



# BRANNEL SCHOOL

# HEALTH, SAFETY, AND WELLBEING POLICY

Written by: L Hawkey and S Patmore  
Approved by governors: September 2017  
Date of next review: September 2018

## Statement of Health and Safety Policy

Brannel School:-

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

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.

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

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.

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

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

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

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 [30th September 2018]

Approved and adopted by:

Nick Dixon

Andy Edmonds

---

Chair of Governors

---

Head Teacher

On: September 2017

## **Responsibilities**

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

### **The employer**

The employer in this school is Newquay Education Trust. 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 Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Local Governing Board and Newquay Education Trust Board on health safety and welfare issues.

The Safety Governor is Samuel Patmore.

### **Head Teacher**

The Head Teacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school Health and Safety Committee;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff.

In this school the following functions have been delegated to:-

Function	Delegated to
Day to day health safety and welfare management	Louise Hawkey
Regular inspections	Louise Hawkey
Accident Investigation	Head Teacher
Chairing Health and Safety Committee	Resources Committee
Employee training needs	Heads of Departments
Contractor management	Louise Hawkey

### **Competent Health and Safety Advice**

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

### **Senior Management and Faculty/Department Heads**

Senior management and faculty/department heads 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;
- 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 school's policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified employee.

Organisation and Arrangements for Health Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that the school's Health and Safety Policy is fulfilled.

Procedure List

	Page
Arrangements for Supervision of Students	6
First Aid	7
Pupils with Medical Needs	10
Accidents/Incidents	13
Training	15
Risk Assessment	16
Fire	17
Electricity	19
The Control of Hazardous Substances	20
Display Screen Equipment	21
Work Equipment	21
Management of Contractors	22
Personal Protective Equipment	23
Working Alone	24
Violence	25

# 1. Arrangements for the Supervision of Students

## **Opening Times**

The school will be open from:-

08:00 Building open to students

And will close to students at:-

15:25; Extra-Curricular Activities etc.

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times.

## **Supervision arrangements**

Duty team providing supervision in the mornings, break times and lunchtimes. The duty team members have allocated locations in the school building and outside according to supervision rota. All duty team have allocated team leader.

## **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.

## 2. 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 12  
Emergency Aid Qualified 12

### First Aid Coordinator

Teresa Behn 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

- Medical Room
- Staff Work Bases Each X1
- Site Office X1
- Library X1
- Sports Hall X1
- Sports Hub X1 (Defibrillator X1)
- Main Office X1
- Canteen in Kitchen X1
- Mini Buses X3
- Pool Car X1

A sufficient number of personnel are trained in first aid procedures

Name	Date of Renewal	Qualification
Teresa Behn	21/10/2019	First Aid at Work Qualified
Louise Hawkey	01/08/2020	First Aid at Work Qualified
Laura Pedlar (First Aid Trainer)	22/08/2020	First Aid at Work Qualified
Karolina Czajkowska	10/02/2020	First Aid at Work Qualified
Mark Reid	20/11/2017	First Aid at Work Qualified
Rachel Sargent	28/02/2018	First Aid at Work Qualified
Melanie Williams	13/04/2019	First Aid at Work Qualified
Josh Grimshaw	13/04/2019	First Aid at Work Qualified
Paul Bearham	20/06/2019	First Aid at Work Qualified
Sue Kitts	05/01/2018	Emergency Aid Qualified
Lorraine Dingle	19/05/2018	Emergency Aid Qualified
Darin Morse	05/01/2018	Emergency Aid Qualified
Zoe Errington	10/02/2020	First Aid at Work Qualified
Andy Harris	19/01/2018	Emergency Aid Qualified First Aid at Work Qualified
Ross Farrer	12/06/2020	Emergency Aid Qualified First Aid at Work Qualified
Carolyn Dyer	01/11/2019	Emergency Aid Qualified
Kerry Williams	01/11/2019	Emergency Aid Qualified
Milo Bright	19/05/2018	Emergency Aid Qualified
Angela Oleszynski	05/01/2018	Emergency Aid Qualified
Karen Adamson	26/04/2019	Emergency Aid Qualified
Lisa Hancock	26/04/2019	Emergency Aid Qualified
Claire Bradd	26/04/2019	Emergency Aid Qualified

First Aid qualifications are, and remain, current.  
This person will also 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 fund raising events etc.)

### **First aid cover is not provided for:-**

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

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

### **Treatment of Injuries**

The school will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline

### **111 Service Helpline**

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

### **Suspected Head, Neck and Spinal Injuries to Students**

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

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

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the 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 parents/guardians of any other significant injury by way of:-

- A letter (especially in the event of a head injury)

Records of notification by telephone to parent/guardians will be kept by Lead First Aider. Copies of written notification are held Medical Log Book & Student Records.



### **Escorting Pupils to Hospital**

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

For Secondary School students the member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the student unless the student is overly distressed/confused. This decision should be made in consultation with the attending paramedics and the parent/guardian if he or she is immediately contactable and Head Teacher. The member of staff should ensure that they arrive promptly at the hospital to meet the student as they are admitted to casualty.

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

### **3. 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 year's 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**

Teresa Behn 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 does not keep or dispense any other medication [other than salbutamol for use with the emergency asthma kit (see below)].
- 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.

#### **Self-Management of Medication**

This school does not allow students to carry or manage their own medication.

#### **Emergency Asthma Kits**

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

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/350640/guidance\\_on\\_use\\_of\\_emergency\\_inhalers\\_in\\_schools\\_September\\_2014\\_3\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3_.pdf)

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

The emergency inhaler contains Salbutamol and will only be available to students who have been diagnosed with asthma and prescribed an inhaler OR prescribed an inhaler as reliever medication.

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.

#### **Storage of Medicine**

Medicines will be securely stored in Medical Room.

All medicines must be signed in in the Medicines Log.

Any medicine given out or administered must be recorded in the Medicines Log.

Medicines can only be given out by

Teresa Behn
Louise Hawkey
Laura Pedlar (First Aid Trainer)
Karolina Czajkowska
Mark Reid
Rachel Sargent
Melanie Williams
Josh Grimshaw
Paul Bearham
Zoe Errington

### **Facilities for Medical Procedures**

A room has been provided for medications and medical treatments to be administered;

Lower Ground Floor in Corridor Canteen to ARB

### **Training**

The responsible person Laura Pedlar 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 Teresa Behn 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

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

### **Individual Healthcare Plans**

The responsible person Teresa Behn 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 Head Teacher's PA 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.

## 4. Accidents/Incidents

### Reporting Officers

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

Staff	Role
Andy Edmonds	Head Teacher
Louise Hawkey	Premises Manager
Laura Pedlar	First Aid Trainer
Teresa Behn	First Aid coordinator
Rachel Sargent	First Aider

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 the Day Log.

The Day Log is kept by Teresa Behn in Medical Room.

The Day Log will be reviewed periodically by Andy Edmonds(Head Teacher) in order to identify any areas of concern which may require attention.

### Reporting Timescales

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a	Straight away if possible and in any

reporting officer

Reporting Officers will complete the online report

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 Andy Edmonds Head Teacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by Teresa Behn; (First Aid coordinator) will be reported to the Head Teacher and the Health and Safety Governor.

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

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

## **5. Training**

### **Identification of Training Needs**

The school has carried 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.

Heads of Departments are responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher and the Governing Body.

### **Staff Responsibilities**

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

## 6. 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 [EECLIVE Risk Management Software/Other system and CLEAPPS]

Paul Bearham	DT Dept.,	CLEAPPS
Mark Reid	Science Dept.	CLEAPPS
Andy Harris	PE Dept.	EECLIVE Risk Management
Kat Vincent Louise Hawkey Marc Cooper	ARB	Own Written Risk assessment in Student File
Louise Hawkey	Premises Manager	EECLIVE Risk Management

Louise Hawkey is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors. Copies of risk assessments are available from Louise Hawkey, Premises Manager, in Site 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.

Department/Faculty Heads 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 Louise Hawkey, Premises Manager in Site Office.



## 7. Fire

### Fire Officer

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

The Fire Officer is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting the Head Teacher on issues of significance.

### All Staff

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

Staff are also responsible for ensuring that they:-

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

### Fire Wardens

#### **Brannel School Fire Evacuation and Response Procedure (From September 2017)**

Upon the sounding of the school's fire alarm the following procedure will be followed:

- Evacuation of the building will begin in a quiet, orderly fashion. No personal belongings or items can be taken out of the building. Students must remain silent during evacuation, staff are expected to model good practice.
- Those who are unable to use the stairs (the lift must not be used) should attend one of the designated refuge areas. The first fire warden to that refuge area must remain with that student and await further instructions. Students with PEEPS must follow agreed procedures.
- Lead fire wardens will immediately attend the fire alarm panel. The response to the fire alarm will be led by a single member of staff in order of seniority (this is known as the Person in Charge or PIC). An alternate lead fire warden will remain at the panel for support.
- Those who are trained as fire wardens are to make their way safely (outside the building) to the fire alarm panel and report for duty. Those responsible for teaching at the time of the alarm must ensure their students have safely left the building before making their way to the panel.
- The PIC will assign formal fire warden duties to the first six wardens at the panel. All others will be asked to assist with the evacuation on the 3G pitch. This will be notified over the school radio system as "wardens in place".
- The PIC will announce the location of the potential fire over the radio using the words **"FIRE. FIRE. FIRE. Location in [name location]"**.

- The first two fire wardens will be assigned to investigate the nature of the alarm and report to the PIC.
- If no fire is detected and it is beyond any doubt that this is a false alarm, SLT will be informed and a decision made about whether to continue the evacuation.
- If a fire is detected, evacuation will continue and the PIC will make assignments to additional wardens to respond to the fire as needed.
- The second two fire wardens will be assigned to clear and make safe the affected zone or the secondary zone and report their progress to the PIC. They are expected to remain together as a pair.
- The third pair will be assigned to the nearest refuge points to the location of the potential fire and await further instruction. No use of evacuchairs and other emergency evacuation equipment will be used unless in the event of an emergency.
- Senior admin staff will coordinate the registration and roll-call of students, staff and visitors and will inform SLT of the status of the evacuation.
- The most senior member of staff on site (eg Headteacher, Deputy Headteacher) will confirm complete evacuation and decide on next steps.
- Other than for essential communication, radios should not be used.

**Senior Leaders** are (in order of priority) are Mr A Edmonds, Mr M Cooper, Mr M Goodwin, Ms E Fletcher.

**Lead Fire Wardens** (in order of priority) are Mrs L Hawkey, Mr D Morrell and Mr A Edmonds

**Fire Wardens** are Mrs K Adamson, Mrs C Bradd, Mrs S Kitts, Miss M Williams, Mr J Grimshaw, Mrs T Banfield, Miss L Pedlar, Mr L Piper, Mrs K Ross, Ms Z Box, Mr D Philp, Miss J LePage, Mr M Reid, Mrs A Oleszynski, Miss Z Errington, Mrs T Behn (R), Mrs A Hearn, Miss S Turner, Mrs L Dingle and Mr D Morse.

**Lead Roll-Call Admin Staff** (in order of priority) are Mrs C Thomas and Mrs M Matthews

**Responsibility Areas for Roll-Call (Overview by Mrs T Behn)**

- Meledor – Mr M Bright (Mrs C Grist and Mrs C Wade)
- Karlake – Miss C Woudberg (Mrs T Luke and Miss S Hodson)
- Retew – Mrs K Wherry (Miss K Czajkowska and Mrs M Matthews)
- Goonamarth – Mr N Richards (Mrs M Harris and Mrs E Wilkins)
- Halviggan – Mrs C Berry (Mrs C Hunt and Mr C Wyatt)
- Staff and Visitors – Mrs C Thomas

All staff are expected to know this procedure, which will be reviewed annually.

Fire Wardens have received training in fire prevention, the principles 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 (all designated Fire Wardens).

**School Emergency Plan** is held in Site Office with Premises Manager Louise Hawkey.

**In case return to the building is not possible**, all staff and students will move to the Community Centre. Louise Hawkey will contact a member of the Community Response Team. This procedure will apply also in the event of a critical incident (flood, bomb threat, etc.). Louise Hawkey holds a copy of the St. Stephen-In-Brannel Parish Council Community Emergency Plan (in emergency folder).

**Personal emergency evacuation plans** are in place for all disabled students and staff. Copies are held by the Fire Wardens.

## **8 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:-

PAT Testing Carried Out Annually Summer Break 'August'

Tests will be carried out by Dennis Morrell, Mark Reid (Science and Performing Arts technicians).

All test Certificates will be kept in Site Office for the duration of the life of the appliance.

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

Personal items of electrical equipment may only be bought into the school/school by prior agreement From the Heads of Departments. Equipment must be presented to Dennis Morrell, Mark Reid for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

### **Coordinator**

Louise Hawkey (Premises 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 Coordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## **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 exception 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 Louise Hawkey Premises Manager/Mark Reid Science Technician.

### **Staff Responsibilities**

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazcards 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**

Louise Hawkey 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.

## **10. Display Screen Equipment**

### **Workstation Assessment**

Lloyd Piper is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

The School has appointed DSE assessors who have completed the appropriate training:

### **Equipment**

Appropriate DSE equipment will be provided as identified by workstation assessments.

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

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

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and

A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task. Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them.

To obtain more information, contact May Matthews; Finance Officer

## **11. Work Equipment**

Heads of Departments 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.

## **12. Management of Contractors**

Louise Hawkey 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 employers and public insurance

### **Management of Contractors**

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

New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of school staff.

Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

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

### **Construction Works**

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

## **13 Personal Protective Equipment**

### **School Responsibilities**

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided the school has a duty to ensure that PPE is used effectively.

Managers will be expected to monitor the use of PPE and enforce its use where necessary.

### **Assessment of Need**

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary PPE will be provided without cost to staff or students.

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

Heads of Department 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 Heads of Department will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

### **Staff and Student Responsibilities**

When issued with PPE; staff and students are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

## 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 Site Office.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Andy Edmonds Head Teacher.

### School Security

P.J.I Security 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.

P.J.I Security is responsible for carrying out checks of the premises during holiday periods.

### School Staff/Governors Responding to Call-Outs

Staff nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is a potential for injury due to assault (which is rare) or as the consequence of an accident.

- Louise Hawkey Premises manager
- Andy Edmonds Head Teacher
- Laura Pedlar ExtendedSchools Project Manager

are the school' nominated representatives who will respond in an out-of-hours call out.

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

### Call Out Arrangements

The school 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.

P.J.I. Security

**Address:** Hunters Moon, Higher Harros, Roche St Austell PL26 8LN

**Phone:**(01726) 890318 / 891993

**Fax:**(01726) 891441

**Web:** <http://www.pjisecurity.co.uk>

<http://pjisecurity.co.uk/contact-us>



## 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

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

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

### Violence towards Visitors

Violence towards visitors will be reported to the police.

### Violence towards Students

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

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

### Responsible Person

Andy Edmonds; Head teacher is responsible for ensuring that all:-

Staff are aware of the policy and procedures for dealing with violent incidents

Staff have received instruction in procedures/techniques for avoiding violence at work

Staff are aware of the procedures for reporting violent incidents

Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

### Team Teach

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

#### Team Teach Trained Staff and Expiry dates

Angela Oleszynski	10/06/18
Louise Hawkey	14/10/18
Adam Trudgeon	14/10/18
Neil Richards	01/07/18
Paul Bearham	14/10/18
Marc Cooper	22/01/18
Cameo Woudberg	22/01/18
Mark Goodwin	12/02/18
Kim Wherry	12/02/18
Caroline Hunt	18/03/18
Chrissi Berry	17/06/18
Mel Grigg	17/06/18

A specific policy and procedures aimed at the control of students has been adopted in ARB.

**POLICY ON THE USE OF FORCE TO CONTROL OR RESTRAIN CHILDREN AND YOUNG PEOPLE**

## 16 Working at Height

Within the school and its grounds, work at height should always be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that last for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access.

Stepstools in the school must be at one of the minimum standards or class:

- BS 7377; EN 14183; GS Approved; have a maximum capacity rating of 150kgs.

Stepladders and ladders in the school must be at one of the minimum standards or class:

- BS 1129 / Class 1 (wood)
- BS 2037 / Class 1 (metal)
- BS EN 131 (wood, metal & glass fibre)
- GS Approved (wherever this marking/standard is used)

**Standing on tables, chairs or other furniture for any reason is strictly prohibited.**

For anything other than low risk, short duration work at height, the work is to be done using a mobile tower.

All access equipment must be visually checked before use.

All ladders and stepladders must be thoroughly checked once a term, using checklist to ensure consistency of the inspection, Records of the checks are kept by the Site Manager.

### **Training:**

It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Refresher training is required at least every three years.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they are to contact Louise Hawkey, Premises Manager prior to use.

The following sets out the minimum instructional training and/or training course requirements for access equipment used in the school:

**Step Stools** - A simple instructional training brief is to be given by Premises Manager to all users.

**Step Ladders** - Where low risk work at height may be required to be undertaken using stepladders, staff members must be trained first by Premises Manager; alternatively, this training may be provided by any external competent training course provider. This training will cover:

1. The school's work at height policy requirements.
2. HSE Working at heights guidance information
3. Specific safe working procedures and risk assessment
4. School safe working procedures for work at height.

**Ladders and step ladders (high risk)** – for high risk (long duration/high frequency) work, staff must attend a formal stepladder and ladder safety training course.

In addition, all staff are expected to be familiar with school safe working procedures for using stepladders and putting up displays.

The following staff have completed Work at Height training: Site, Performing Arts technician and teaching staff, DT technician and teaching staff, Science technician, IT support

WORKING AT HEIGHTS		
NAME	COURSE DATE	RENEWAL DATE
Darren Philp	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Jay Howard	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Angela Oleszynski	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Dennis Morrell	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Racheal Sargent	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Mark Reid	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Nicolle Ashwood	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Mel Williams	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Lloyd Piper	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Melonie Grigg	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Blanka Griffiths	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Louise Hawkey	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Teresa Behn	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Sally Turner	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Jane LePage	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Josh Grimshaw	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Sue Kitts	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Ceri Duenas	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Training and Qualification every 3 Years, Unless changes in Requirements		

## **17 Manual Handling**

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

Manual Handling is frequently carried out by the school staff. Manual handling causes a known risk of musculo-skeletal injuries. This policy has been adapted to provide clarity and consistency of manual handling guidelines within the school.

### **Avoidance of risk**

The school will eliminate, as far as is reasonably, practicable, the need for its employees to carry out any manual handling tasks that involve a risk of injury.

### **Assessment of risk**

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are available from Louise Hawkey (Premises Manager) and Heads of Departments.

### **Reduction of risk**

The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when and by whom this should be implemented. The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of the risk.

### **Responsibility for assessment**

The Premises Manager and Heads of Departments have the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the school which are regularly reviewed.

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable". Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will be sought if necessary. Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

The school will ensure the employees who are at risk receive information and training in manual handling. The purpose of this is to:

- Inform employees of legislation, policies and procedures they must follow to reduce the risk of injury.
- Inform employees of their responsibility to look after their health and safety and that of those who may be affected by their actions.
- Provide practical advice and training on best practice in manual handling.

The Premises Manager and Heads of Departments are responsible for ensuring all employees attend training sessions.

The following staff have completed Manual Handling training: Site, Performing Arts technician and teaching staff, DT technician and teaching staff, Science technician, IT support, PE staff

<b>MANUAL HANDLING</b>		
<b>NAME</b>	<b>COURSE DATE</b>	<b>RENEWAL DATE</b>
Adam Trudgian	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Claire Bradd	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Karen Adamson	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Melonie Hudson	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Louise Hawkey	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Dennis Morrell	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Paul Bearham	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Nicolle Ashwood	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Penny Chilton (Hoggett)	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Georgia Byrt	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Ceri Duenas	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Sue Kitts	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Darren Philp	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Mark Reid	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Lloyd Piper	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Jane Le Page	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Rachel Sargent	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Teresa Behn	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Elaine Wilkins	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
May Mathews	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Kirsty Cotton	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Blanka Griffiths	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Angela Oleszynski	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Alison Russell Smith	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Vicky Rolls	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Melonie Grigg	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Lisa Hancock	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Joy Howard	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Josh Grimshaw	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Mel Williams	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Beryl Taylor - Hore	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Adrian Philipps	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Chris Robinson	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Trudy Trethewey	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Bruce Auchinactie	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Andy Harris	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Ross Farrer	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Carolyn Dyer	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Kerry Williams	<i>03rd January 2017 / Pass</i>	<b>02nd January 2020</b>
Training and Qualification every 3 Years, Unless changes in Requirements		

<b>Changes Amended</b>	
<b>Date</b>	<b>Staff</b>
18/10/2017	Louise Hawkey; Premises Manager Sam Patmore; H&S Governor
24/11/2017	Louise Hawkey; Premises Manager