

# Marazion School



**Reviewed by staff: September 2023**  
**Reviewed by Head Teacher, Business Manager**  
**and Link Governor for Health & Safety:**  
**September 2024**

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## **Health & Safety Policy Statement, Arrangements & Responsibilities**

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## Statement of General Policy

Marazion School

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Schools 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 1<sup>st</sup> November 2025

Signed

Head Teacher .....

Health & Safety Governor .....

Chair of Governors .....

Date .....

## Responsibilities

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

### The employer

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

### Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The Governors will receive regular reports to enable them, in collaboration with the Head teacher, to prioritise resources for health, safety and welfare issues. The Governors have appointed a Health and Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

#### The Safety Governor is James Allen

The governors have a duty to make arrangements for supporting pupils at their school with medical conditions.

#### The Link Governor for pupils with medical conditions is Tanya Tredinnick.

### Headteacher (The Duty Holder)

The Head teacher has responsibility for:

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school Finance, Premises and Behaviour and Safety committee or electing another member of the committee to chair;
- Identifying and facilitating employee training needs;
- Liaising with governors 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.

## **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

1. The Health, Safety and Wellbeing Services Team, Cornwall Council

## **Senior Management (The Competent Persons)**

Senior Management staff 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 Head Teacher;
- 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 Head Teacher; the Governors and the Local Education Authority.

## **All Employees**

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

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Ensuring personal protective equipment (PPE) 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 and safety 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.**

### **First Aid**

The school has assessed the need for first aid provision and has identified that there is one fully qualified first aider that holds the First Aid at Work (FAW) certificate, three members of staff have paediatric first aid, eight members of staff holding the Emergency First Aid certificate and four members of staff Outdoor Leader 1<sup>st</sup> Aid Trained which provides for adequate cover. The full list of those qualified is attached to these arrangements.

### **Appointed Person**

The appointed person is responsible for overseeing the arrangements for first aid within the school and during off site activities/visits. The appointed person at Marazion School is **Tanya Tredinnick**.

Duties include ensuring: -

- First aid equipment is available in the First Aid Room.
- Correct levels of first aid equipment are maintained in each first aid box.
- A sufficient number of personnel are trained in first aid procedures (see Training Spreadsheet).
- First aid kits and specific medication of pupils and staff is available on sports field, carried to all off site sports activities, trips, and residential visits.
- First aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years).
- This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

### **First Aiders**

Our trained 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 & visits
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parent's evenings, school-organised fund-raising events, etc.)

First aid cover is not 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) and if necessary date and time of telephone calls to parents/legal guardians will be noted on the First Aid Log book.

### **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 will 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 any or all of the following: -

- the School Nursing Service
- The CLOS “Spotty” Book of Infectious Diseases is now online [managing specific infectious diseases at GOV.UK](#)
- the parents or legal guardians have access to [Is my child too ill for school? - NHS \(www.nhs.uk\)](#)
- NHS Direct on 0845 4647. They will ask you to provide some basic information, including details of any medication the child may be taking. They will assess the problem and advise you on the best course of action

### **Suspected head, neck & spinal injuries to pupils**

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil’s parent/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 pupil’s wellbeing, the first aider is expected to contact NHS Direct for advice or ‘phone for an ambulance as appropriate.

### **Other significant injuries**

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

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of either

- telephone call or
- a form (for any treatment given to minor injuries)

Copies of written notification are held in the Accident Book.

### **Escorting pupils to hospital**

When it is necessary for a pupil to be taken to hospital, they will be accompanied by 2 members of staff unless the pupil’s parent or guardian is in attendance.

One member of staff will stay with the pupil until a parent or guardian arrives and responsibility is “handed over”.

### **Notifying parents**

Parents will be notified immediately where it is considered

- a) That the child is too unwell to remain in school.
- b) The child is considered to have an illness which could potentially affect others e.g. chicken pox.
- c) Where it’s considered that the child needs further or immediate medical attention and a medical appointment needs to be made.



- d) The child's condition is considered so serious that the child has already been taken to West Cornwall A&E and the parent has been notified in order to meet the pupil and staff member at the hospital.

### **Analysis of injuries**

Governors receive a termly analysis of injuries in order to monitor any patterns which may require further action.

## Medicines in School

The school follows Council and DfES guidance on the dispensing of medicines in school. This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use. The school keeps paracetamol and only administers this with the approval from parent/guardian over the telephone that has been witness by at least two members of staff.

For further guidance the 'Managing Medicines in Schools and Early Years Settings' (DfES and Department of Health) document should be referred to.

### Dispensing of medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

**Tamsyn Rule and Edna Smith** is responsible for receiving medicines, checking consent and dose information and checking "use-by" dates. Class Teacher or TA will be responsible for dispensing any medication.

The **Head Teacher** or person in charge will deputise where necessary.

Pupil medication will be kept in a secure location, locked in a medical cabinet in the First Aid Room or in the lockable fridge in the First Aid Room.

When no longer required, medicines should be returned to the parent to arrange for safe disposal.

Sharps boxes should always be used for the disposal of needles and other sharps.

Medication for personal use by members of staff will be kept in a locked medicine cabinet in the school office and not be left in the classroom where pupils could gain access to them.

### Medical log

Consent forms will be scanned and saved in SIMS in the pupil's medical records section.

A Medical Log will be kept, this contain a log of medications dispensed which will include

- name of pupil
- name of medication
- 'use by' date
- dose
- time
- date
- signature of dispenser

### Supporting pupils with medical conditions

The school recognises that most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and we will ensure that they

receive the necessary support to take part in most normal school activities. School staff will need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. An individual Healthcare Plan may be necessary to identify the safety measures to support specific pupils with medical needs and to ensure that they and others are not put at risk.

The school maintains an annual Medical Conditions Register to monitor the welfare needs of our pupils on an on-going basis.

The following are reviewed and discussed at the autumn Full Governors' Meeting (FGM):

- A list of pupils with medical conditions
- An example of how the medical conditions impact on the child's ability to learn as appropriate
- Healthcare Plans
- Training Spreadsheet to ensure that staff are properly trained to provide the support that pupils need.

The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

**The person with overall responsibility for policy implementation for pupils with medical conditions is Tanya Tredinnick.**

**Policy Implementation:**

- The **Business Manager** is responsible for ensuring that sufficient staff are suitably trained.
- Details of pupils with medical conditions are shared at the annual 'Safety in School' Inset Day in September and via Business Meetings and TA Meetings if any pupils join in-year. Regular supply teachers also attend this day.
- Other supply teachers are informed as appropriate.
- Any required individual risk assessments are carried out by class teachers and shared with support staff.
- Monitoring of individual care plans is carried out by **Tanya Tredinnick**

**Notification of a medical condition:**

- Arrangements are made for transitional arrangements between schools eg the collection of any specialised equipment and resources. Every effort should be made to do this within two weeks.
- Liaison with existing school and/or School Nurse in order to ensure smooth transition.
- Liaison with other healthcare professionals including GPs, paediatricians and local health teams.
- To share clear protocols and procedures for any reintegration into school required due to medical needs and/or any changes to pupil's needs.
- There does not need to be a formal diagnosis before providing support to pupils. Judgement about appropriate support should be based on available evidence, usually some form of medical evidence and consultation with parents. If there is conflicting evidence then some degree of challenge maybe necessary in order to put the right support in place.

**Healthcare Plans. These plans include:**

- The medical condition – triggers, signs, symptoms and treatments
- Pupil's resulting needs eg medication, dietary requirements, environmental issues

- Support for pupil's educational, social and emotional needs, management of absence, additional support
- Level of support needed and who will provide this
- Details of who in school needs to be aware of child's condition and the support required
- Arrangements for written permission from parents/HT for medication to be administered by staff or self-administered by pupil
- Details of any separate arrangements for school visits and activities
- Details of those entrusted with any confidentiality issues linked to child's condition
- What to do in an emergency including who to contact and contingency plans
- Details of home to school transport needs if appropriate.

Healthcare Plans are reviewed annually or sooner if pupil's needs change. Pupils with medical conditions should be fully involved in discussions about their medical support. Parents are key partners and are involved in the development and review of their child's Healthcare Plan.

### **Staff on duty – medical procedures to call an ambulance**

Rationale – To ensure that staff are able to contact emergency services or to gain support from other staff quickly in the event of a medical emergency on the school playground or field. In the event of an emergency – A member of staff dealing with the incident should:

- a) Make an assessment regarding the medical condition of the child
- b) If additional help is required, send another adult or a child to the school office and request appropriate back up e.g. other staff to attend or emergency services to be contacted.
- c) Ensure that arrangements can be made that any other children on the playground or field at that time are appropriately supervised, and that they are not distressed by or causing further distress to the injured child.

Staff should be mindful of the need for caution and that they are acting in loco parentis, in other words should act as a parent would act putting the child's safety and well-being first.

### **Asthma Inhalers & Auto Injectors**

Marazion School holds an asthma inhaler and an auto injector for emergency use.

### **Offsite activities**

The school has a Medical Conditions Register which contain information on the medical & welfare needs of pupils with recognised significant needs or conditions. Both registers are sensitive documents and any confidential information should not be shared by the class teacher with other parties, including TAs, unless authorised by the head teacher. Class teachers received a School Medical Conditions Register, relevant to their current pupils, at the beginning of each academic year. This information should be considered carefully by the class teacher before planning any off-site activities and the necessary risk assessments should be carried out.

### **Unacceptable practice. It is not generally acceptable practice to:**

- Prevent children from easily accessing their inhalers and medication
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal school activities
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable

- Penalise pupils for their attendance record if their absences are related to medical appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need to
- Require parents to attend school to administer medication or provide medical support to their child, including with toileting issues
- Prevent children from participating in any aspect of school life eg school visits.

**Complaints:**

- If parents or pupils are dissatisfied with the support provided they should discuss their concerns directly with the school
- If this does not resolve the issue, parents should refer to the school's Complaints Procedure which is available on the school website [www.marazion.cornwall.sch.uk](http://www.marazion.cornwall.sch.uk) or a paper copy is also available from the school office.

## Accidents/Incidents

### Reporting Officers

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

1. **Business Manager**
2. **Headteacher**

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale - see table on page 15

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

The Reporting Officer will record incidents using the systems below.

### Accident/Incident Reporting Systems

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

Any incident resulting in an injury to a member of staff

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

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

Any incident resulting in an injury to a child, 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 accident forms which are kept in school.

### Near Misses

Near misses are defined as an incident which circumstances leave a member of staff feeling it was lucky no-one was hurt or injured. These are incidents that could have resulted in an accident, and knowledge of them is very important to preventing injury. The school recognises that much can be learnt from near misses. Staff have a duty to report this using the Health and Safety Near Miss log in the Head Teacher's Office.

Examples of 'Near Miss' incidents which have occurred in schools include;

- A member of staff who has slipped on a wet floor whilst putting out equipment in the hall after lunch, but sustains no injury.
- A shelf containing boxes of paper in a resources room collapses overnight.
- A pupil is nearly knocked down by a reversing delivery van in the school car park whilst it is trying to leave the school.
- During a windy day, a tile is blown from a school roof, landing next to a group of pupils during break time.
- A pupil with behavioural problems manages to leave the school grounds unnoticed.

### 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
<b>Business Manager</b> will complete the online report	Usually within 24 hours and in any case within 7 days.

### Accident/Incident Investigation

All incident reports will be reviewed by the Head Teacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents will be reported to the Health and Safety Governor.

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

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

## **Training**

### **Identification of Training Needs**

The School will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

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

**Business Manager** is responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher and the Governing Body.

### **Staff Responsibilities**

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



## **Risk Assessment & Safe Working Procedures**

The school will carry out risk assessments for all activities using the AssessNET Risk Assessment Software provided through Cornwall Council

The **Business Manager** is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors. The following people are responsible for Risk Assessments in these areas

Educational Activities: Design & Technology - Laura Holmes

Educational Activities: Music & Drama - Sam MacKenzie

Educational Activities: Science - Kayleigh Rescorla-Hill

Educational Activities: Sport & Physical Activities - Noah Tanner

Educational Visits & Activities - Individual class teachers supported by the EVC.

Event Management (e.g. School Disco) - Tamsyn Rule

Fire Safety - Jenny Rainbow

Management & Site Maintenance - Edna Smith & Caretaker

Medical - Tanya Tredinnick & Jim Allen

Office Administration - Edna Smith

Security & Safeguarding - Jenny Rainbow

Work Experience - Edna Smith

## **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.

## Manual Handling and Working at Heights

Risk Assessment for Manual Handling and Working at Heights will be implemented and reviewed for each task or activity.

Refresher Training will be completed on the Safety in School Inset Day each new school year.

The safe use of ladders and stepladders guidance provided by the HSE will be used at all times.

Stepladders When using a stepladder to carry out a task:

- check all four stepladder feet are in contact with the ground and the steps are level;
- only carry light materials and tools;
- don't overreach;
- don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold;
- ensure any locking devices are engaged;
- try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, eg in a retail stock room when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on;
- try to avoid work that imposes a side loading, such as side-on drilling through solid materials (eg bricks or concrete);
- where side-on loadings cannot be avoided, you should prevent the steps from tipping over, eg by tying the steps. Otherwise, use a more suitable type of access equipment;
- maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder. When deciding if it is safe to carry out a particular task on a stepladder where you cannot maintain a handhold (eg to put a box on a shelf, hang wallpaper, install a smoke detector on a ceiling), this needs to be justified, taking into account:
  - the height of the task;
  - whether a handhold is still available to steady yourself before and after the task;
  - whether it is light work;
  - whether it avoids side loading;
  - whether it avoids overreaching;
  - whether the stepladder can be tied (eg when side-on working).

## **Electricity**

### **School Owned Portable Appliances**

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

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

### **Coordinator**

The **School Secretary** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. The Coordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## 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. Cleaning and Catering Services are subcontracted to external contractors. These contractors are responsible for assessing their substances considered to be hazardous to health.

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 the **school caretaker**.

### 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

The **Business Manager** supported by Caretaker are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained.

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.

## **Display Screen Equipment**

### **Workstation Assessment**

The Head Teacher 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 advised to have regular eye tests and if needed request 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).

## Work Equipment

The **Business Manager** 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.

## **Management of Contractors**

The **Business Manager** 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 liability 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.

## **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**

The **School Secretary** 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 **School Secretary** 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.



## **Working Alone**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees 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 using the AssessNET Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. This Risk Assessment will be available for view in the Safety in School Day and staff will have to sign and date the signing sheet to say they have read, understood and agree with this policy.

Any staff wishing to work outside normal school hours must have prior agreement and/or permission from the Head Teacher or designated senior manager.

## **School Security**

The Caretaker is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. Caretaker is also responsible for carrying out checks of the premises during the school holidays.

## **School Staff/Governors responding to call outs.**

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident. For this reason, the first key holder to be called upon activation of the intruder alarm is GSD Security. GSD Security will be accompanied by the Police only if the activation of the alarm is confirmed.

## **Call out arrangements**

**GSD will only 'call out' one of the following nominated persons (in order) if there damaged has been caused that could mean a school closure.**

1. Caretaker
2. Business Manager

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

**No employee is expected to enter a building where it is believed that there is a significant risk.**

Following an event, risk assessments will be reviewed and further control measures implemented if appropriate.

## Violence

The Governing Body & Head Teacher are responsible for managing any risks from violent incidents in the workplace. We are actively committed to supporting measures to control the risk. HSE defines work-related violence as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".

Physical force against an individual is an obvious example of violence, but it can also take the form of verbal abuse and threats, threatening gestures and sexual harassment.

The School follows the Council's policy and guidance on Violence at Work.

The **Head Teacher** is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work

## **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 **Tanya Tredinnick, Paul Case** and **Noah Tanner** are trained in team teach techniques. The Head Teacher is able to assist with guidance from one of the team-taught trained staff. A specific policy & SWP, aimed at the control of pupils, has been adopted.

If a member of team-taught staff has had to physically restrained or handled a pupil a record of this is noted in the bound and numbered book, detailing what has happened, how the child was handled and by whom. Parents are made aware of what has happened and read the entry in the book.

### **Procedure for Work Experience:**

We recognise our responsibility as placement providers to students on work experience or study placements. We must:

- Treat students participating in Work Experience as employees for the purposes of health and safety;
- Assess any additional risks to which students are exposed at work;
- Implement appropriate measures to eliminate or control the risks;
- Provide adequate information, training, instruction and supervision;
- Provide adequate insurances for students;

Under the Management of Health and Safety at Work Regulations 1992 as amended by the Health and Safety (Young Persons) Regulations 1997, we have particular duties to:

- Assess the risks to young workers, including students on Work Experience, before they start work;
- Ensure that the risk assessment takes account of specific factors such as immaturity, inexperience and lack of awareness;
- Introduce control measures to eliminate or minimise the risks;
- Inform parents/guardians, before the student takes up the placement, of the key findings of the risk assessment and the control measures.
- Confidentiality & Advice

**All staff** have the best interests of the children at heart. During school time pupils may reveal personal information or seek additional support. Staff will always help pupils who may be experiencing personal difficulties or confusion. Pupils will be actively encouraged to talk to their parents about the issues which are shared with support staff and/or teacher. Teachers & support staff will explain to our pupils that we cannot offer unconditional confidentiality, for example, in matters that are illegal or abusive. In such circumstances, teachers would have to inform others, e.g. parents, head teacher, but that the pupils would always be informed first that such action was going to take place. We will follow recommended child protection procedures as appropriate.

## Procedures for Curriculum Safety

The Health & Safety statement in the National Curriculum applies to Science, Art, DT, ICT & any cross-curricular work involving these subject areas. It states:

*When working with tools, equipment & materials in practical activities & different environments including those that they are unfamiliar with, pupils should be taught about hazards, risks & risk controls.*

- *To recognize hazards, assess risks & take appropriate steps to control risk for themselves and others.*
- *To use information to assess immediate and cumulative risks.*
- *To manage their environments to ensure the Health & Safety of themselves and others.*
- *To explain the steps they take to control risks.*

The school has a range of safe working procedures in place to safeguard pupils as they access these areas of the curriculum. The Safe Working Procedures File is stored in the School office and is readily available to anyone on request.

## Design Technology

Teachers accept responsibility to plan safe activities for DT. It is the coordinator's role to advise all staff of any changes to existing safety standards & requirements.

Design & Technology at Key Stages 1 and 2 sets the foundations for good practice in practical lessons. Whilst it is recognised that the scope of the work carried out is limited, the potential risks remain high because of the inexperience and lack of co-ordination of young children. It is the responsibility of the DT Coordinator to ensure the following

- Risk assessments & safe working procedures for the use of equipment: saws, drills, glue guns, scissors.
- Risk assessments & safe working procedures for the use of materials: wood, clay, textiles, polystyrene.
- Risk assessments & safe working procedures for the use of substances: glue, paints.

## Physical Education

This subject will be taught in line with the school's Health and Safety Policy and in accordance with guidelines set out in the BAALPE manual – "Safety in PE & School Sport". A copy of this document is stored in the Health & Safety File in the head teacher's office and is readily available to anyone on request. Any equipment that is causing staff concern or is regarded as a potential risk to children should be withdrawn and the matter reported directly to the Head teacher or subject coordinator. Any activities involving off site visits are risk assessed in line with schools Health and Safety Policy and Educational Visits Policy

It is the responsibility of the PE Coordinator to ensure that

- The safe storage of all PE equipment.
- all PE equipment is annually tested & serviced
- all PE equipment meets current British Standards & legislation
- staff are trained appropriately in handling/moving PE equipment
- Any health & safety issues identified in the PE Audit or Health & Safety checks are addressed promptly.

## **Procedures for Sports & PE Activities**

All sports and PE Activities should be conducted on the school site and are therefore covered by the caretaker checks to ensure that this is a safe environment. Staff should follow the agreed procedures of study for PE and ensure that children are made aware of Health and Safety considerations within these activities.

Where equipment is used staff should ensure that this is taken from the PE store and returned, and it is in a safe condition to use. Children should also be made aware of the safety implications of using equipment such as hockey sticks, cricket bats, etc.

Children should not be left unsupervised during PE lessons and the equipment should be returned to the cupboard under the supervision of a member of staff.

## **PE Kit/Clothing**

All pupils taking part in PE lessons must wear appropriate PE Kit, as outlined in school uniform list. Footwear must also be appropriate to the activities being undertaken i.e. trainers/plimsolls not school shoes.

Staff must also ensure that they dress appropriately for PE and Games Activities including appropriate footwear. This is to ensure that accidents are avoided and staff are expected to model the school's expectations.

## **Jewellery**

Under no circumstances should jewellery, wrist watches, earrings, etc. be worn by children for physical activities. Where studs are worn e.g. shortly after being pierced they should be covered in tape to avoid snagging in clothing.

Staff should collect jewellery in a secure tin, however such items are brought into school at the pupils' own risk and the teacher cannot be responsible for items that are lost/stolen.

## **Swimming**

There is a risk assessment in place – all staff should familiarise themselves with this. Staff should ensure that

- Appropriate ratio of staff to pupils to walk pupils to the swimming pool.
- On leaving the school a headcount should be conducted.
- Children board & alight the minibuses in an appropriate way being mindful of the dangers around them e.g. proximity of the road, moving vehicles in the school and leisure centre car parks.
- Pupils need to be reminded regularly to listen to instructions carefully & to follow them fully.
- All children should wear seatbelts which should be secured before leaving.
- Once inside the sports centre staff should ensure that children stay closely supervised with high standards of conduct.
- Staff will escort children into the school changing rooms wherever possible. Where it is necessary to use changing cubicles staff should ensure they are aware of which cubicles are being used and they are mindful of members of the public using cubicles near the children.
- Children using cubicles should do so in single sex pairs and where ever possible boys and girls should not be in adjacent cubicles

- On leaving the pool a head count should be conducted to ensure that all children are present and that the route followed back to school is the reverse of the one above.



# First aider

## 1<sup>st</sup> Aid at Work

Tanya Tredinnick

## Outdoor 1<sup>st</sup> Aid

Laura Holmes / Sara Oliver  
Paula Hall / Tanya Tredinnick

## General 1<sup>st</sup> Aid

Laura Holmes  
Lewis Groom  
Paula Hall  
Paul Case

Kayleigh Rescorla  
Noah Tanner  
Carolyn Goss  
Chloe Murphy

## Paediatric 1<sup>st</sup> Aid

Jenny Rainbow  
Sara Oliver

Abbie Stedmon