

# HEALTH & SAFETY POLICY

Date: September 2024

Date for review: September 2025



## St Day and Carharrack Community School

*We are the **CHANGE-MAKERS** of OUR WORLD!*

### OUR VISION

**ENJOYING, ENGAGING, EXCELLING**

Happy, healthy children, **enjoying** learning for life - surrounded by kind, respectful relationships and **engaging** in rich learning experiences. **Together** we will enable and encourage **ALL** our children to discover their unique gifts of character, talents and abilities. Our children will enthusiastically contribute to society, **excelling** in all they choose to do. They will communicate confidently, listen openly, think critically and question respectfully – our children will be the responsible **Change-Makers of Our World**.

### OUR SCHOOL AIMS:

*to live our vision and values through our behaviours  
It starts with every one of us!*

**People** – placing kindness at the centre of our community to grow healthy, trusting, listening relationships to enable everyone to be responsible, respectful, self-sufficient, valuable members of our local, national and global communities

**Place** - creating a safe learning environment both in and out of the classroom where children's voices are heard, the bravery, risk-taking and uniqueness of everyone is encouraged and celebrated - to grow our 'CHANGE –MAKERS'

**Purpose** - living our values of **ENJOYMENT**, **ENGAGEMENT** and **EXCELLENCE** to deliver high quality, inclusive education in order that all learners achieve and exceed their personal best – to **be brilliant**

### LIVING OUR VALUES:

#### ENJOYMENT

*Laughing  
Loving  
Learning*

#### ENGAGEMENT

*Communicating  
Collaborating  
Contributing*

#### EXCELLENCE

*Be your best  
Be even better  
Be brilliant*

**Chair of Governors:** Andrew McFarland

**Headteacher:** Susannah Storey

Signed:

Signed:

St Day and Carharrack Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.

1. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with its activities.
2. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. 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.
4. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. Will seek to inform pupils, parents or guardians of any health, safety or welfare issues relevant to their child or children.
6. Have detailed the arrangements for health, safety and welfare in the Organisation and Arrangements associated with this policy statement.
7. 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 in September 2025 or sooner if significant changes to legislation are made.

## **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 the Governing Body. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health, safety and welfare of pupils, staff, visitors and contractors.

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 and feed back to the Governing Body on health, safety and welfare issues.

The Health and Safety Governor is Catherine Gajardo.

## **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;
- 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 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 Trade 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:-

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	Angela Moule - School Secretary and Howard Jones - Health and Safety Facilitator
Regular inspections	Howard Jones, Health and Safety Facilitator
Accident Investigation	Susannah Storey and Andrew McFarland
Employee training needs	Susannah Storey and Howard Jones
Contractor management	Susannah Storey and Howard Jones

### **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 and Howard Jones – Health and Safety Facilitator

### **Senior Leaders**

Senior Leaders 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 Headteacher;
- 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 Headteacher; the Governors and the Local 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 Resources 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**

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## **1. Arrangements for the Supervision of Pupils**

### **Opening Times**

The school will be open on weekdays during term time from:-

8.00am for Breakfast Club pupils

8:30am for all other pupils

And will close to pupils at:-

3:15pm unless attending out of hours school care or an extra-curricular club

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

The Cleaning Supervisor is responsible for opening and closing the School.

### **Supervision arrangements**

Cornwall Council supervision ratios for on and off site apply. Pupils are dropped off and collected on site either in the junior playground or within classes. Parents will determine the age at which their child can arrive / depart school independently.

Pupils not collected at the end of the day attend afterschool club until their parent or a representative of their parent collects them.

### **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:-

Basic First Aid

All Staff

Paediatric First Aid Qualified

Michelle Salter/Angela Moule/ Helen Bolt/Laura Vallance/  
Sam Autie/ Susannah Storey

### **First Aid Coordinator**

Angela Moule 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
- Within class 1, 2 and 3, outside class 6 and in Afterschool Club
- All staff are qualified in First Aid.
- 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.

And, in the case of pupil 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 this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian if available, 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 parents/guardians of any other significant injury by way of:-

- A telephone call
- A form

Records of notification by telephone to parent/guardians will be kept by First Aiders. Copies of written notification are held in First Aid boxes.

### **Escorting Pupils to Hospital**

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

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

If a staff member is required to transport the pupil by car an appropriate car seat will be used (these are held in school) and the appropriate business insurance has been obtained.

### **3. Medicines**

#### **Medicine in school**

The school recognises that some pupils will, at some point, require medication during the school day or on school organised activities. The school follows the Department for Education's guidance on managing medicines in schools and early years settings:-

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

This school will dispense medication to pupils 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.

The school does not keep or dispense any medication other than salbutamol for use with the emergency asthma kit (see below).

#### **Dispensing Medicine**

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

Class Teachers are responsible for receiving medicines, checking consent and dose information and dispensing medication.

Class Teachers will delegate responsibility to Support Staff where necessary.

All medication will be kept in a secure location and in the conditions required by the medication supplier:

Staff Room - Kitchen Fridge or Locked Class Fridge (as appropriate).

Medication may only be dispensed by Class Teachers or Support 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. Handbags, etc. containing such items must be locked away and not be left in the classroom where pupils could gain access to them. Staff must not share their medication with any pupil.

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

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

#### **Facilities for Medical Procedures**

A place has been provided for medications and medical treatments to be administered by the class team with sensitivity for personal care.



## **4. Accidents/Incidents**

### **Reporting Officers**

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

Susannah Storey

Laura Vallance

Angela Moule

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**

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 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.

The Online Accident Reporting System will automatically forward a report to the Health and Safety Executive where the description of the accident/incident meets the criteria set out in RIDDOR.

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

### **Near Misses**

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

The Near Miss Log is kept on the server in a secure place that only the Headteacher and office staff are able to access.

The Near Miss Log will be reviewed periodically by the Health and Safety Governor in order to identify any areas of concern which may require attention.

## **Pupils Leaving School Site Unauthorised**

Pupils are taught how to maintain their own safety alongside the strategies employed by members of staff.

Should a pupil choose to leave the school site, the following actions will be implemented:

- Members of staff will be deployed to seek a pupils whereabouts, remaining in mobile contact with school.
- When a member of staff knows a child's whereabouts they will maintain a watchful distance to prevent the child from running in to a dangerous situation i.e. running in to the road.
- The school will advise the Police via 999 within 5 minutes of the pupil leaving the school site. Photos of all pupils are maintained by the school and can be used in the instance to support the Police.
- The school will advise the parent(s) of their child's unauthorised absence.

## **Reporting Timescales**

Pupils will report accidents/incidents to a member of staff

Staff will report accidents/incidents to a reporting officer

Reporting Officers will complete the online report

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

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

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

## **Accident/Incident Investigation**

All incident reports will be reviewed by Susannah Storey and Catherine Gajardo who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. If required,, advice can be sought from the Cornwall Council Health and Safety team. Significant incidents will be reported to the Full Governing Body.

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

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

The Headteacher is responsible for carrying out the evaluation of training needs and presenting recommendations to the 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 Cornwall Council approved Risk Management Software: Assess Net.

Angela Moule and Howard Jones are responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors.

Copies of risk assessments are available from Angela MOule

### **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.

### **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 Angela Moule.

## **7. Fire**

### **Fire Officer**

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

The 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)
- 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 to the Headteacher on issues of significance.

### **All Staff**

All staff are responsible for ensuring that pupils 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 Fighting Equipment**

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

The policy of this school is to evacuate the school and not fight a fire; therefore, no Fire Warden appointments have been made.

### **Evacuation and Registration Procedures**

Evacuation Plan attached, including Personal Evacuation Plans

## **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**

Tests will be carried out by a reputable company.

All test Certificates will be kept in the school office for the duration of the life of the appliance. Electrical equipment needs to be PAT tested before use.

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

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

#### **Coordinator**

Howard Jones and Angela Moule, are 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 work – 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 school secretary in the office.

### **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**

Howard Jones, 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**

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

### **Equipment**

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

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

All school employees who are defined as display screen equipment (DSE) users are 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).

## **11. Work Equipment**

Howard Jones 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. Laptops provided for staff to use at home must be used appropriately – sitting at a desk with a supportive chair.

## **12 Management of Contractors**

Howard Jones and Angela Moule are responsible for overseeing the management of all contractors on site.

### **Selection of Contractors**

The School will only select contractors to carry out work who have demonstrated:-

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate public insurance

### **Management of Contractors**

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

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of School staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

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 pupils.

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

Howard Jones 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, Angela Moule will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

### **Staff and Pupil Responsibilities**

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

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

## **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 school office.

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

### **School Security**

The Site Supervisor, under Churchill Services - Sandra Husaelt, is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

The Site Supervisor 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.

Susannah Storey and Angela Moule are the school's nominated representatives who will respond in an out-of-hours call out.

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

### **Call Out Arrangements**

The school 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.

### **Police attendance**

In any call out situation it is preferable to meet the police at the site entrance or at the police station before travelling to the site. This ensures that there will be at least two people present on site with a

direct link to support should it be required.

## **15 Educational Visits**

The school is mindful of its responsibilities with regard to the safe delivery of offsite activities and school trips.

### **Responsible Person**

The responsible person for school trips and off site activities in this school is Beth Popperwell, she is the Educational Visits Coordinator (EVC)

### **Parental Consent**

The school has parental permission to take children off site for activities which take place as part of the school day and within school hours. Parental consent is required if children are taken out of school for a visit which extends beyond the normal school day.

The School takes its guidance for the supervision of children whilst on school trips from the Cornwall County Educational Visits Policy Guidelines and from the Government's guidance on Health and Safety in schools:

[Cornwall Educational Visits](#)

[Health and safety in schools - GOV.UK \(www.gov.uk\)](#)

Please see our Educational Visits Policy

## **16 Manual Handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out.
- Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **17 Working at Height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker undertakes higher level training
- The caretaker retains a step ladder for working at height – with appropriate training and not alone



- Chairs or tables should not be used to work at height.
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using foot-stools
- Contractors are expected to provide their own ladders (EN131 ladder) for working at height, not to be used for a prolonged period of time
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **18 Infection Prevention Control**

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

### **Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### **Cleaning of the environment**

- Clean the environment frequently and thoroughly

## **19 Cleaning of Blood and Bodily Fluid Spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

### **Laundry**

- Wash laundry in a separate dedicated facility

- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

## **20 Pupils Vulnerable to Infections**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

## **21 Exclusion Periods for Infectious Diseases**

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## **22 New and Expectant Mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection.
- Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## **23 Occupational Stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## **24 Violence**

**Violence is not tolerated in this school.** Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, pupils 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 pupils will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

### **Violence towards Visitors**

Violence towards visitors will be reported to the police.

### **Violence towards Pupils**

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

Violence towards pupils from staff, visitors 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 following staff are trained in Team Teach techniques:-

Angela Moule  
Viv Horne  
Carly-Ann Clark  
Ashley Hughes  
Sam Autie  
Beth Popperwell  
Laura Vallance  
Susannah Storey  
Michelle Salter  
Helen Bolt  
Morwenna Pooley  
Kerri Sellwood

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