



Respect

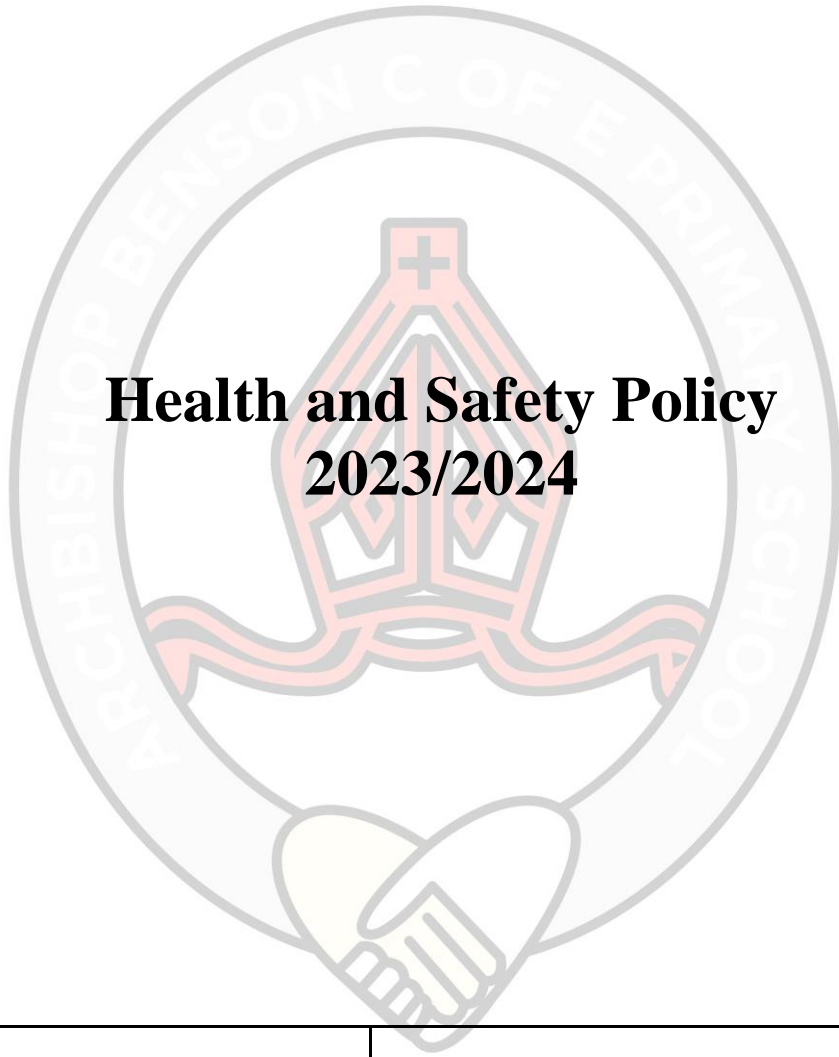
Creation

Fellowship

Wisdom

Hope

ARCHBISHOP BENSON C of E SCHOOL



Health and Safety Policy 2023/2024

Chair of Governors

Mandy Hoare



1.0 Introduction

At Archbishop Benson School, we are proud to be a Church of England school rooted in our local community. In keeping with our inclusive vision and values, we are committed to being the school of first choice for all local families providing an excellent education for all our pupils.

Our policies and procedures are focused on ensuring that we all enjoy and achieve within a nurturing and enriching school community.

Vision: With **fun and learning**, **hand in hand**, **all things are possible**.

“**I can** do **all things** through **Him** who strengthens me. (Philippians 4:13)

Values: **RESPECT** **CREATION** **FELLOWSHIP** **WISDOM** **HOPE**

Aims:

To help fulfil this vision the school has the following aims:

- To enable each child to achieve his or her full potential in levels of academic maturity, creativity, spirituality, physical development and independence
- To educate pupils in the principles of the Christian faith, promoting respect for moral values, differing races, religions and ways of life
- To awaken and develop every child's sense of self worth
- To develop respect, commitment and responsibility for others, to equip children to be able to make a positive contribution to the community in which they live
- To provide a wide variety of activities, visits and special events which enrich children's learning

Archbishop Benson School:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardians of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 2020

Approved and adopted by:

Policy monitored by	FGB
Date of adoption/last re-adoption	18.12.2018
Date of reviews	September 2020 2021 2022 July 2023 H & S Team
Date of next review	September 2024

**Responsibilities
Health and Safety Team**

Function	Delegated to
Overall responsibility of H & S	Mrs Helen Giblett (Head Teacher)
Chairing Health and Safety Panel of the Resources Committee	Mr Pete Batten (Health & Safety Governor)
Regular inspections & Contractor Management	Mr Ian Lee (Site Manager)

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 Board. 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 Head Teacher to prioritise resources for health safety and welfare issues.

The Governors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feed back to the Governing Board on health safety and welfare issues.

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 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:-

HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY

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
1. Arrangements for Supervision of Students	6
2. First Aid	8
3. Medicines	9
4. Accidents/Incidents (inc. violent incidents)	10
5. Training	11
6. Risk Assessment	11
7. Fire and Evacuation Lockdown and Invacuation Procedures	12 15 & 16
8. Electricity	17
9. The Control of Hazardous Substances	17
10. Work Equipment	17
11. Personal Protective Equipment	18
12. Working Alone	18
13. Violence	19
14. Use of Recreation Areas	19
15. DSE/Ergonomics	20
16. Manual Handling	21
17. Working from Heights	22
18. Slips Trips and Falls	23

1. Arrangements for the Supervision of Students

September 2022 Opening Times

The school will be open from:- 7.30 am

And will close to students at:- 6.00pm

On weekdays during term time. Between these times supervision will be provided. Students will not be allowed on site outside of these times. From September, children will go straight to their classrooms, via the drop offs, to be welcomed by their teachers in the classroom. From September, the school site will be open for drop off from 7.30a.m. for Wrap Around and 8.30am for children. Access to the site by vehicle or foot will not be permitted before this time. At 8.35 both drop offs will be manned by members of staff as well as staff directing vehicles to drop off at the turn around or for new Reception parents to briefly stop in the car park. All class teachers will be in their classrooms at 8.35 to welcome their classes. If possible, we would like to encourage parents not to drive onto the site in order to avoid congestion. Families should use the drop off closest to their child's classroom:

Everyone on duty needs to be in position at 8.30 to greet families/children arriving on site. Drop off gates must be opened at 8.25.

IL will lock drop off gates each evening ready for them to be unlocked at 8.25.

IL to ensure main gates/ pedestrian gate are secured at the end of drop off at 9.00am

Families can use the two drop offs between 8.25 and 8.45 after which the school day officially begins. Any family arriving after 8.45 must go to the Main Office to be signed in. Afternoon collection 3.10 and 3.25.

End of Day: As of September, the school site will not be open to vehicles after school until 4 p.m. Exceptions to this will be made for Blue Badge Holders, taxis and SEND parents. We request that parents do not 'tail gate' staff entering/leaving the site at the end of the day and that pedestrians refrain from entering the site until the gates are opened at 3.10. Again, this is to ensure the safety and security of the children. Please be aware that unexpected adults will be asked to leave the site prior to 3.10. **A member of staff will patrol main vehicle gate until 15:30 to ensure a safe access and egress is maintained to the school site**

If you have any questions, please speak to your Phase Leader or to Mrs Giblett, Mrs Allies Mrs Power

Whilst on duty staffs are expected to:

- Welcome children
- Encourage inclusion and social interaction
- Promote participation in activities/games
- Encourage independence and self-discipline
- Enforce the school rules, safe working procedures and H/S directives.
- Position themselves strategically so that the entire area is monitored.

Break Times - All supervisory staff must be in the playgrounds before any children are dismissed. At the end of break a whistle will sound and the children should line up at their designated place. Staff must go outside to meet their class and escort them to the classroom. Break times will be indicated by the sounding of the school bell at the start/end. This will give staff a 3 minute warning.

KS1- Morning Break

Staff to escort their class to and from the playground.

KS2- Morning Break

Break Time is at 10.25am – 10.40am

KS1 Afternoon Break (subject to change) Staff to escort their class to and from the playground.

Break Time is at 2.10 – 2.25pm

KS2 Afternoon Break 2.10 – 2.25pm (at the discretion of the class teacher).

End of day Procedures

KS1

Children will be dismissed from their classroom doors in a staggered process from 3.10pm directly into the care of their parents/carers. No child will be permitted to leave unless there is an adult to collect them. Parents must advise teachers if their child is to be collected by someone else. If parents are a little late all Children will remain in their classroom with their teacher until 3.25pm when they should be taken to the Office so that parents can be contacted. All children will remain at the main KS2 entrance until they are collected. All late collections must be recorded in the signing in book.

KS2

All teachers should be outside to supervise the departure of the children. Please enforce school rules. If pre-school children are involved you should seek parental assistance.

Years 5 & 6 parents should meet their children on the KS2 playground

Years 3 & 4 parents should meet their children on the KS1 playground.

At the end of the day parents will be permitted to enter the site from 3.10pm. Parents/carers who arrive prior to this time should wait outside the school grounds so that classes are not disturbed.

Children who cannot find their parents should be advised to return to their classroom where they will remain under the supervision of their teacher until 3.35pm after which they should be taken to the Office so that parents/carers can be contacted. All late collections must be recorded in the signing in book.

If children are permitted to walk home alone (years 5 and 6) they will be dismissed from class as normal and the school will take no further responsibility for their whereabouts. Written consent must be obtained and kept and the office informed.

Please see Staff Duty Rota for Supervisory Duties.

Benson Buddies Wrap Around Club

KS1 children who are booked into B.B. Club will be collected from their classrooms and escorted to the club.

KS2 children are permitted to make their own way to B.B. Club

After School Activity Club

Lead Person to maintain a register of pupils attending - children are expected to attend weekly and teachers must be notified of any absence either by phone or letter.

All clubs are to be dismissed from the main entrance, teachers to accompany children to the entrance and wait there until all children are collected.

Visitors to the school

We aim to create an environment that is pleasant and safe for all users. We will not tolerate abusive, threatening or violent behaviour. Any reports of such incidents will be investigated by a member of the senior management team.

Serious offences or persistent offenders can and will be banned from the school grounds. Whilst on the school grounds parents are responsible for the behaviour of their children and will be expected to enforce the rules of the school.

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:-

Emergency or Paediatric First Aid Qualified The vast Majority of all staff to be trained to this level every three years.

Two day Paediatric First Aid Qualified Minimum of 3 (New Ofsted regulations will require all staff in the EYFS area to obtain the Paediatric First Aid Certificate.)

First Aid Coordinator

Head Teacher is responsible for overseeing the arrangements for first aid with the school and is assisted by the Office Manager. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the school
 - First Aid Station – Years 2,3,& 4 Main Corridor
 - First Aid Station – Years 5 & 6 Work Area
 - First Aid Station - Years R & 1 Work Area
 - Accessible toilet and First Aid Room
- A sufficient number of personnel are trained in first aid procedures
 - See Staff Training/Compliance list of qualified first aiders.
- 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 school's first aiders will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:-

- Educational 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

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 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.

Health Service Helpline 111

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 in the telephone call log book. Copies of written notification are kept in the first aid log book.

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

Health and Safety Supervisor to report all serious injuries through AssessNet and carry out an investigation as to the cause and assess safe working practices.

All injuries of staff and serious injuries to children where hospitalisation was the following result must be reported, recorded and investigated by the site team.

3. Medicines

Medicine in school

The school recognises that some students 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 year's settings:-

This school will 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;

The school does not keep or dispense any other medication.

For additional information refer to **Supporting pupils with medical conditions policy**

Dispensing Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the student's parent or guardian.

Teaching staff are responsible for receiving medicines, checking consent and dose information, checking "use by" dates and dispensing medication.

Teaching assistants will deputise where necessary.

All medication will be kept in a secure location:

Locked medicine cabinets are available at First Aid Stations. Keys are available from Teaching Assistants. If refrigeration is required medicines must be kept in the staffroom fridge.

Medication may only be dispensed by Teachers or Teaching Assistants. A record will be kept of all medication dispensed. Medication logs will be available in all year groups and must be checked before dispensing medication (to prevent accidental “double-dosing”). Logs will be completed and signed by the member of staff after dispensing medication to a student.

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 students could gain access to them. Staff must not share their medication with any student.

Self-Management of Medication

Self-medication is not permitted unless previously agreed with school. Pupils will be permitted to self-medicate with prescribed inhalers for the treatment of asthma. Inhalers & Epipens will be stored in accessible cupboards within the child’s class. Parents retain responsibility for providing ‘in-date’ medication.

Facilities for Medical Procedures

First Aid room room/areas are available for the administering of treatment/medication.

4. Accidents/Incidents

Reporting Officers

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

Head Teacher, Deputy Head Teacher Assistant Head Teacher

Staffs 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 serious accidents and incidents using the Cornwall Council Online Accident Reporting System. AssessNET A significant accident (usually involving hospital treatment)

is:-

Any incident resulting in a serious injury to a member of staff

Any incident resulting in a serious injury to a visiting member of the public

Any incident resulting in a serious injury to a contractor on the school site

Any incident resulting in a serious 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 of 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.

Any violent incident physical or verbal, involving staff, pupils, parents or visitors.

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 “Day-Log” which will be kept in the first aid areas.

Near Misses

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

The Near Miss Log is kept in the Site Teams office

The Near Miss Log will be reviewed periodically by Site Supervisors in order to identify any areas of concern which may require attention or reporting to all staff to make them aware of the possible dangers.

Reporting Timescales

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

Accident/Incident Investigation

All incident reports will be reviewed by Head Teacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System - AssessNET. Significant incidents will be reported to the Health and Safety Governor and Chair of Governors.

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

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

5. Training

Identification of Training Needs

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

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

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 The schools Risk Management procedures. Sendco and Site Office are responsible for managing the risk assessment process for on-site activities/facilities. Jo Williams SENDco and Helen Giblett are the school's Educational Visits Co-ordinator and have responsibility for overseeing off-site activities/visits. Overnight visits and significant trips away must be signed off by the Head Teacher only.

Copies of risk assessments and information are available from ABB All Staff Team – SCHOOL RISK ASSESSMENTS

Staff Responsibilities

All staff are required to support the risk assessment process.

Staffs 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 Site Office..

7. Fire

Fire Officers

The persons responsible for organising the school's fire precautions are the Site Office team who will deputise when the Fire Officer is not present.

The Fire Officers are 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 for 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 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.

Staffs 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.

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

Please see Staff Training/Compliance Records of trained Fire Wardens.(usually all teaching staff at the time of training every three years)

Evacuation and Registration Procedures:

See Fire Evacuation Procedures for Archbishop Benson School.

FIRE / Emergency Evacuation Drill

The following sequence should be adopted if a fire starts in school:

1. Raise the Alarm

The signal for evacuation is one continuous bell ring by the fire alarm siren

2. Staff with designated duties to initiate actions (refer to annual Emergency Evacuation Planning & Review document)
3. Evacuate the building by the nearest safest exit and take the safe route away from the school building.
4. Assemble at the Fire Assembly Point in KS2
5. Roll call to be carried out
6. Tackle the fire to assist evacuation only –trained Fire Marshals only.
7. Follow all instructions given by the Fire Marshals & Fire Brigade.
8. Do not take risks.
9. Do not re-enter the building until authorised to do so.

On Discovering a Fire

Anyone who discovers or suspects a fire should raise the alarm by operating the nearest Break Glass Alarm.

Evacuating the Premises

On hearing the alarm pupils in class should stand, put their chairs under the tables and, when instructed by the teacher or person in charge, they should proceed in single file and in an orderly manner to evacuate their room, using their external classroom doors. Teachers should lead their class to the designated Fire Assembly Point. Class TA's should be the last to leave the room after checking all areas of responsibility (listed below).

Classes should assemble at the designated Fire Assembly Point - KS2 playground. Children must remain silent so that any instructions can be easily heard.

Pupils working in the work areas close to their classrooms (e.g. shared areas or corridor) should return to their classroom and join the rest of their class in the evacuation procedure.

Pupils working in the work areas further away from their classrooms (e.g. hall, intervention room, playground) should take the nearest exit/route and join their class at the assembly point.

All 1-ITAs must remain with the child they are supervising at the time of the evacuation and evacuate to the nearest assembly point. All PEEPs to be followed.

Identified area(s) of risk

Site Supervisors, who are very familiar with the building, will check for evacuation of all areas has been carried out especially the EYFS rooms where the shutter door mechanism has been identified as a potential hazard in an evacuation as the young children are unable to operate it.

Keys for the shutters are kept on hooks beside the Fire Exit in each Reception Classroom.

Place of Assembly

KS2 playground

Evacuation off-site assembly point in the event of an emergency

TA Centre - Moresk

Office Staff, Kitchen Staff and Visitors

Office Staff are responsible for removing the registers and handing them to the Key Stage Co-ordinators. The signing in register is accessed via school app. Office Staff to ensure that school gates are opened before exiting the building and to remove data back up and collect a lap top

School Catering Manager is responsible for operating the Gas Stop button on exit.

Contingency Plan

All numbers referred to below are to be available from the HT, Dep HT & Site Supervisors (mobiles & keys to be taken out in the event of any evacuation).

Truro Methodist – 01872 262907 Cornwall Council 0300 123 4101

In the event that a quick return to the building is prohibited, all children will be escorted to the Truro Methodist Church where they will remain until collection can be arranged. The Head Teacher is responsible for informing the Chair of Governors that the school has to close, Cornwall County Council need to be informed prior to parents being contacted. Parental Contact numbers will be obtained from Helen Giblett and office staff.

Access for Emergency Services

It is essential to leave the entrance to the school clear so that the Emergency Services can obtain access. The turn-around area must be kept clear as this is the site of the water hydrant.

Lunchtime Procedures

If the alarm sounds during the lunch period you should evacuate the building using the nearest Fire Exit doors.

All children should make their way to the KS2 playground Fire Assembly Point. By a suitable route that takes them away from the sides of the school building.

Available teaching staff should assist in the evacuation process of the hall and make their way, with the children, to their Fire Assembly Point – using the safest, shortest external route.

Children who are outside should walk quietly to the Assembly Point where their teachers will meet them.

Key Stage 1 – Staff duties

Dining hall supervisors will remain in hall until all children are evacuated and then they should make their way out of the building, checking the Library, Rainbow room and disabled/staff toilets on their way. The lunchtime supervisor on first aid duty should check toilets before leaving the building.

Key Stage 2 – Staff duties

Dining hall supervisors will remain in the hall until the evacuation is complete. The KS2 assistant on first aid duty will check the ICT, and sensory room before leaving the building via the top work area, checking the toilets on route. Supervisors patrolling the lower area will check the work area and toilets before making her way to the assembly point. Teaching staff will meet the children at the designated Fire Assembly Point. See attached Lunchtime Supervisory Rotas.

OUR LOCKDOWN PROCEDURES

It may, at times, be necessary to secure ('lockdown') the school building and prevent access and egress due to fast-moving incidents that put the potential safety and security of the school in danger. Lockdown is generally used in more extreme circumstances where there is a serious and current threat to the safety of those in the building.

The signal for 'lockdown' is 5 long bursts of the lesson change bell (not the fire alarm siren). The school bell control is located in the office on the wall by the door. Teachers/HLTAs-in-charge will be notified via Staff Whats Apps as to whether it is an evacuation or a lockdown procedure or if it de-escalates from a lockdown procedure to an evacuation procedure.

In the event of the lockdown signal, all staff must:

When in your classroom/office:

- ▲ Lock all exit doors from the classroom (those that access the outside of the building)
- ▲ Close all windows
- ▲ Close curtains and blinds
- ▲ Complete a class register check using the laminated Register
- ▲ Notify the office via Staff Whats App if any child or adult is unaccounted for.
- ▲ Remains where you are until the lockdown all-clear signal is given
- ▲ Be ready to help the children to move under the tables if instructed.
- ▲ Be ready to move to internal, shared areas if instructed
- ▲ Avoid using the internal phone system to dial out – but check Staff Whats App and please answer your phone if it rings
- ▲ Parallel staff to check each other's' classrooms
- ▲ All adults, pupils and visitors to remain in their class base
- ▲ Visitors to return to original place of visit

When working outside of your class/office base:

- ▲ Secure the room you are in by following the procedures above and take the register, do not return to your class

When working outside of the building:

- ▲ Re-enter the building via the nearest entrance to the building
- ▲ Move to your class base using the fastest route or move to the nearest class base
- ▲ Lockdown your class base using procedures above

Headteacher / Deputy Headteacher and Office staff:

- ▲ Instruct the office to sound the lockdown bell
- ▲ Check to see if anyone is outside
- ▲ Direct the checking of the building (internal) to ensure that lockdown procedures have been implemented. There will be a senior member of staff assigned to supervising each lockdown area.
- ▲ Office staff to check any lone visitors /contractors are aware of lockdown situation
- ▲ Consult the Critical Incident Policy to (where necessary) direct others in the coordination of an Incident Plan
- ▲ If the situation allows, confirm that the external gates to the site are secure. *(Do not leave the building unless it is safe to do so)*

The 'all clear' signal for the end of a period of lockdown is 5 long bursts of the lesson change bell.

IF WE ARE UNABLE TO SOUND THE BELLS

The signal for lockdown for staff within the school building will be a note handed to you by the office staff / another member of staff informing you what you need to do.

In addition, a message will be sent via the Staff Whats App.

INVACUATION PROCEDURES

Invacuation is the process of getting everybody inside and safe, and securing the building. In most cases, pupils will be able to stay in their classroom during an invacuation and the school day can continue as normal, just with everyone staying indoors.

Invacuation might be required if:

- There is local air pollution due to a nearby fire or chemical release.
- There is a dangerous animal (usually a dog) in the grounds.
- There is an incident or civil disturbance in the area that might affect the school.

The signal for '**invacuation**' is **5 long bursts of the lesson change bell (not the fire alarm siren)**. The school bell control is located in the office on the wall by the door. Teachers/HLTAs-in-charge will be notified via Staff Whats Apps as to whether it is an invacuation or a lockdown procedure or if it escalates from an invacuation procedure to a lockdown procedure

In the event of the lockdown signal, all staff must:

When in your classroom/office:

- ▲ Lock all exit doors from the classroom (those that access the outside of the building)
- ▲ Close all windows
- ▲ Complete a class register check using the laminated Register
- ▲ Notify the office via Staff Whats App if any child or adult is unaccounted for.
- ▲ Remain where you are until the invacuation all-clear signal is given
- ▲ Avoid using the internal phone system to dial out – but please answer your phone if it rings
- ▲ All adults, pupils and visitors to remain in their class or office base
- ▲ Visitors to return to original place of visit

When working outside of your class/office base:

- ▲ Return to your class or office base and secure the room you are in by following the procedures above and take the register if necessary.

When working outside of the building:

- ▲ Re-enter the building via the nearest entrance to the building
- ▲ Move to your class base or office base
- ▲ Secure your class or office base using the procedures above

Headteacher / Deputy Headteacher and Office staff:

- ▲ Instruct the office to sound the invacuation bell
- ▲ Check to see if anyone is outside
- ▲ Direct the checking of the building (internal) to ensure that invacuation procedures have been implemented There will be a senior member of staff assigned to supervising each phase area.
- ▲ Office staff to check any lone visitors /contractors are aware of invacuation situation
- ▲ Be ready to escalate to a lockdown situation if required and consult the Critical Incident Policy to (where necessary) direct others in the coordination of an Incident Plan
- ▲ If the situation allows, confirm that the external gates to the site are secure. *(Do not leave the building unless it is safe to do so)*

The 'all clear' signal for the end of a period of invacuation is **5 long bursts of the lesson change bell**.

IF WE ARE UNABLE TO SOUND THE BELLS

The signal for invacuation for staff within the school building will be a note handed to you by the office staff / another member of staff informing you what you need to do.

In addition, a message will be sent via the Staff Whats App.

8. Electricity

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person on an annual basis for classrooms and every 3-4 years for administration equipment. Full electrical survey carried out every five years.

Tests will be carried out by suitable qualified PAT testing Company.

All test Certificates will be kept on H & S shelving 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 by prior agreement.

Equipment must be presented to Site Team for testing prior to use.

All personal items of electrical equipment must only be used in conjunction with a residual current device

Site Office is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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 Hazards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). A central copy of COSHH assessments is kept in the site office

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard in Science). Staff shall inform the COSHH Coordinator/site office of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Team

Site Office Team are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

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

The Site Office Team are 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 Site Office Team are 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 on 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.

Asbestos

- Be aware of any potential asbestos hazards/ACMs (asbestos containing materials) in your work area
- **DO NOT** disturb or damage ACMs, for example by pinning work to walls.

Report any damage to school fixtures or fittings that could lead to the release of asbestos fibres, e.g. damage to ceiling or floor tiles

10. Work Equipment

Mrs Helen Giblett 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.

11. Personal Protective Equipment

School Responsibilities

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

Where provided the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

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

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

Purchase and Storage of PPE

The Site Office 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, the Site Office 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.

12. 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 Safe Working Procedures File.(see attached procedure)

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Head Teacher and Site Office Team.

School Security

Site Office Team are responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured. They are responsible for carrying out checks of the premises during holiday periods.

School Staff Responding to Call-Outs Gerry Hutchinson (1st) Ian Lee (2nd) Helen Giblett (3rd)

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.

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.

Two Persons Attend

The school has a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders are all staff members.

No member of staff is expected to enter a building where it is believed that there is a significant risk.

A copy of the procedures introduced to control these risks will be kept in the Safe Working Procedures File. Following an event the risk assessment and procedures should be reviewed and further controls implemented if appropriate.

Make sure someone knows where you are.

13. Violence/Use of Restraint

Violence is not tolerated in this school. Support 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).

All violent incidents must be logged with the reporting officer (Helen Teacher). All violent incidents will be recorded using the on-line reporting procedures.

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 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.

Staff are advised that all violent incidents, physical or verbal must be recorded in the school's violent incident log as well as CPOMS.

Responsible Person

The 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. Check the Staff Training/Compliance graph for list of qualified Team Teach Staff..

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

See Physical Intervention and Restraint Policy for further information

14. Use of School Grounds/Gardens and Recreation Areas

The Sacred Place has been provided for quiet recreation and staffs are reminded that pupils using this area must not be permitted to run or climb over the seating or the walls.

The Vegetable garden/greenhouse is to be used under strict supervision. Correct footwear and clothing must be worn. Children to be instructed in the safe use of all tools.

All staff are responsible for ensuring the safe and correct use of the above areas and should report any damages immediately.

15. DSE

Are you sitting comfortably? Ideal seated position for DSE work

1. The seat back rest should be adjusted so you are sitting upright
2. Good lumbar support should be achieved (i.e. the lower back should be supported)
3. Seat height should be adjusted to achieve 4 – 7 below
4. There should be no excess pressure on the underside of your thighs and back of knees
5. There should be room under the desk to allow changes in posture (no obstacles)
6. Forearms should be horizontal and elbows approximately at right angles
7. There should be minimal bending of the wrists and hands, they should be horizontal
8. Screen height and angle should be adjusted to allow a comfortable head position with the neck and head straight
9. Ensure there is space in front of the keyboard to support your hands/wrists during pauses in keying. A mouse mat incorporating a gel wrist rest can be helpful
10. A foot support should be provided if your feet do not now touch the ground
11. If seat arm-rests are provided these should not prevent you from pushing your chair under the desk or should be adjustable in height

Remember to take regular “microbreaks” away from your screen - this should be every 20 – 30 minutes.

WHEN WORKING FROM HOME STAFF MUST USE A TABLE AND CHAIR AND NOT LIE ON A SOFA OR BED OR FLOOR WHILST USING A LAPTOP

Arranging Your Workspace

Wherever possible, arrange your workspace so that you minimize the distance you reach. By doing so, you are reducing the risk of musculoskeletal problems to the upper back, neck and shoulders.

Divide your work space into three zones:

- **Usual work zone** - This is the area of work surface that can be reached with the upper arms relaxed and close to the side of your body with elbows bent at around 90°. Items which are used for long periods, which require high speed and accuracy or whose use is of high importance should be placed within this area.
- **Occasional work zone** - This is the region that can be reached with the arms outstretched, but without leaning forwards and should be reserved for less frequently used items that you don't need it all the time.
- **Non-working zone** - outside arm's reach and there is a need to lean forwards to reach items. Use this zone for infrequently used items.

Staff should report any matters relating to DSE to the site team.

- Make sure that items that you use frequently are within convenient reach. ■
- Make sure there is adequate space under your work surface for legs.
- Make sure your work surface height is appropriate for the tasks you do and is not causing awkward and uncomfortable postures.
- Make sure that lighting is adequate and is not causing you eyestrain when working.
- You are entitled free eye test
- Make sure that your chair is properly adjusted to fit the person and workstation

Follow the same SWPs when working at home - . do not use your laptop on a sofa or bed.

16. Manual Handling

Eliminate handling the load

Can you eliminate hazardous manual handling by not moving loads, for example, by looking at whether the work could be done in a different way:

- Does the item really need to be moved, or can the activity be done safely where it already is by redesigning the task?
- Can products or materials be delivered directly to where they will be used? Automation or mechanisation If handling the load cannot be avoided, consider whether the operations can be automated or mechanised to eliminate the manual part of the handling.
- Can you use materials handling equipment or mechanical aids to eliminate or reduce the risks you identify in your risk assessment? Can you use, for example, a conveyor, a chute, an electric-powered pallet truck, an electric or hand-powered hoist, or a lift truck to reduce the risk of injury?
- When introducing automation or mechanisation, make sure you avoid introducing new risks (for example, when maintaining equipment or when things break down).
- Make sure you are trained to use any equipment you use, such as lift trucks. Assess the risks Where you identify risks from hazardous manual handling in your workplace that cannot be avoided, you must do a manual handling risk assessment to help you decide what you need to do to manage these risks. Make sure you have read the risk assessment process.

Consider risks arising from:

- the task;
- the load;
- the working environment;
- individual capacity;
- any materials handling equipment or handling aids used;
- how you organise and allocate work;
- the pace, frequency and duration of the work.
- new or expectant mothers;
- people with disabilities, which may make it more difficult to do a particular task;
- those returning to work after a recent manual handling injury, who may be on a phased return to work;
- inexperienced new, young or temporary workers;
- older workers;
- contractors, homeworkers or lone workers;
- migrant workers who may not have English as their first language. You also need to take account of psychosocial risk factors. These may affect workers' psychological responses to their work and workplace conditions. Examples are high workloads, tight deadlines and lack of control over the work and working methods, which may make people more likely to develop MSDs

If in doubt about moving a heavy item **THEN DON'T**, seek assistance/advice/help from the site team

Plan – before lifting ensure that your entire path is clear, there are no obstructions or trip hazards, the floor is even and not slippery. Before you lift a load, ensure that the object is not too heavy or too awkward to grip it properly and move. Ask another team member for help when necessary.

Position – centre the body and feet correctly. Keep your feet apart with one leg slightly forward for support. Bend your knees and avoid bending the back and leaning forward as it increases the stress on the lower back. Then get a good and secure grip.

Pick – as you move the object upward, use your leg muscles to lift it. Keep it close to your body, maintain a smooth and natural motion and avoid any sudden movements.

Proceed – as you carry the object, keep the load close to your body. Support the load with your arms, keep your head and spine upright and avoid twisting, bending or reaching.

Place – as you lower the object, keep a good posture. Bend your knees and use leg muscles. Then position the object securely and use a smooth, steady motion to release the grip. Do not drop a heavy load or jerk it around

17. Working from Heights

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- are working on a ladder or a flat roof;
- could fall through a fragile surface;
- could fall into an opening in a floor or a hole in the ground. Take a sensible approach when considering precautions for work at height.

There may be some low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this.

There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder is the most suitable equipment for working at height.

In each main area of the school there is a white step ladder that staff should use but must not stand on the top step and there is a risk of over balancing and a fall.

Before working at height, you must work through these simple steps:

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated. Figure 1 gives further guidance and examples for each of the above steps to help you comply with the law. You should:
 - do as much work as possible from the ground;
 - ensure workers can get safely to and from where they work at height;
 - ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly; Working at height A brief guide This is a web-friendly version of leaflet INDG401(rev2), published 01/14 Health and Safety Executive Working at height Page 2 of 7
 - make sure you don't overload or overreach when working at height;
 - take precautions when working on or near fragile surfaces;
 - provide protection from falling objects;
 - consider your emergency evacuation and rescue procedures

Do not stand on chairs or tables when working at heights - use the step ladders provided.

What do you need to consider when planning work at height? The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety;
- check that the place (eg a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, eg use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g., agree a set procedure for evacuation. Think about foreseeable situations and make sure you have an emergency plan.

18. Preventing Slips, Trips and Falls

Practical steps to prevent slips and trips accidents There are many simple ways to control slips and trips risks and prevent accidents in your workplace.

Here are a few examples. Stop floors becoming contaminated

- Use entrance matting and make sure classroom mats and rugs are secure with non-slip pads or adhesive
- Fix leaks from machinery or buildings.
- Make sure plant and equipment are maintained.
- Design tasks to minimise spillages.
- Plan pedestrian and vehicle routes to avoid contaminated areas. Use the right cleaning methods
- Make sure that your cleaning method is effective for the type of floor you have.
- Don't introduce more slip or trip risks while cleaning is being done.
- Leave smooth floors dry after cleaning or exclude pedestrians until the floor is dry
- Use hooks or shelves for coats, bags and backpacks to keep them off the floor
- Always take the time to get a step ladder instead of standing on a chair
- Remove spillages promptly and take extra care when cleaning is happening in your vicinity.
- Have effective arrangements for both routine cleaning and dealing with spills.
- Use the appropriate detergent mixed at the correct concentration. Consider the flooring and work environment
- Check for loose, damaged and worn flooring and replace as needed.
- Floors likely to get wet or have spillages on them should be of a type that does not become unduly slippery.
- Make sure lighting is sufficient and that slopes or steps are clearly visible and in your work space/workplace is suitable for the work that you are doing
- Keep walkways and work areas clear of obstructions. Get the right footwear
- Where floors cannot be kept clean and dry, slip-resistant footwear can help prevent slip accidents.
- Trial footwear first to make sure it is suitable for the environment and for those who will be wearing it, ie comfort and fit.
- If footwear is supplied as personal protective equipment (PPE) Wear footwear that is appropriate to the work that you do and that is adequately slip-resistant

If you have an accident or a near miss, make sure you report it promptly. They can use this information to prevent future accidents.

What to do

- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats to the site team
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given PPE, wear it and look after it. Report any faults or damage to your employer and make arrangements for a replacement.
- Tell Senior Leadership Team or Site Team about any work situation that you think is dangerous, or if you notice that something has gone wrong with health and safety arrangements.

If there is a risk to staff and children of a slip trip or fall, please sort it, put a control measure in place and report it.

>

