



King Charles
Church of England
Primary School



Kernow Learning
Building Excellent Schools Together

Health and Safety Policy

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Statement of Safety Policy

King Charles C of E 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 pupils, visitors, employees, volunteers 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 pupils' 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 of all stakeholders and users of the school site 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 on an annual basis.

Approved and adopted by:

Karen Bond

Adam Richards

Chair of Governors

Executive Headteacher

On: ### October 2023



1. Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the trust. 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 Kernow Learning. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of pupils, staff, visitors, volunteers 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 updates to enable them, in collaboration with the Head of School, to prioritise resources for health, safety and welfare issues where necessary.

Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The school's competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council

Head of School (Health and Safety Officer - HSO)

The Head of School has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health, safety and welfare inspections are carried out;
- Submitting regular health, safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health, safety and welfare issues;
- Passing on information received on health, safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school's 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 Health and 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.



Senior Leadership Teams and other Management Staff

SLTs and other Management staff have responsibility for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular audits and making reports to the CEO;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the CEO or Directors.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda)

All Employees

All employees have a general responsibility to:

- co-operate with their managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to an appropriate person (as detailed in this policy statement); and
- Complete and apply any relevant training.

In particular, employees have a responsibility for:-

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures and working methods are followed (e.g. not standing on chairs to reach high displays);
- Ensuring that they undertake all relevant risk assessments involving their children, support staff, themselves, and where relevant members of the public.
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the school's 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 Trust's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are provided with a school specific volunteers guidance leaflet.

Volunteers are also expected to act only under the supervision of a qualified teacher or other relevant paid member of staff.

Volunteers are also expected to read and implement the code of practice supplied to them. Volunteers should be wearing a red or green lanyard as appropriate.



Contractors

Site Managers and other linked staff, under the overall management of the Health and Safety Office (HSO), are responsible for liaising with contractors undertaking major works and for ensuring that associated risks are monitored and controlled. This is overseen by the Trust Estates Manager.

The HSO is appointed with the authority of the CEO to request action from the Contractor where conditions are considered to be unsafe.

The HSO and Trust Central Team are responsible for liaising with contractors undertaking major works on site in relation to health, safety, and welfare.

2. Induction training

As part of an induction process all new employees will receive Health and Safety Induction training, this will include, as a minimum, an Introduction to First Aid, Fire, and Welfare procedures. Staff inductions are signed off by the member of staff and the office manager who facilitates them.

Contractors on site will be required to undertake an induction prior to commencing any works.

3. Welfare Provision

Toilets, rest areas (Staff room) and catering is provided in accordance with relevant legislation.

Food should not be consumed in communal areas such as corridors.

We are a nut-free school so no nuts should be included in packed lunches or snacks that any site user brings onto the school site.

Specific provision will be made available to vulnerable groups such as SEND, pregnant women and new parents/carers.

4. Consultation with employees

Employees will be consulted, including any union-appointed representatives. Consultation with employees is provided by:

- CEO
- Headteachers
- Health and Safety day-to-day operational management - Lindsey Mackenzie, Head of School
- Health and Safety Strategic Overview and Final Sign-off – Adam Richards, Executive Headteacher



- Senior Leadership Teams

Health and safety is a standing item on T&L meeting agendas.

5. Arrangements for the Supervision of Students

Opening Times

The School will be open from:-

0800 for those pupils attending Breakfast and After-School Club (BASC)

0840 for all pupils arriving for the start of school in EYFS, KS1 and KS2

And will close to students at:-

1505 for pupils in EYFS and Y1

1510 for pupils in Y2, Y3 and Y4

1515 for pupils in Y5 and Y6

1730 for pupils attending BASC on weekdays during term time.

Between these times, supervision will be provided. Pupils will not be allowed on site outside of these times unless for specific activities such as residential or extended services (e.g. music lessons, swimming lessons etc).

During unprecedented or extreme circumstances, these times may be subject to change. Any changes will be communicated with parents/carers and staff, and recorded in the appropriate risk assessment documentation.

Supervision arrangements

All children should arrive onsite between 8:40am and 8:50am and go straight to their classrooms where an adult will be present.

EYFS and Y1 pupils enter the school through the Albany Road gate.

Y2, Y3 and Y4 pupils enter the school through the Sunny Lane gate.

Y5 and Y6 pupils enter the school through the Western Terrace gate.

Playtimes – supervision ratios adult:pupil

KS1 – 3:120

KS2 – 3:120

Lunchtimes

We ensure adequate numbers of school staff on duty at lunchtime to maintain effective supervision. Most teaching staff and approximately half of the teaching assistants stay on the premises at lunchtime.

Supervision Before and After School Regarding Drop Off and Collection by Parents/carers

Parents/carers are made aware that there is no supervision for pupils before 8.40am unless prearranged extended services.

Parents/carers can wait with their children at their designated gate.



If a pupil has not been collected at the appropriate time they are asked to wait in the school library and the office staff are informed. If the parent/carer still has not arrived 15 minutes after the school finishing time, then a telephone call is made to the parent/carer.

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.

6. 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	3
Paediatric First Aid	22

Coordinator:

The Executive Headteacher and HSO are responsible for overseeing the arrangements for first aid within the school. The co-ordination of first aid arrangements on a day-to-day basis and the booking of training is managed by **the Office Manager**. The duties include ensuring:-

- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current
- Maintaining an up to date list of training in the training file.

First aid logs are checked for indications of recurrent or frequently reported types of injury.

The appointed First Aider (**Tina Venton**) for the school is responsible for ensuring:-

- That first aid equipment is available at strategic points in the school - The First Aid room is in the main corridor from the library. All classrooms have a first aid bum bag
- That the correct level of first aid equipment is maintained in each first aid box
- That orders for replenishing stocks are made

First Aiders

All year groups have at least one first aider (staff member) working in them at all times. The school aims to train all staff in emergency first aid. New staff are added to the rolling programme of trainees. Refresher training is provided in line with guidance.

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 out of school hours* is not provided for:-

- Contractors
- Events organised by third parties eg (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). First Aiders are also responsible for replenishing first aid kits should equipment be used. Logs will be analysed at the end of every term.

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 the Health Service helpline and in the case of pupil injuries, with the parents or carers.

NHS HELPLINE: 111

Suspected Head, Neck & Spinal Injuries to Pupils

In the event of any knock or cut to the head, or a suspected 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/carer is contacted and informed of the injury.

The attending first aider will complete the accident/head injury first aid form and then call the parent or carer. The attending first aider will inform the parents/carers that it is school policy to inform of any head injury and relay to the parents/carers how the injured child is presenting. The parents/carers will be invited to attend school to check the child should they wish.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Helpline for advice or call an ambulance as appropriate.

Other Significant Injuries

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

In addition to the procedures above, the school will notify parents/carers of any other significant injury by way of a telephone call.

Records of notification by telephone to parents/carers will be kept by the Office Manager. Copies of written notification are held in the school office.

Escorting Pupils to Hospital



When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or carer is in attendance.

If travelling in a member of staff's car, two adults must be present, the driver plus one other. Appropriate insurance will always be in place.

The member of staff will stay with the pupil until a parent or carer arrives and responsibility is handed over.

7. Pupils with Medical Needs

The school recognises that it has a responsibility to support pupils with medical needs. The school follows the Department for Education's guidance on managing medicines in schools and early years settings:-

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

Responsible Person

The **SENDCo, Becky Edwards**, is responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine in School

Medicines will only be administered at school when it would be detrimental to a pupil's health not to do so. The school will store and dispense medication to students as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/carer with written instructions for its use; and
- Written parental consent has been given.

The school has an emergency Salbutamol inhaler, kept in the school office, for those children identified as asthmatic on the school Asthma Care Plan.

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

Medication will be available to identified pupils at all times of the school day.

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 carer. If it is in relation to an ongoing medical condition, the **Supporting pupils with medical conditions policy** is followed. If it is a one off medication such as calpol, antihistamine etc, the procedure below is followed.

A member of the admin team is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.



Another member of the admin team will deputise where necessary.

All medication will be kept in the following secure location:-

Filing cabinet in office (or medical fridge in staffroom for medication requiring to be chilled).

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags containing such items must be locked away in classroom cupboards and not be left in the classroom where pupils could gain access to them.

Medical Log

Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:-

- name of pupil
- name of medication
- 'use-by' date
- dose
- time
- date
- signature of dispenser
- Witness name and signature
- comments/reactions
- date and time of last administration of medicine (this is to ensure that an overdose is not given and is a change following training received in September 2019)

Medical Procedures

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.

Off Site Activities

The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

Self-Management of Medication

In certain circumstances the school will allow pupils to manage their own medication. In each case this will be discussed with the parent/carer and appropriate health professionals - and an assessment of risk will be completed.

The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication

Emergency Asthma Kits



This school's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3.pdf

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to pupils who have been:

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication
- have an asthma care plan (completed by parents/carers)

In addition, parental/carer consent must be obtained for use of the emergency inhaler. The school keeps a register of pupils who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

Training

The responsible person (**Rebecca Edwards SENCO**) will ensure that sufficient staff are suitably trained in the administration of medication and support of pupils with medical needs.

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

Sharing of Information

The responsible person (**Rebecca Edwards SENCO**) will ensure that relevant staff are made aware of any pupil's medical condition. This information will include, where appropriate:-

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

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

Individual Healthcare Plans

The responsible person (**Rebecca Edwards SENCO**) will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.



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

Risk Assessment

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

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

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

Unacceptable practice

To prevent unacceptable practice, the responsible person will ensure that:-

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

Complaints

Parents/carers are encouraged to contact the Executive Headteacher if they are concerned or dissatisfied in any way with the support provided by the school for a pupil with medical needs.

If concerns cannot be resolved in this manner, parents/carers can follow the school's complaint procedure.

8. Accidents/Incidents

Reporting Officers



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

Adam Richards, Executive Headteacher
Lindsey Mackenzie, Head of School
Jo Olds, Office Manager

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

Pupils are required to report all accidents/incidents to a member of staff.
The Reporting Officer will record incidents using the systems below.

Reported accidents/incidents are regularly reviewed by the Trust. The school is always keen to learn from accidents/incidents that occur and this also informs policy changes.

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 or volunteer
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 pupil which was (or might be) due to

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

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

Any "Occupational Disease" as listed in RIDDOR.

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

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

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

Near Misses

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

The Near Miss Log is kept in the back of the Accident Folder in the first aid room.
The Near Miss Log will be reviewed periodically by the Headteacher in order to identify any areas of concern which may require attention.



Reporting Timescales

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

The Health Safety and Wellbeing Services Team will recommend an independent investigation of the accident/incident if the review indicates a need. The Headteacher will undertake this.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the on-line system as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council's Health and Safety Services section will liaise with the HSE on these incidents.

9. 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.

The Headteacher is responsible for carrying out the evaluation of training needs and presenting recommendations to the Local Governing Body.

Staff Responsibilities

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

10. Risk Assessment

Risk Assessment

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

Risk Assessment Process



The school will carry out risk assessments using the online Risk Management System (AssessNET)

Lindsey Mackenzie, Head of School, is responsible for managing the risk assessment process.

Copies of risk assessments are available from the online system and frequently accessed assessments are located in the Educational Visits folder in the School Office.

Risk assessments are delegated to staff to complete based on their content and who is best placed to undertake them. They are signed off by the headteacher and review dates are set.

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 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 the Headteacher and are also located in all classrooms.

11. Fire

Fire Officer

The person responsible for organising the school's fire precautions is Lindsey Mackenzie, Head of School.

The Assistant Headteachers 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
- Feeding back the school's performance during evacuation drills to management and other relevant persons.
- 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 to the LGB 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 people to act as Fire Wardens for areas of the school:-

Lindsey Mackenzie
Jo Olds
Susanne James
Heidi Harris

Fire Wardens have received training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures.

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:-

Evacuation and Registration Procedures

- See Appendix I – Evacuation Procedures

12. 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 Portable Appliance Testing

Tests will be carried out by a known provider following gathering of three quotes and securing references from other users.

All test Certificates will be kept in the online Compliance Log (SMARTLOG) and a hard copy 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 should not be brought into the school. If phone chargers are brought in, they need to be PAT tested.



Co-ordinator

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

13. The Control of Hazardous Substances

Hazard Assessment

Our priority is to, wherever possible, use substances that do not pose any hazard but where this is unavoidable, 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.

A central copy of COSHH assessments is kept in an online folder accessible to all staff.

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment. Staff shall inform the Head of School of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

The Trust will ensure that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The co-ordinator (Head of School) 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.

14. Display Screen Equipment

Workstation Assessment

The Trust DSE Assessor is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding pupil 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, completed on SmartLog.

Eye Tests for Display Screen Equipment Users

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

DSE users are defined as:-

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

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

Staff who are entitled to an eye test can request advice and guidance from the Trust HR Manager.

15. Work Equipment

The Executive Headteacher is responsible for overseeing the purchase of all work equipment as part of signing off all purchase orders.

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.

16. Management of Contractors

The Estates Lead for Kernow Learning 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.

Senior members of school staff, in consultation where appropriate with the HSO, are empowered to stop work if there is a concern for the health, safety or welfare of any stakeholders.

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. Construction Design and Maintenance Regulations will be managed by the Trust Estates Lead.

17. 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 Head of School will be responsible for ensuring that PPE 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. Where PPE is required or offered, guidance on the correct use is provided.



In addition the Head of School will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Pupil Responsibilities

When issued with PPE, staff and pupils are required to wear it correctly. Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

18. 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 Risk Assessment folder.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Head of School.

19. School Security

The Site Supervisor 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.

School Staff 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.

Will Thomas, Lindsey Mackenzie, Susanne James & Jo Olds are the school's nominated representatives who will respond in an out-of-hours call out.

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

Call Out Arrangements

The school has call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided.

Security Firm Personnel Attendance

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder. Staff key holders if those attending site feel this is necessary.



20. 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, pupils, volunteers, contractors, or visitors to this school. Our code of conduct is published on the school website.

Violence towards Staff

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

Violence towards staff from pupils 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 Pupils

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

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

Responsible Person

Lindsey Mackenzie 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.

21. Working at Height

When working at height, the correct equipment should be used at all times to mitigate the potential risk to health and safety. Each classroom has a footstool that can be used. Staff should not climb on chairs or furniture.

No working at height should be undertaken when working alone.

Equipment should meet the Class 1 or 2 standard:



Max Safe Working Load: 175 Kg (27.5 st) for Class 1 and 150 Kg for Class 2. For daily use where onerous conditions of use, carriage & storage occur.

Any un-safe equipment or concerns about equipment should be reported to the appropriate Site Manager as soon as possible, and where equipment is damaged taken out of use immediately.

Ladders should be stored in a secure manner such as to prevent unauthorised use and are regularly reviewed. Working at height training is provided on SmartLog for those personnel that are authorised to use ladders.

Staff should use a dynamic risk assessment of the work to be undertaken at height. If staff are unsure of what is the right equipment to use advice should be sought from the HSO.

Mobile towers are only to be used by staff who have completed the working at height training course and any excessive high-level work must only be undertaken by fully trained staff.



Appendix 1 - Fire Evacuation Procedures

King Charles C of E Primary School FIRE EVACUATION PLAN <i>September 2023</i>	Room/Class
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QUICK INFORMATION

EXITING BUILDING:



- ✓ Exit following signs and as per this plan
- ✓ Close doors (removing all wedges in place for ventilation) and windows (group lead to close these for the room they are working in)
- ✓ SLT (non-class-based) sweep toilets and work rooms on your exit route and close corridor doors, removing wedges
- ✓ Do not use lifts (already out of action as per COVID plan)

ASSEMBLY POINTS:



Reception Years 1, 2 & 3	KS1 Playground KS1 Playground
Years 4, 5 & 6 Kitchen Staff & Visitors	KS2 Playground KS2 Playground

(moving to field if distance from building required)



ROLL CALL:

Responsibility for roll call and numbers checks:

- Susanne James - Old Building (*J Tiddy in SJam's absence*)
 - Alice Sendall - New Building (*J Barnard in ASen's absence*)
 - Jo Olds – Staff, Visitors and Kitchen team (*PMor in JOld's absence*)
- ✓ Complete Roll Call using Fire Register
 - ✓ Hold Fire Register in air to signal 'all present and correct'
 - ✓ Notify staff above of missing pupils
 - ✓ All remain silent
 - ✓ Await instructions from SLT or Fire Service

Office staff will inform the Fire Wardens (**Lindsey Mackenzie and/or other SLT member** at Glass Corridor) using 2-way radios on completion of roll call that all are present and correct or if persons are missing. LBoo/EWil to KS1 classes, PMor to KS2 classes, JOld to all staff and other visitors on site.

Jo Olds – Take Emergency Procedures Files from Office to Assembly Point and 2-way radio and have visitor management system app available on a device.

Libby Booth/Emma Williams & Poppy Morris – Take two way radio to Assembly Points.

All visitors should sign to say they are aware of the fire evacuation plan, via the visitor management system.

Tackling the fire – under NO circumstances must any member of staff tackle the fire.



Action in the event of a fire:-

RAISE THE ALARM

A pupil suspecting or discovering a fire should inform a member of staff, who will raise the alarm by breaking the panel on the nearest fire point. The alarm is the continuous sounding of the siren.

FIRE WARDENS CHECK BUILDING

Lindsey Mackenzie and/or other members of SLT (Fire Wardens) will check the building communicating using 2-way radios for signs of fire/alarm activation referring to the Zones board located in the main foyer alongside the Fire board.

Lindsey Mackenzie and/or SLT will check the building and wait to greet the Fire Brigade at the main entrance.

ALERTING THE FIRE BRIGADE

The member of staff discovering a fire must report the fire to the school office by telephone immediately. The office will inform the fire brigade by dialling **999**. The Designated Fire Warden(s) will await the arrival of the Fire Brigade outside the main entrance with the **Red Fire Folder located in the Office. The Fire Panel must not be reset before the Fire Brigade arrive.**

A member of the admin staff will remain with a phone awaiting the instruction from LMac or SLT in order to relay the outcome of the unannounced alarm to EMS Control – ‘False Alarm’ or ‘Fire Service to Attend Site’. EMS will call on the activation of the alarm.

EVACUATE THE PREMISES

On hearing the alarm pupils should stand where they happen to be: when instructed by the teacher/adult they should proceed in single file and in an orderly manner (observing social distancing wherever possible) to evacuate the room using the following routes, (if the fire allows) to the designated fire assembly point. It is permissible for two classes to be walking alongside one another if unavoidable.

EXIT ROUTES	
CREATIVITY HUB	Exit through the front door into the outside play area, walk through the gate to the infant playground
NEW BUILDING	
Reception Classes	Exit through garden double doors then through the gate to the infant playground
Year 1 Classes	Exit through class veranda doors, along the veranda (left) through the gate to the infant playground
Year 2 Classes	Exit down the stairs nearest Y2 classrooms and exit through the fire exit and on to the infant playground
Year 3 Classes	Exit downstairs to the double doors by the ground floor toilets. Take the path around the Nursery onto the infant playground
HALL	Exit through the hall double doors and through the main double doors. Turn right along path to infant playground (if Y4,5,6: from infant playground move to assembly point in field.)



	Assembly time in hall – KS1 exit via main double doors at front. KS2 exit via veranda doors
KITCHEN	Exit into car park – Turn right onto ramp and exit through side gates alongside building (opening gate towards you) and up steps onto KS2 playground.
VISITORS	Following green signs exit through nearest fire exit assembling on school field.
SEN OFFICE, MUSIC & STAR ROOMS	Following green signs exit through the nearest fire exit. Exit building through glass corridor exit. Assembly point is on the school field.
OLD BUILDING	
Year 4 Classes	Exit via back stairs. Turn right and exit through main entrance. Turn left onto ramp and exit through car park into Western Terrace and into playground through Sunny Lane
Year Five (5J)	Exit via the Fire Door next to boys' toilets. Turn right up the ramp onto the top playground. Proceed to the field via the gap in the wall
Year Five (5W)	Exit via the fire door in the classroom. Turn right and cross the playground towards the Nursery. Walk up the path and enter the field through the field gate
Year Six Classes (inc. those in annex room)	Exit via the main staircase. Exit through double doors at bottom of stairs. Turn right, up the steps on to the top playground. Proceed to the field across playground.
Staffroom	Exit via the fire door in the staffroom onto the lower playground. Turn right and cross the playground towards the ramp. Walk up the ramp and enter the field through the gap in the wall
Library	Exit into Year 5 Learning Zone and then exit under the main staircase. Turn right through the double doors. Turn right up the steps on to the top playground. Proceed to the field across playground.
Head's Office and Y6 Learning Zone	Exit room and turn left. Proceed down main staircase and exit through Fire Doors under stairs. Turn right and into playground up the steps. Enter the field through gap in wall.
School Office	Exit through main entrance door. Turn left onto ramp and exit through car park into Western Terrace and into playground through Sunny Lane
Breakfast/After School Club Room	Exit into main corridor. Turn right into Glass Corridor. Exit onto lower playground and proceed to assembly point.
Disabled and Wheelchair users	Exit via the car park. Proceed along Western Terrace to Sunny Lane. Enter the field by the corner field gate at the end of Sunny Lane. If a disabled child is admitted to the school an individual fire evacuation plan will be made.