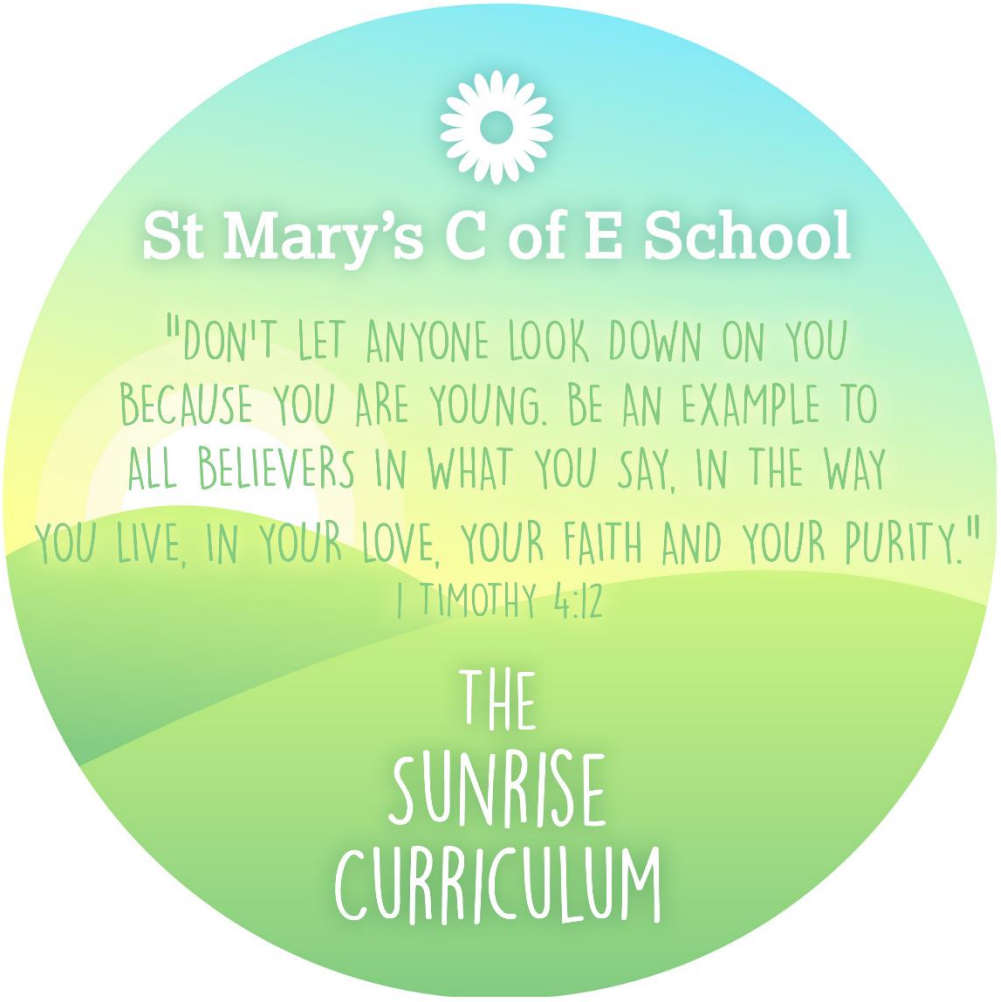
HEALTH AND SAFETY POLICY



Approved by:	Full Governing Board
Next Review Due By:	June 2020

ST MARY'S CHURCH OF ENGLAND SCHOOL

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Head Teacher: Mrs N Bray

STATEMENT OF HEALTH AND SAFETY POLICY

St Mary's Church of England School, Truro :-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.

2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.

3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.

4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.

5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.

6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.

7. Have detailed the arrangements for health, safety and welfare in the Organisation and arrangements associated with this policy statement.

8. Ensures all employees are familiar with The Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999.

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 annually.

Approved and adopted by:

Mr William Robinson — Mrs Nicola Bray

Chair of Governors — Headteacher

June 2020

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in St Mary's Church of England School. All individuals and groups identified within this document 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.

Equality Statement

St Mary's Church of England School is committed to its Public Sector Equality duties and will endeavour to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between all people, regardless of Disability, Sex (gender), Race (ethnicity), Pregnancy and Maternity, Religion and Belief, Sexual Orientation, Transgender, Age or Marriage and Civil Partnership.
- Foster good relations between all people, as above.

The Employer

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

Governors

The Governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The governors will receive regular reports to enable them, in collaboration with the Headteacher, to prioritise resources for health, safety and welfare issues. The Governors have appointed a Health and Safety Governor to receive information, monitor the implementation of policies, procedure and decisions, carry out periodic inspections of the school and feed back to the Governing Body on health, safety and welfare issues.

The Health and Safety Governor is Mr William Robinson.

Headteacher

The Headteacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health, safety and welfare issues;

- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the 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;
- Taking action where any contractor is found to be working in a manner which is considered to be unsafe.

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

Function	Delegated to
Day to day health, safety and welfare	Senior Management
Regular inspections	Caretaker and Health and Safety Governor
Accident investigation	Senior Management
Employee training needs	Senior Management
Contractor management	Senior Management and Interserve

Competent Health and Safety Advice

St Mary's Church of England School recognises that it must have access to competent health and safety advice. This school's competent advisors are:

The Health, Safety and Wellbeing Services Team, Cornwall Council

Senior Management

Senior Management have responsibilities for:-

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;

- Carrying out regular inspections and making reports to the Head Teacher;
- Ensuring action is taken on health safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health safety and welfare information received to appropriate people;
- Acting on reports from employees, the Head Teacher, the Governors and the Local Education Authority.

All Employees

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

In particular employees have a responsibility for:-

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed and having regard for their own safety and that of others;
- Ensuring protective or other safety equipment is used when needed and not misused or otherwise interfered with;
- Participating in inspections and any Health and Safety Committee or other staff meetings if appropriate;
- Bringing problems to the relevant person's attention;
- Cooperating with the employer on matters of health and safety and attending any training as required.

Volunteers

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

Volunteers are also expected to act only under the supervision of a qualified employee and attend any training as required.

Organisation and Arrangements for Health, Safety and Welfare

The following pages contain the specific arrangements and organisational details for ensuring that St Mary's Church of England School's Health and Safety Policy is fulfilled.

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1. Arrangements for the Supervision of Students

Opening Times

St Mary's Church of England School will be open to students from:

8.00am (8.00-8.40am supervision for Breakfast Club only or other authorised activity)

And will close to students at:

6.00pm (3.15-6.00pm supervision for After-School Club or other organised activities)

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times unless as part of a pre-arranged and organised activity.

Supervision arrangements

Members of staff are on the playground from 8.40am when the children begin to enter the building. Teachers are in classrooms from this point. Children may be booked into Breakfast Club from 8.00am where they will be supervised by allocated staff.

Two members of teaching staff are on duty in the playground for morning break, plus any 1-1 teaching assistants.

Six lunchtime supervisors are on duty at lunchtime and supervise the canteen and outside areas.

Children are escorted by a member of staff at the end of lessons to the playground and collected for the next session.

Lower Key Stage 2 children and Key Stage 1 children are collected by parents/guardians from the outside classroom doors. Older children can walk home if arrangements have been discussed with school and parents/guardians.

Children not collected will be taken to the school office and parents will be contacted.

Where pupils may be taken out of school this is done in accordance with Local Authority and government guidelines (HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS: a good practice guide):

1 adult for every 3 pupils in Early Years Foundation Stage.

1 Adult for every 6 pupils in Years 1 - 3

1 Adult for every 10/15 pupils in Years 4 - 6

Children with Special Needs should have 1:1 supervision where required.

Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge. In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad or residential visits. Some non-residential visits with mixed groups will need a teacher from each sex.

After School Lettings

Unless specifically agreed in the Letting Agreement, St Mary's Church of England School does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

2. First Aid

Assessment of Needs

An assessment of first aid needs has been carried out. All staff listed below are qualified in:

First Aid at Work

Emergency Aid

Paediatric First Aid Qualified

First Aid Co-ordinator

All First Aid qualified staff are responsible for overseeing the arrangements for first St Mary's Church of England School.

First Aid equipment is available at strategic points in the school.

- First Aid Kit in Learning Support Room.
- First Aid Kit in Year 2 cupboard
- First Aid Kit in School Office
- Cool packs available in the KS1 Library and the Staff Room.
- First Aid Kit and cool packs available outside during lunch breaks.

It is the responsibility of all First Aid trained staff to ensure that the First aid equipment is kept well stocked. There is a noticeboard in the staff room to list required supplies.

A sufficient number of personnel are trained in schools first aid course (including epi-pen administration):

- Mrs Kerry Carrilho
- Mrs Marie Collett
- Mrs Laura Calcraft
- Mrs Lisa Eccleshall
- Mrs Josie Edwards
- Mrs Anna Spencer
- Mrs Elizabeth Marples
- Mr Leigh Pritchard
- Mrs Laura Read
- Mrs Anna Richards
- Miss Kimberley Rundle
- Mrs Laura Sampson
- Miss Tamsyn Shelton

- Mrs Tracey Thomas
- Mrs Joanna Thomas
- Mrs Nicola Unwin
- Miss Katie Williams

Mr Pritchard, Miss Rundle and Mrs Calcraft are additionally trained in paediatric first aid (including epi-pen administration).

First Aid qualifications are and remain current.

Senior Management will regularly check First Aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The First Aiders listed above will provide First Aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, First Aid cover for:-

- Trips and visits
- Extra-curricular activities organised by the school (e.g. sports events, after-school clubs, parents' evenings, school-organised fundraising 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 necessary details are supplied for the reporting of all accidents (see Reporting of Accidents section).

Treatment of Injuries

St Mary's Church of England School will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or instruct for 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 111, and in the case of student injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Pupils

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

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

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

Other Significant Injuries

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

In addition to the procedures above the school will notify the parents/guardians of any other significant injury by way of :-

- A telephone call and an Accident Advice Form

Records of notification by telephone to parent/guardians will be kept by first aider completing forms. Copies of written notifications are held in the GDPR compliant first aid file.

Escorting Pupils to Hospital

When it is necessary for a student to be taken to hospital they will be accompanied by a member of staff unless the pupil's parent/guardian is in attendance.

The member of staff will stay with the pupil until a parent/guardian arrives and responsibility is transferred.

3. Pupils with Medical Needs

St Mary's Church of England School recognises that some students will, at some point, require medication or other medical support during the school day or on organised activities.

This need will be met by a range of standard procedures together with individual procedures informed and supported by:

- The compiling and maintaining of a Medical Needs Register for students which will be reviewed annually.
- Consultation with Health and Social Care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported.
- Ensuring that sufficient staff are suitably trained with adequate cover for absences to cover both routine and emergency support.
- Ensuring all relevant staff are made aware of the condition and symptom recognition of any student requiring support that will include briefings for supply teachers and volunteers.
- Prompt access to medication in an emergency situation (e.g. EpiPen Auto-injectors for treatment of anaphylactic shock).
- Risk assessments for school visits and other school activities outside of the normal timetable.
- Monitoring of individual healthcare plans.

Standard Procedures

St Mary's Church of England School will dispense asthma medication to students as long as it is clearly labelled prescription medication which has been prescribed by a medical practitioner with written instructions for use. Parental consent must be obtained for use of the inhaler. First aid trained staff will have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

St Mary's Church of England School has an emergency asthma kit. The school's procedures for managing the use of the emergency asthma kit is based on the Department of Health guidance issued in September 2014. Staff authorised to dispense this medication will be made aware of 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 diagnosed with asthma and prescribed an inhaler
- Pupils prescribed an inhaler as reliever medication

In addition, parental consent must be obtained for the use of the emergency inhaler which will be achieved as part of compiling and maintaining a register of pupils who have been diagnosed with asthma or prescribed a reliever inhaler. This register will be combined with the medical needs register.

The emergency asthma kit will be stored in the school office in and managed in the same way as any other prescription medication.

St Mary's Church of England School will dispense medication to students as long as it is clearly labelled prescription medication which has been prescribed by a medical practitioner with written instructions for use. This school does not keep or dispense any other medication other than Salbutamol for use with the emergency asthma kit. All requests for the dispensing of medication must be accompanied by a consent form including detailed information and instructions completed, signed and dated by the pupil's parent or guardian. The school office will be responsible for receiving medicines, checking consent and dose information, checking 'use-by' dates and dispensing medication. All medication will be kept in a secure location and in the conditions required by the medical supplier in the school office. Medication will only be dispensed by suitably trained staff. A record will be kept of all medication dispensed. The medication log will be checked before dispensing medication (to prevent accidental 'double-dosing') and will be completed and signed by the member of staff after dispensing medication to a pupil.

Medication for personal use by members of staff must also be kept in a secure location where pupils cannot gain access to them. Staff must not share their medication with any student.

In certain circumstances, this school will allow students to manage their own medication. In each case this will be discussed with the parent/guardian. Please contact the School Office for discussion.

4. Accidents/Incidents

Reporting Officers

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

Headteacher

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.

Accident/Incident Reporting Systems

St Mary's Church of England 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 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 office.

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 Headteacher's and maintained by the School Office Staff.

The Near Miss Log will be reviewed periodically by the Senior Management Team in order to identify any areas of concern which may require attention.

Reporting Timescales

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

Accident/Incident Investigation

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

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

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

5. Training

Identification of Training Needs

This school will carry out an evaluation of the health and safety training needs of staff. A prioritised plan for delivery of training will be put in place where the evaluation identifies a need.

Induction

As part of its coordinated training programme this school will provide to all staff, volunteers and any others as indicated by risk assessment or training needs evaluation a comprehensive induction. This will include sufficient information to enable duties to be carried out in a safe and effective manner.

Arrangements

The Headteacher will carry out the evaluation of health and safety training needs and the creation of a training plan/programme. All staff will participate in any training provided to meet their health and safety requirements.

6. Risk Assessment

Risk Assessment

St Mary's Church of England 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 as set out in guidance by Cornwall Council.

The Headteacher is responsible for managing the risk assessment process and producing relevant reports for the Governors.

Copies of risk assessment are available from risk assessment file in school office or on the Cornwall Council system.

Staff Continually reassess according to children involved, weather and other factors.

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.

Teachers 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 school office.

7. Fire

Fire Officer

The person responsible for organising the school's fire precautions is the Headteacher.

The Deputy headteacher 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) in conjunction with the caretaker from Interserve.
- Recording the significant results of the fire evacuation drills (Interserve do this. File in school office)
- Ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks etc), Interserve do this. Log in the school office.
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Health and Safety Governor on issues of significance.

All Staff

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

Staff are also responsible for ensuring that they:-

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

Fire Wardens

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

Carlton Moyle	All areas of the school
Laura Calcraft	All areas of the school
Josie Edwards	Breakfast Club, Lunchtime Supervision and After-School Club

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

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

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

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

Fire Fighting Equipment

Fire fighting 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 fire fighting equipment:-

Carlton Moyle

Laura Calcraft

Josie Edwards

Evacuation and Registration Procedures

See Appendix 1 for school evacuation plan.

8. Electricity

St Mary's Church of England School Owned Portable Appliances

All appliances are maintained within the Interserve contract. Interserve is responsible for ensuring that a fixed wiring inspection is carried out for the premises.

Personal and Privately Owned Portable Appliances

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

9. The Control of Hazardous Substances

Hazard Assessment

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

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

A central copy of COSHH assessments is kept by the Headteacher.

Staff Responsibilities

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

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

COSHH Coordinator

The Headteacher is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

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

The Headteacher 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.

Interserve 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 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 assesments before being used in the school.

10. Display Screen Equipment

Display Screen Equipment (DSE) is work equipment that normally has a visual display and requires input from staff members such as personal computers and laptops but could encompass many other devices as well.

A DSE user is normally defined as a person who, as part of their work uses display screen equipment for continuous or near continuous spells of an hour or more at a time, and do this more or less daily.

The Head Teacher and Senior Leadership Team will liaise to ensure all staff considered DSE users carry out an assessment of their work station, taking into account the DSE, the furniture, the working environment and the task undertaken to inform any necessary measures to remedy any risks found as a result of the assessment.

All staff will complete a DSE assessment if requested and report any specific needs or concerns.

All school employees who are defined as (DSE) users may follow the Council's policy on display screen equipment.

11. Work Equipment

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 a 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.

12. Management of Contractors

Interserve 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 to Interseve that they have:-

- 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 be completed by Interserve.

All contractors will be required to carry visible identification.

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

Construction Works

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

13. Personal Protective Equipment

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 this school will 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 Senior Leadership Team together with the Site Supervisor will be responsible for the purchase of PPE for their work areas 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. They will also ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

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

14. 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 policies file.

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

School Security

Interserve is the appointed body who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylights etc are secured.

Interserve is responsible for carrying out checks of the premises during the holiday periods.

School Staff/Governors Responding to Call-Outs

The Headteacher and Deputy Headteacher are key holders but do not respond to call-outs. Please see call-out arrangements below.

Call-Out Arrangements

Interserve (Kestrel Guards) is the first call out. Staff members will only be called in exceptional circumstances.

Kestrel Guards will respond to alarm activations without recourse to a school key holder and will check the site and then report back to Interserve.

15. Violence

Zero Tolerance

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

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

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

Violence towards visitors will be reported to the police.

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

The Headteacher is responsible for ensuring that all:

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

Team Teach

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

A specific policy and procedure aimed at the control of pupils has been adopted.

16. Working at Height

Staff ae discouraged from working at height. A step stool is available to support with putting up displays and reaching books from shelves.

If staff need access to anything or put up displays in areas that cannot be reached, assistance will be sought from Interserve caretakers.

17. Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Staff are advised to avoid carrying heavy loads unless necessary, to use lifting aids where possible and always follow the guidance provided.

For heavy loads, assistance will be sought from Interserve caretakers.

18. Home Working

Home working, also known as Flexible Working and Worksmart, is part of the wider modern working agenda and, as such, has many aspects that support and encourage a healthy and safe working environment shown to improve personal wellbeing.

Legal Requirements

The two key pieces of health and safety legislation regarding home working are The Health and Safety at Work Act and The Management of Health and Safety at Work Regulations. The former places general duties on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and the latter requires the assessment of workplace risks. Both duties extend to employees working remotely and from home. There are also more specific pieces of legislation covering display screen equipment, work equipment, use of hazardous substances, manual handling, fire and electricity; all of which may apply to a greater or lesser extent dependant on the nature of the home working.

Any staff who need to work remotely, must follow the Home-Working Guidance and complete a self-assessment.

ST MARY'S SCHOOL
TRURO

APPENDIX 1 - FIRE ACTION PLAN

EVERYDAY FIRE PRECAUTIONS

1 Exit doors are kept unobstructed and free from combustible materials, and all exit doors are capable of being easily opened from the inside, without the use of a key, whilst the building is occupied.

2 Escape routes are normally enclosed by fire doors to prevent these routes being blocked by dangerous gases or smoke. Occupants are aware of the necessity for these doors and their importance in ensuring their safety during evacuation in the event of a fire. All such doors are maintained self-closing and are not obstructed in such a way that they are prevented from closing effectively against the door stop.

3 Fire action signs and extinguisher information signs are located throughout the building.

FIRE DOORS MUST NOT BE WEDGED OPEN

4 Rubbish and combustible waste including paper, cardboard, plastics and similar materials, are not allowed to accumulate or be stored in escape routes. All such materials are kept in metal or similar non-combustible containers and removed from the buildings to a safe place at least once a day.

5 As many fires in schools are caused by opportunist vandals, the windows and external doors are properly secured when the building is unoccupied.

6 Smoking is not allowed on school premises.

7 Checks are made at the end of the letting sessions to ensure that there are no smoldering fires and the opportunity is taken at that time to secure all doors and windows.

7. All heaters must be kept free of paper.

8. All staff must note where the fire alarms are sited in the school.

9. All staff must note the fire exits.

10. All staff must note where the fire signs are displayed.

11. All staff must note where the fire extinguishers are and know how they work.

ACTION IN THE EVENT OF FIRE

In the event of fire being discovered, the following sequence is followed:

Raise the alarm

Call the Fire Brigade

Evacuate the premises

Assemble on the bottom playground

Proceed with roll-call

RAISING THE ALARM

The alarm will be raised as soon as a fire is discovered, no matter how small. Even if a fire is only suspected and it is not obvious, all occupants of the building will be warned at the earliest opportunity, in order that they can make good their escape before the fire has time to develop. The alarm can be raised by pressing the nearest red break glass call point and these are located by all exits throughout the site. See Appendix 2 for reference map.

CALLING THE FIRE BRIGADE

1 All outbreaks of fire, or suspected fire, irrespective of size, will be immediately reported to the Fire Brigade. Any person who is adjacent to the telephone, will immediately dialing 999 on hearing the fire alarm sounding.

2 The call to the Fire Brigade will not be delayed whilst searches are made to check whether or not it is a false alarm.

3 The person in charge should be familiar with the correct procedure for calling the Fire Brigade (dialing 999) and giving the correct address of the school.

4 Notify Interserve in all circumstances on 08006344190.

EVACUATING THE PREMISES

1 On hearing the alarm, all pupils in class will stand quietly and when instructed by the teacher or person in charge, will proceed in single file and in an orderly manner, by the nearest safe route direct to the assembly point. All staff are aware of emergency exits and quickest routes. St Mary's School holds half-termly fire alarm tests to ensure children are aware of the safest and quickest route.

2 Teachers should have their class registers with them at the assembly point.

3 As the classes leave the building, all doors which will not be used again during the evacuation are to be closed behind them. Talking and laughing will not be allowed, to ensure that any instructions given can be heard. Overtaking by classes or individuals will not be permitted.

4 At lunchtime, the lunchtime supervisors are responsible for evacuation of children and all the procedures apply as above. Lunchtime staff should check toilets, classrooms and libraries. Teachers are responsible for providing class lists.

5 Fire wardens must check cloakrooms, toilets and libraries.

6 Everyone (including visitors and people with disabilities) in the building must evacuate by the nearest exit.

7 Do not wait to pick up belongings.

8 Shut doors behind the last person.

9 The teacher must call the register (making sure that each child answers) and count the children.

10 The secretary checks the sign-in system and the kitchen staff.

11 The person in charge of the school at the time will go to the assembly point and await reports from all classes that all children have been accounted for. He or she will have in their possession a pre-arranged check list which will enable them to make a complete report to the first Fire Officer to arrive.

12 No-one must re-enter the building for any reason until the person in charge of the drill agrees.

13 If a quick return to the building is prohibited, evacuation to our safe have of Kenwyn Church will commence. For further details on evacuation to this location, please refer to our Emergency Procedures Policy.

14 In the event of a different reason for evacuation such as flood or bomb threat, everyone will be evacuated to Kenwyn Church as per the Emergency Procedures Policy.

EVACUATION OF DISABLED PERSONS

Evacuation of the premises by able-bodied persons will normally be completed within a matter of minutes, usually 2-5 minutes.

Persons in wheelchairs/using walking aides, will be evacuated last, in the sense that they will be the last persons (with their helpers) in the queue of people moving along the corridors.

(Should a disabled person fall or their wheelchair overturn, an obstruction could be caused which would endanger many lives. For this reason, disabled people should proceed last along corridors etc. They can receive as much assistance as necessary and reach safety at the same time as the last able- bodied person. The time difference between the first able-bodied person reaching the outside and the last person reaching the same point, will be minimal, and in practice does not put the disabled person at any material disadvantage.)

Personal Emergency Evacuation Plans are in place for those pupils who require it.

ASSEMBLY

1 A place of assembly in case of fire will be the playground and all pupils and staff are fully aware of its location. Assembly will take place in classes. The assembly point will be as far away from the school as is practicable and in a position where the pupils will not obstruct or be in danger from responding fire appliances.

2 Clearly account will be taken of the actual size of a fire and assembly arrangements modified accordingly.

ROLL CALL

1 Immediately classes have mustered at the place of assembly, a roll call or count will take place if possible from the registers, and each responsible person should report immediately to the person in overall charge – "all present" or otherwise.

2 The Officer-in-Charge of the Fire Brigade will be met on arrival and immediately informed if all persons are accounted for or otherwise.

TACKLING THE FIRE

1 All staff members will be conversant with the location of the various types of extinguishers and for which type of fire they are intended. Any person in the vicinity of the outbreak of fire, who is capable of using an extinguisher, should tackle the fire, providing he does not expose himself to any undue risk or danger.

2 The safe evacuation of all pupils is of paramount importance and it is essential that this is satisfactorily instigated before any staff are released to attempt to fight the fire.

NOTICES

1 Conspicuous fire notices will be displayed in prominent places throughout the school.

This policy will be reviewed annually

Signed …… Dated ……

(Chairman of Governors)

Signed …… Dated ……

(Headteacher)

Review date: June 2020