



**St Francis**  
CofE Primary School



# Health & Safety Policy

Version Number	V1
Date Adopted by Governors	5 <sup>th</sup> October 2023
Scheduled Review Date	October 2024
Statutory or Best Practice Policy	Statutory
School or Trust Policy	School

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## 1. Statement of Safety Policy

St Francis C of E School:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the academy's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, 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 academy'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 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 November 2023.

## 2. Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the academy. The individuals and groups identified below are expected to have read and understood the academy'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 academy 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 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 of School, to prioritise resources for health safety and welfare issues.

### Competent Health and Safety Advice

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

The Health, Safety and Wellbeing Services Team, Cornwall Council

In the case of St Francis School, the Exec Headteacher (Hannah Stevens) and Head of School (Rachel Marsh), with support from the Health and Safety Officer (Gwyn Gowing) is responsible 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 action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations and acting on the findings/actions;
- Having a local Health and Safety Committee;
- Identifying and facilitating staff training needs;
- Liaising with Governors 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.

#### The Senior Leadership Team and other Management Staff

The Senior Leadership Team 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 supervisors and 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 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 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.

### Contractors

Site Managers and other linked staff, under the overall management of the HSO are responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

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

Persons responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled is the HSO.

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

## **3. 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 Senior Leader that undertakes it.

## **4. Welfare Provision**

Toilets; rest areas (Staff room) and catering is provided in accordance with relevant legislation. Where students bring their own food (packed lunch) this should be consumed only in Restaurant/cafeteria or outside if weather permits.

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

Extra provision will be made available to vulnerable groups such as SEND; pregnant woman and new mothers.

## **5. Consultation with employees**

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

- Health & Safety Committee
- CEO
- Headteachers
- Health and Safety Officer
- Senior Leadership Teams

Health and safety is a standing item of staff and Governor meeting agendas. It is on the headteachers termly report.

## **6. 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) 0835 for pupils arriving for the start of school in EYFS, KS1 and KS2

And will close to students at:-  
1515 for pupils in EYFS, KS1 and KS2 1730 for pupils  
attending BASC

Between these times supervision will be provided. Students will not be allowed on site outside of these times unless for specific activities such as residential or extended services.

### Supervision arrangements

Breakfast and After School Club has separate arrangements for dropping off and collection which is supervised by a member of the BASC Team.

Pupils enter the school between 8.30am and 8:50am, where there are 2 members of staff on duty. At 8:50am the bell rings and teachers meet their classes on the playground and escort them to their classroom.

### Lunchtimes

There are 15 Lunchtime Supervisors. Most teaching staff and teaching assistants stay on the premises at lunchtime.

### Supervision Before and After School Regarding Drop Off and Collection by Parents

Before school 2 staff supervise the gates to welcome children and their families into school. Children go straight into their classroom at drop off. School staff (usually SLT) will close the gates at 8:50am.

After school, if a pupil has not been collected, the on-duty teacher is responsible for supervision. If the parent still has not arrived 15 minutes after the school finishing time, then a telephone call is made to the parent, and the child is placed in to our Wrap Around provision.

### 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.

## 7. First Aid

### Assessment of Needs

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is required: -

First Aid at Work Qualified	[2]
Emergency Aid Qualified	[23]
Paediatric First Aid Qualified	[10]

### First Aid Coordinator

Gwyn Gowing as HSO is responsible for overseeing the arrangements for first aid with the School. The First Aid Coordinator's duties include ensuring that: -

- First Aid equipment is available at strategic points in the School
  - First Aid room
  - In every classroom (stored in filing cabinet)
  - One in small kitchen
  - One in canteen
  - One in office
- A sufficient number of personnel are trained in first aid procedures

- o All staff trained one day First Aid in the workplace
- First Aid qualifications are, and remain, current.

The Health and Safety coordinator will regularly check first aid logs for indications of recurrent or frequently reported types of injury and provide termly analysis to the Head of School.

### First Aiders

The first aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for: -

- Trips and visits
- Extra-curricular activities organised by the School (e.g. sports events, after School clubs, parents' evenings, School organised fund-raising events etc.)

First aid cover is not specifically provided for: -

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.)

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section). First aiders are also responsible for replenishing first aid kits should equipment be used.

### 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 legal guardians.

NHS HELPLINE: 111

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

### 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/guardian 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 that it is school policy to inform of any head injury and relay to the parents how the injured child is presenting. The parents 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/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 a telephone call.

Records of notification by telephone to parents will be kept by the Office Manager.  
Copies of written notification are scanned in to the school record system and attached to a child's individual account.

### 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 guardian is in attendance.

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

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

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

### Responsible Person

**Rachel Marsh** is responsible for ensuring that the arrangements below are effectively implemented and maintained.

### Medicine in School

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

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

The school has an emergency Salbutamol inhaler.

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

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

### 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. There are also risk assessments for all trips.

### Self-Management of Medication

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

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

### Emergency Asthma Kits

This School'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\\_20143\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_20143_.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 students 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)

In addition, parental consent must be obtained for use of the emergency inhaler.

The school keeps a register of students 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 will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

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

### Sharing of Information

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

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

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

### Individual Healthcare Plans

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

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

### Complaints

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

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

## 9. Accidents/Incidents

### Reporting Officers

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

Jackie Tresidder, Office Manager  
Gwyn Gowing, Health and Safety Officer  
Hannah Stevens, Exec Headteacher

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

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

### Accident/Incident Reporting Systems

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

- Any incident resulting in an injury to a member of staff
- Any incident resulting in an injury to a visiting member of the public
- Any incident resulting in an injury to a contractor on the school site
- Any incident resulting in an injury to a student which was (or might be) due to
  - The condition or layout of the premises or facilities
  - The condition of any equipment in use
  - The level (or lack) of supervision
  - The level or quality instruction or training provided
- Any “Dangerous Occurrence” as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Any “Occupational Disease” as listed in RIDDOR.

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

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

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

### Near Misses

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

The Near Miss Log is kept in the school office.

The Near Miss Log will be reviewed periodically by SLT and HSO in order to identify any areas of concern which may require attention. This will then feed into staff meeting and headteacher reports where necessary.

### 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

Reporting Officers will complete the online report

Straight away if possible and in any case on the same day as the incident

Usually within 48 hours and in any case within 7 days.

### **Accident/Incident Investigation**

All incident reports will be reviewed by the Headteacher who will decide if an internal investigation is necessary.

Investigations will be carried out by a person appointed by the headteacher.

Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by the Headteacher will be reported to the CEO and the Estates Manager).

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

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

### **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.

## **10. 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 and HSO are responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher and the Governing Body. Zoe Tresidder (School Secretary) will maintain records of all training undertaken.

### **Staff Responsibilities**

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

## **11. 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.

Gwyn Gowing is responsible for managing the risk assessment process and producing relevant reports for the Exec Head Teacher/ Head of School.

Copies of risk assessments are available from the Online system with frequently accessed risk assessments located in the risk assessment folder that is kept in the office.

### **Staff Responsibilities**

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Subject Leaders 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.

## 12. Fire

### Fire Officer

The person responsible for organising the school's fire precautions is Jackie Tresidder, Office Manager.

Rachel Marsh, Head of School, 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 CEO 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.

All staff are given basic fire awareness training on an annual basis through Smart Log. Certificates are retained electronically within the software.

### Fire Wardens

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

Hannah Stevens (Exec Headteacher) Rachel  
Marsh (Head of School) Nicola Sutton  
(Pastoral Lead)  
Nicola Sleeman (Deputy Headteacher) Rachel  
McDermid (Phase Lead)

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

Periodically Fire Wardens will carry out inspections of their area of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Fire Officer or senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:-

- Checking that their assigned areas have been evacuated(if it is safe to do so)
- Supervising and directing students and staff to areas of safety.]

### **Fire Fighting Equipment**

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment:-

Hannah Stevens (Exec Headteacher) Rachel Marsh (Head of School) Nicola Sutton (Pastoral Lead) Nicola Sleeman (Deputy Headteacher) Rachel McDermid (Phase Lead)

### **Evacuation and Registration Procedures**

- See Appendix I – Evacuation Procedures

## **13. 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 Compliance Folder for the duration of the life of the appliance.

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

Personal items of electrical equipment should not be bought into the academy unless they have been brought in to be .

### **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 Co-ordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## **14. 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.

A central copy of COSHH assessments is kept online and is reviewed at the start of each academic year.

### **Staff Responsibilities**

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

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

### **COSHH Coordinator**

Gwyn Gowing, Health and Safety Coordinator is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

## **15. 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.

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

All academy 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.

## **16. Work Equipment**

The Exec Headteacher is responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:-

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

### Management of Contractors

The Office 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 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 academy 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

### Academy 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 academy has a duty to ensure that PPE is used effectively. Staff 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 pupils.

### **Purchase and Storage of PPE**

The Estates Team 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 they 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 academy 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 academy on their own.

In such circumstances the academy 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 reception.

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

### **School Security**

The Cormac 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.

The Estates Team is responsible for carrying out checks of the premises during holiday periods.

### **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.

Kestrel Guards and Hannah Stevens (Headteacher) 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 academy will introduce call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided.

#### **Security Firm Personnel Attendance**

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and staff with the key holder whilst they check the site.

KESTREL GUARDS

Lone Person Attends

Intruder Alarm will never result in a lone attendee response.

A Fire Alarm Callout could result in a lone attendee response, at this point the lone attendee would operate within the lone working policy.

## 19. Violence Zero

### Tolerance

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

### Violence towards Staff

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

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

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

### Responsible Person

Gwyn Gowing, HSO, 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.

This academy has the relevant number of staff members trained in Team Teach techniques

## 20. 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 foot stool 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.

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 Procedure

# St Francis School – Fire Evacuation Plan

Version 1.0

Committee Author: SLT Produced

Date: June 2020

The overall aim is to save life, therefore evacuation is of paramount importance. Evacuation should be completed as quickly and as safely as possible. 2 meters social distancing should be observed if safe to do so.

Staff are not expected to fight fire nor should they go back into the building.

As fire doors are propped open to improve ventilation and save having to touch doors, the Headteacher and Office team member will close all corridor, office and toilet block doors when the alarm sounds. Teachers are responsible for closing their main classroom door before exiting the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

### WARNING

Bells ringing continuously.

### PROCEDURE

On hearing the alarm:

- Direct children to walk quietly to the nearest exit, do a headcount to make sure all children are accounted for and then walk quietly in single file to the assembly points on the playgrounds. Lining up observing two meter social distancing.
- On leaving the building immediately assess the route ahead for any obvious signs of danger e.g smoke, smell or sound of burning. Use this information to decide on the most suitable route for getting to the assembly points.
- Ensure that the classroom is empty before leaving. Close the main classroom doors and windows.
- Everyone on site, children and adults, must leave by the nearest exit.
- Staff based near communal areas must check they are evacuated e.g ensure that no children are left in cloakroom and toilet areas.
- Senior teacher or one of the Admin team will call the fire brigade (although all telephones will immediately connect to 999)
- Once gathered at the assembly point the teachers will roll call all classes to ensure all pupils present (using laminated yellow registers – teachers will have a laminated list of all children within their bubble. They will know who is in school and will hold it above their head when their bubble is accounted for)
- The admin staff will check signing in book for visitors
- All visitors must report to admin staff at the front of the building
- The admin staff will check the parents' signing out of pupils book and liaise with relevant teachers
- The Head teacher/Head of School or designated member of staff (Fire Warden) will check that all adults and

children are accounted for. On the bottom big playground this will be the teacher in charge of Class N, if s/he is absent it will be Class M, then Class L and so on down the corridor. On the top playground this will be the teacher in charge of Class E, if s/he is absent it will be Class F and so on down the corridor.

- Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register is completed online, it is important that a laminated copy is also completed and available to use for roll call. Therefore it must be kept in an accessible place (immediately obvious to all, including supply teachers) e.g blu-tacked to the wall above the teacher's desk. Please ensure this copy of the register is updated if a child arrives some time later in the day.

## At Breaktime

When alarm bell sounds

### Children on Reception playground

- All children must remain on the playground until directed otherwise by staff
- Staff on duty to blow whistle and assemble children in classes
- Teachers direct children to assembly point, deciding which way to go after assessing safe route (using all available information e.g smell, sight, sound)

### Children on top and bottom playgrounds

- All children already on particular playgrounds must remain there
- Staff on playground duty to blow whistle and assemble children in classes
- Teachers evacuate and join their class

### Indoors

- Everyone must evacuate through the nearest exit
- Staff on First Aid duty must check that cloakrooms and toilets are clear
- Staff passing communal areas must check they are clear

## At Lunchtime

When alarm bell sounds

### In relevant class zones

- Supervising adult will direct children to evacuate and assemble in their relevant playground
- All kitchen staff evacuate and assemble in the top overflow playground

### On the top and bottom playgrounds

- Children remain on that playground
- Supervising adult will blow the whistle and assemble children in classes

### On the Reception playground

- Supervising adult will blow the whistle and assemble children in classes.
- Supervising adult will direct children to assembly point (either top or bottom playground), deciding which way to go after assessing safe route (using all available information e.g smell, sight, sound)

In First Aid

- Any children receiving first aid will be with an adult and that adult will lead the child to the closest exit and relevant assembly point.

On the field

- Supervising adult should blow the whistle and direct all children to the bottom playground where they must line up in classes.

In the Adventure Play Area

- The adventure playground will not be in use

All other adults evacuate as soon as possible and join their class to check all are present and accounted for

**ASSEMBLY POINTS**

It is important to note that routes to assembly point must be clear and therefore those outlined below are recommended but exact routes will need to be decided upon at the time

SCHOOL AREA	ASSEMBLY POINT
Hall and kitchen	Front of the building – report to Office staff
Smiling Faces Preschool	Mongleath Road end of pathway
Classes E, F and G	Either Top playground or bottom playground.  To make the decision which – go to the Top playground if you have not received any information to stop you from doing so e.g been told that there is a fire in the kitchen or signs of fire are visible when exiting the building
Class H, A, B, Learning Support Room, Library, C, D, ICT suite I, J, K, L, M, N	Bottom playground
Old staff room upstairs	Front of the building – report to Office staff
Admin and Head teacher’s office	Front of the building – report to Office staff

**Evacuation from School Site**

Should it be necessary for the whole school to evacuate from the school site, classes will be walked to St Marys Catholic school, Mongleath Road (approx. distance 400 metres).

Similarly we are an external evacuation assembly point for St Marys. We will walk in our designated groups, observing 2 meters distancing wherever possible.

**General Points**

Teachers should be mindful of any child that may have been taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

### **Visiting Staff**

All regular visiting staff e.g Kernow Learning staff, must be made aware of this policy.

### **Review**

This Policy must be reviewed after every time the fire bell is sounded. A record of this is kept in the school's "Fire" folder.