clubs.** Adult to child ratios to be considered when clubs are set up at the beginning of each term to take into account, type of activity, other activities being led in the vicinity, amount of children attending and age of children attending.

Children taken by club leader to lower playground for collection by parents or children join Funzone until 5.30pm.

**3.30-5.30pm Funzone (After school care)** (3 Adults to 20 children) Children are collected by parents at the end of their session. A member of the Funzone staff remains on site until all of the children are collected.

### **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. The school has its own Lettings Policy.

## 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 [4]

Emergency Aid Qualified [9]

Paediatric First Aid Qualified [6]

### First Aid Coordinator

Mrs Jude Gardner 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
  - **Staff Room (for school trips & lunchtime)**
  - **Class 2**
  - **Class 6**
  - **The Elliot Building**
  - **School Office**
- A sufficient number of personnel are trained in first aid procedures
- **Highfield Level 3 Award in First Aid at Work (RQF)**  
*06/09/16 to 06/09/19*  
Mrs Jude Gardner                      Mrs Kate Ellis  
Miss Jodie Rowe                        Mrs Viv Laity

### **HABC Level 3 Award in Paediatric First Aid**

*06/09/16 to 06/09/19*

Mrs Elaine Izzard                      Mrs Jane Davy  
Mrs Sarah Newing                      Miss Emma Matthews  
Miss Michelle Brant                      Mrs Jo Osmand

### **HABC Level 2 Award in Emergency First Aid (QCF)**

*06/09/16 to 06/09/19*

Mrs Lisa Bettens                      Mrs Dawn Harvey  
Mrs Clare Cane                        Mrs Nicola Davies  
Miss Kerry Pascoe                      Mrs Sam Badcock  
Mr Barry Wright                        Mrs Janiene Jehu  
Mrs Kay Tresidder

- 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 (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 National Health Service Helpline 111

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

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

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

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

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

### **Other Significant Injuries**

Any other serious injury will be notified to the parents/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

Records of notification by telephone to parent/guardians will be kept by the school office. 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 Support of Pupils with Medical Needs**

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

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

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

## **4 Accidents/Incidents**

### **Reporting Officers**

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

#### **Mrs Kelley Butcher and Mrs Viv Laity**

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

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

The Reporting Officer will record incidents using the systems below.

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

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

Any incident resulting in an injury to a member of staff

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

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

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

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

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR- [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) )

Any "Occupational Disease" as listed in RIDDOR. [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

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

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

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

### **Serious accidents at school**

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

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

### **Near Misses**

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

The 'Near Miss Log' is kept by Viv Laity in the school office.

The Near Miss Log will be reviewed periodically by safety governor in order to identify any areas of concern which may require attention.

## Reporting Timescales

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

## Accident/Incident Investigation

All incident reports will be reviewed by Viv Laity 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 Viv Laity) will be reported to the Head Teacher 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.

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. The headteacher will decide if this investigation takes place.

## 5 Training

### Identification of Training Needs

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

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

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

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

Health and Safety Training list for St Hilary School

Staff member	Training Course	Date
Viv Laity	Level 3 Health & Safety in the Workplace NEBOSH National Gen Cert in Occupational Health & Safety	04/05/18-05/05/21 Working towards
Kelley Butcher	Level 2 Health & Safety in the Workplace	22/06/17-22/06/18
Gaenor Jehu		16/11/17-16/11/18
Janiene Jehu		" "
Sarah Rule		" "

### Staff Responsibilities

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

## **6 Risk Assessment**

### **Risk Assessment**

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

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

### **Risk Assessment Process**

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

**Viv Laity** is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors.

Copies of risk assessments are available from **Viv Laity** in the **school office**.

### **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.

Subject leaders, or subject leader groups, are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

### **Safe Working Procedures**

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from Viv Laity.

## 7 Property Maintenance/Compliance

The school has a duty to ensure that its buildings are maintained to safe standard at all times. This school uses **Cornwall Council Premises Management System** to ensure that it complies with all statutory compliance duties.

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

## 8 Fire (to be read in conjunction with the fire control plan)

### Fire Officer

The person responsible for organising the school's fire precautions is **Viv Laity**.

**Louise Greygoose** 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 Head Teacher on issues of significance.

### All Staff

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

Staff are also responsible for ensuring that they:-

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

### Fire Wardens

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

<b>Viv Laity</b>	Staff Room, Year 5 Toilets, FZ Classroom, Staff Toilets, Music Room, Corner room & Library
<b>Louise Greygoose</b>	Year 6 Classroom, Hall , Year 6 Boys & Girls toilets & 2 support rooms
Nicola Davies	Year 1 & 2 Class & Cloakroom
Jodie Rowe	Year 3 & 4 classrooms & toilets
Hilary Searle	Kitchen
Cath Sandow	Elliotts Classes & toilets
<b>Kelley Butcher/Rob Hamshar</b>	Overall check at assembly points

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:-

**Viv Laity**

**Louise Greygoose**

**Kate Ellis**

**Jo Osmand**

## **Evacuation and Registration Procedures**

### **Discovery of a fire**

If you discover a fire – take the following action:

1. Shout a verbal warning to others in the vicinity and immediately operate the nearest fire alarm point
2. Call the Fire Brigade (dial 999)
3. Inform a senior member of staff if possible

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

In the event of fire **all teachers** should ensure that children leave the classroom in an orderly manner and assemble in the designated areas which are:

- Children and teachers in the Elliot Classrooms and Classes 1/2 and 2 (all infant classes) should assemble in the bottom playground. (Once lined up an adult to report to the head teacher via Walkie Talkie (or the deputy head teacher if the head teacher is absent) in the top playground.
- All other classes to assemble in the top south facing playground.

When the children have left the classrooms teachers should check that all windows and doors are shut and that no children are in the toilet areas. It is essential that teachers **take registers** with them and call out the children's names once they have lined up.

The assigned TA will be responsible for evacuating a disabled child (PEEP). A disabled visitor to the school will the responsibility of the teacher that they are visiting i.e. if visiting the head teacher – then the head teacher, if talking to a class of children – then the class teacher will be responsible for ensuring a safe exit from the building.

## **LUNCHTIME ARRANGEMENTS**

All staff on duty in the playground shall on hearing the fire alarm gather all the children away from the building, and ensure no child re-enters the building.

- Staff on duty in the dining area shall evacuate all children from the building to the lower playground.
- Staff on duty in the classrooms where children are eating sandwiches shall evacuate all children from the building. Infant classes to lower playground and junior classes to the top playground.
- The Headteacher or Deputy Headteacher will ensure that the toilets are vacated, and as far as is reasonably practicable, that the rest of the building is vacated.
- The Headteacher or Deputy Headteacher to contact fire brigade.

All exit routes are marked

The school secretary will contact the emergency services.

In the event that a quick return to the building is prohibited the following arrangements will come in to force:

- If the Elliot Buildings are out of commission, but the emergency services inform us that the main building is safe to use all remaining children will return to the main building.
- If the main building is out of commission we will assemble the children in the Elliot building if the emergency services inform us that it is safe to do so.
- If both buildings are 'out of bounds' staff and remaining children will assemble at St Hilary Church. We will contact as many parents as possible to collect their children using the school messaging system.

## **Bomb Alert**

Follow the fire procedure, phone the police, phone Sunny Corner, then evacuate the children to St Hilary Church (text message to parents).

Decision then made to send children home (using the school messaging system) or decision made to re-enter building (text message to parents)

## **9 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 Tests

Tests will be carried out by: St Ives PAT

All test Certificates will be kept in the **school office** for the duration of the life of the appliance.

### **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 Viv Laity for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

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

### **Coordinator**

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

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

## 10 Water Safety

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

**Weekly** tap flushing in little used outlets

**Monthly** water temperature checks at hot & cold water outlets throughout the school

**Quarterly** dismantle & clean shower heads

**Six monthly** Temperature checks incoming mains & cold water storage

**Bi-Annual** –Legionella Risk Assessment

Tests will be carried out by **Nijhuis**

**The flushing of taps will be** carried out by assigned school staff

All test Certificates will be kept in **School Office**

## 11 Asbestos

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

Annual testing

Tests will be carried out by Cormac Solutions, Engineering Services Laboratory, Scorrier, Redruth

All test Certificates will be kept in the **school office**

Advice is available from the following document:

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

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

## 12 The Control of Hazardous Substances

### Hazard Assessment

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

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

A central copy of COSHH assessments is kept by Viv Laity in the school office

### Staff Responsibilities

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

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

### COSHH Coordinator

**Viv Laity** 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.

## **13 Display Screen Equipment**

### **Workstation Assessment**

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

### **Equipment**

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

### **Eye Tests for Display Screen Equipment Users**

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

DSE users are defined as:-

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

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

Employees should request an eye test by speaking to **Viv Laity or Kelley Butcher**.

## **14 Work Equipment**

**Viv Laity** 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**

**Viv Laity** is responsible for overseeing the management of all contractors on site.

### **Selection of Contractors**

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

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

**Viv Laity** 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 **Viv Laity** will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

### **Staff and Student Responsibilities**

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

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

## **17 Working Alone**

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the **school office**.

Any staff wishing to work outside normal school hours must let another member of staff know.

### **School Security**

Janine Jehu/ Viv Laity 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.

Kelley Butcher/ Viv Laity 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.

Viv Laity & partner are the school's nominated representatives who will respond in an out-of-hours call out.

Rob Hamshar and/or Kelley Butcher will deputise.

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.

The following are viewed as acceptable call out arrangements –

#### **Two Persons Attend**

The school can implement a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders could be staff members or governors.

## **18 Violence**

### **Zero Tolerance**

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

### **Violence towards Staff**

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

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

### **Violence towards Visitors**

Violence towards visitors will be reported to the police.

### **Violence towards Students**

Violence between students will normally be dealt with using the school's internal disciplinary procedures (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**

**Kelley Butcher** 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

A specific policy and procedures aimed at the control of students has been adopted – 'Behaviour and use of reasonable force policy'.

## **19 Educational Visits**

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

### **Responsible Person**

The responsible person for school trips and off site activities in this school is **Viv Laity/ Headteacher**. In addition there is an Educational Visits Coordinator (EVC) **Michelle Brant** who completed relevant training on 06/02/18 (Note this role is not statutory)

### **Parental Consent**

The school does not need to have parental permission to take children off site for activities which take place as part of the school day and within school hours. However, it does have to inform parents about where their children will be.

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

The school's policy is: To inform parents that the children will be going out of school during the day but does not need to seek parental permission. For trips extending beyond the school day, parental permission will be gained.

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

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

and

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)

### **Visits to Approved Educational Activities**

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

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

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

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

The school also has public liability insurance with Cornwall Council- Zurich.

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 of:

- School years – Nursery/preschool/Yr      1 Adult to 3 children
- School years – Y1 to Y3                      1 Adult to 6 children
- School years – Y4 –Y6                        1 Adult to 10/15 children

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.'

### **Advisory Documents to support this policy:**

- **The Health and Safety at Work etc Act 1974**  
<http://www.hse.gov.uk/legislation/hswa.htm>
- **Health and Safety Executive risk assessment and policy template link:**  
<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

- **Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies – February 2014** link: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335111/DfE\\_Health\\_and\\_Safety\\_Advice\\_06\\_02\\_14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf)
- **Safe Practice in Physical Education, School Sport & Physical Activity ...** [www.afpe.org.uk/.../safe-practice-in-physical-education-school-sport-physical-activity](http://www.afpe.org.uk/.../safe-practice-in-physical-education-school-sport-physical-activity)
- **Building Bulletin 100: Design for fire safety in schools** link: [http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100\\_onlineversion.pdf](http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf)
- **Guidance on First Aid for Schools** [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306370/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf)
- **Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England - December 2014** [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)
- **School trips and outdoor learning activities**  
**Tackling the health and safety myths**  
<http://www.hse.gov.uk/services/education/school-trips.pdf>  
<http://cornwalloutdoors.org/schools-groups/safety-visits/>