

Stithians CP 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

Stithians CP 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 Stithians CP 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 Feb 2022.

Responsibilities

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

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

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

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

The employer

The employer of Stithians CP 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.

Competent Health and Safety Advice

Stithians CP School recognises that it must have access to competent health and safety advice. Stithians CP School's competent advisors are The Health, Safety and Wellbeing Services Team, Cornwall Council.

Governors

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

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

The Safety Governor is Cath Cullen.

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;
- Chairing the Stithians CP School 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.

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 Stithians CP 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 Stithians CP 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. Risk Assessment
6. Property Maintenance/Compliance
7. Fire
8. Electricity
9. Water Safety
10. Asbestos
11. The Control of Hazardous Substances
12. Display Screen Equipment
13. Work Equipment
14. Management of Contractors
15. Personal Protective Equipment
16. Working Alone
17. Violence
18. Educational Visits

1 Arrangements for the Supervision of Students

Opening Times

The Stithians School will be open from:- 08.45

And will close to students at:- 15.15

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

The school will be open from **8:45** am to **3:15** pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times with the exception of school clubs and other extracurricular activities.

A teaching assistant will supervise the main entrance between 8:45 and 8:55 when the doors will be locked. Parents are expected to hand their children over at the main entrance; from there, pupils will go straight into the playground for supervised play until a bell rings. Once the bell has been rung children will line up and be led to class by their class teacher. Only the main entrance will be open in the morning. In this way all people entering the building can be monitored. This regulation is to comply with the school policy on safeguarding children.

Supervision ratios & locations at break and lunchtimes

At lunchtime the supervision ratio is usually 1:26 – infants and 1:33 juniors but in the absence of members of staff will never be worse than 1:36

At break-times supervision ratios are never greater than 1:48 with teachers and support staff detailed to different play areas.

Supervision ratios & locations between end of lessons and school closing time

Children who attend L8 After School Club are escorted by a member of L8 club staff through the school link to Pre School

The front playground is supervised until 3:30 to make sure that all of the children have been collected. Key stage 2 children are sent out at 3:15 along with the KS1 children. We do not stagger the leaving times because parents have children in more than one class and need to pick up several children. The front gate is staffed to ensure safe exiting from the school premises.

Parents who will be late to pick up their children *usually* telephone the school to give warning so that their children can be looked after until they arrive or with the name of an alternative adult to collect them. There is a procedure for making sure that children have received messages from parents who will be late or have changed collection arrangements.

All children must wait in the front playground for collection. Should they not be collected the children know to tell a teacher so that phone calls can be made. Many older children walk home on their own or with friends.

Should children have to wait any length of time, they work in a classroom, sit in with a club or sit with a teacher depending on their age and maturity.

When children have been to a club, teachers wait until all children have been collected.

After Stithians School Lettings

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

2 First Aid

Assessment of Needs

The school has assessed the need for first aid provision and has identified that **2** fully qualified first aiders holding the First Aid at Work Certificate and **2** personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover **however it is school policy to train all adults employed by the school to “Paediatric Trained” standard wherever practicable. Discuss**

First Aid Coordinator

Nick Illsley, Headteacher is responsible for overseeing the arrangements for first aid with Stithians School. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at a strategic point in the school
 - **The main first aid point is based at the disabled toilet.**
 - **Mobile kits are available for collection at the disabled toilet area for outdoor or off site activities.**
- A sufficient number of personnel are trained in first aid procedures
First Aid qualifications are, and remain, current.

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

First Aiders

The first aiders 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
- A letter

Records of notification by telephone to parent/guardians will be kept by the Head. Copies of written notification are held in the 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:

Nick Illsley, Trevor Manley, Julie Bingham

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- AssessNet. 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)

Any "Occupational Disease" as listed in RIDDOR. www.hse.gov.uk/riddor

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

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

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

Serious accidents at school

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

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 Book.

The Near Miss Book is kept by Nick Illsley in the staff room.

The Near Miss Book will be reviewed periodically by Nick Illsley 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 Nick Illsley who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents will be reported to the 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.

If deemed necessary the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

5 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 risking 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 AssessNet Risk Management Software.

Nick Illsley – Head Teacher is responsible for managing the risk assessment process and producing relevant reports for the Governors.

Copies of risk assessments are available from Head's 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.

Key Stage leaders 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.

6 Property Maintenance/Compliance

The school has a duty to ensure that its buildings are maintained to safe standard at all times. This school uses ICT 4 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.

7 Fire

Fire Officer

The person responsible for organising the school's fire precautions is Nick Illsley, Head Teacher.

Trevor Manley 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 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:- Nick Illsley, Trevor Manley, Amanda Foster, Jan Bailey, Hannah Trinder

Two Fire Wardens: Nick Illsley and Lynn Gluyas

Evacuation and Registration Procedures

In the event of a fire or other emergency requiring evacuation of the premises the following procedures should be carried out unless circumstances dictate that it would be dangerous to do so.

- No matter which area of the building they are in, or time of day, children must line up with the nearest adult, leaving the building behind and be led out of the building efficiently and calmly. The same rules apply at lunchtime, assembly, PE and other activities.
- No-one should re-enter the building until agreed by Head / Deputy head teacher.
- Evacuating adults must close the doors behind them.
- Adults must ensure that everyone leaves the room with them.
- Kitchen staff will be responsible for clearing the kitchen
- On sounding of alarm:

Class	Exit	Muster/Head Count
Gunwalloe	Side door of classroom into conservatory and into KS 1 Playground	KS2 Playground
Marazion	Door then through corridor into KS1 Playground	KS2 Playground
Sennen	Door then through corridor into KS1 Playground	KS2 Playground
Godrevy	Door by library into playground	KS2 Playground-
Porthmeor	Classroom side door, walk along wall into playground	KS2 Playground-
Kynance	Door by library into playground	KS2 Playground-

- Whether it is a practice or the 'real thing' the procedures must be adhered to with the exception of phoning the emergency services. Children's contact numbers will be taken into the playground to telephone the emergency services and other important contacts.
- In the event of a real emergency, County Hall will be informed and assistance will be sought to contact parents at the earliest time.

Evacuating Disabled People: All areas have an exit without steps providing an alternative exit route which can be used for disabled access.

Useful numbers:

LA-office hours 03001234100

Family Information Service – 01872 323535

Extreme weather

Please find below our procedure with regard to school being closed due to adverse weather conditions

In adverse weather conditions we have to undertake a continual risk assessment. Our priority is to ensure that children within our care are kept safe and warm. We also have to consider whether it is feasible for children to remain in school and look at both actual and potential hazards. In adverse weather:

- **If in doubt – telephone the school to check that we are open before you bring children in. As long as a member of staff is able to get to school the phone will be answered.**
- **If we are not able to open – we will email all parents that are on our emailing list to advise them as early in the morning as possible - if you would like to be added to this list, please email head@stithians.cornwall.sch.uk and you will be added to the mailing list. We will also put a notice of school closure on the home page of our website www.stithians.cornwall.sch.uk**
- **Radio Cornwall, Heart F.M. and Pirate F.M. will provide details of schools that are closed throughout the morning. We will ensure that we contact these stations as early as possible.**

<http://www.piratefm.co.uk/>

<http://www.bbc.co.uk/radiocornwall>

<http://www.heart.co.uk/cornwall/>

- **If we are open and during the day the weather should worsen, please feel free to telephone and either check on our situation, or arrange for your child to be collected early. Please also ensure that we have all relevant contact numbers for you in case we need to close.**

8 Electricity

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 by QCS

Tests will be carried out by QCS

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

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment should not be bought into the school.

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

Coordinator

Nick Illsley / Glyn Pascoe 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.

9 Water Safety

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

Tests will be carried out by Churchill

All test Certificates will be kept in central data base.

10 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 survey

Tests will be carried out by Cormac.

All test Certificates will be kept in asbestos management folder.

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>

11 The Control of Hazardous Substances

Hazard Assessment

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

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

A central copy of COSHH assessments is kept by Nick Illsley in the main 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

Nick Illsley 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.

12 Display Screen Equipment

Workstation Assessment

Lynn Gluyas 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).

Nick Illsley, Julie Bingham and Lynn Gluyas

13 Work Equipment

Nick Illsley 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

March 2021

- 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.

14 Management of Contractors

Nick Illsley is responsible for overseeing the management of all contractors on site.

Selection of Contractors

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

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

Management of Contractors

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

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

All contractors will be required to carry visible identification.

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

Construction Works

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

15 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

Nick Illsley 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 the head teacher 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.

16 Working Alone

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised.

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

School Security

Fay Beddoes 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.

Nick Illsley 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.

Nick Illsley, Trevor Manley, Julie Bingham are the school's nominated representatives who will respond in an out-of-hours call out.

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

CALL OUT ARRANGEMENTS

If the intruder alarm is activated then the monitoring station – Custodian are alerted. They contact Kestrel and inform them if there has been a one zone activation or 2 zone activation.

One zone is likely to be an accidental trigger, a fault or something has fallen. A 2 zone activation is an intruder. They will inform Kestrel and if it is a 2 zone Kestrel will be met on site by the Police. Kestrel hold keys and codes to the building.

Key holders are not to attend Intruder Alarm activations.

17 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

Headteacher is responsible for ensuring that all:-

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

Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school the following staff are trained in Team Teach techniques:-

Nick Illsley and Lynn Gluyas

18 Educational Visits

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

Responsible Person

The responsible person for school trips and off site activities in this school is Trevor Manley. In addition there is an Educational Visits Coordinator (EVC) Nick Illsley.

Parental Consent

The school does need to have parental permission to take children off site for activities which take place as part of the school day and within school hours. However, it does have to inform parents about where their children will be.

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

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

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

and

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

Visits to Approved Educational Activities

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

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

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

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

- School years – R 25 to 2
- School years – Y1 to Y2 28 to 2
- School years – Y3 –Y6 35 to 2

When taking children out of school there are some good practice guidelines which schools should be mindful of:

- Good planning
- Awareness of the nature of the visit/activities to be embarked upon
- Any relevant risk assessments
- Trained staff – EVC, Paediatric 1st aid, specialist training to meet the needs of children with special needs.
- The level of experience of the staff attending

Staff attending should be made aware by the School of their responsibility and duty of care towards the children in their care whilst in a supervisory capacity.

School trip and visits should enhance children's learning, build strong relationships and be exciting learning adventures; remember 'health and safety measures should help them to do this safely, not stop them.'

Signed _____

Review date _____

Advisory Documents to support this policy:

- **The Health and Safety at Work etc. Act 1974**
<http://www.hse.gov.uk/legislation/hswa.htm>
- **Health and Safety Executive risk assessment and policy template link:**
<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
- **Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies – February 2014 link:**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf
- **Safe Practice in Physical Education, School Sport & Physical Activity ...**
www.afpe.org.uk/.../safe-practice-in-physical-education-school-sport-physical-activity
- **Building Bulletin 100: Design for fire safety in schools link:**
http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf
- **Guidance on First Aid for Schools**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf
- **Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England - December 2014**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf
- **School trips and outdoor learning activities**
Tackling the health and safety myths
<http://www.hse.gov.uk/services/education/school-trips.pdf>
<http://cornwalloutdoors.org/schools-groups/safety-visits/>