

# Mawnan CE VA Primary School



## Health and Safety Policy

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	March 2024	LA model policy edited by J Pridmore	March 2025

Review & Ratification Required by Governor's Sub-Committee Only	Name of Governor's Sub-Committee	Ratification required by Full Governing Board
Yes/No	Finance, Premise, Personnel and H & S	Yes/No

### Reviewed by Governor's sub-committee

Role	Name	Signature	Date

### Ratified by the Full Governing Board

Role	Name	Signature	Date

### Details of Policy Updates

Date	Details

**'Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them'.**

It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.'

[Health and safety: advice on legal duties and powers; for local authorities, school leaders, school staff and governing bodies -](#)

**Mawnan C of E VA Primary School:**

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the **Mawnan C of E VA Primary 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 **Mawnan C of E VA Primary 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 annually.

Approved and adopted by:



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Rachel Stevenson - Chair of Governors

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Jilly Pridmore Head Teacher

On: **March 2024**

- **Legal framework**

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2023) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2023) 'Health protection in children and young people settings, including education'
- HSE (2014) 'Sensible health and safety management in schools'

This policy operates in conjunction with the following school policies:

- Near-miss Policy
- COSHH Policy
- Uniform Policy
- Asbestos Management Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Infection Control Policy
- Risk Assessment Policy
- Educational Trips and Visits Policy
- Manual Handling Policy
- Working at Heights Policy
- Adverse Weather Policy
- Bomb Threat Policy
- Invacuation, Lockdown and Evacuation Policy
- Fire Risk Assessment
- Personal Emergency Evacuation Plan
- Fire Evacuation Plan
- Visitor Policy
- Minibus Policy
- Administering Medication Policy
- Staff Wellbeing Policy

## Responsibilities

'Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.'

[Health and safety: advice on legal duties and powers; for local authorities, school leaders, school staff and governing bodies](#)

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the **Mawnan C of E VA Primary School**. The individuals and groups identified below are expected to have read and understood the **Mawnan C of E VA Primary 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 **Cornwall Council**. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

### Competent Health and Safety Advice

The Mawnan C of E VA Primary 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.**

### Governance

The **Governors** are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The Governors/Trustees 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, procedure and decisions and feed back to the **Governing Body** on health safety and welfare issues.

The **Safety Governor** is Richard Rae.

### 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 Mawnan C of E VA Primary School Health and Safety Committee;
- Identifying and facilitating employee training needs;

- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. **In this Mawnan C of E VA Primary School the following functions have been delegated to:-**

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	Jilly Pridmore
Regular inspections	Jilly Pridmore, Staff, Governors and Mitie
Accident Investigation	Jilly Pridmore
Chairing Health and Safety Committee	Richard Rae
Employee training needs	Jilly Pridmore, Natalie Cattle and Ruth Rawley
Contractor management	Mitie

### **All Employees**

All employees have a general responsibility, as far as reasonably practicable, 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;
- Ensuring that they have read this policy and acted as it indicates they should.

In addition all employees have a responsibility to cooperate 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 Mawnan C of E VA Primary 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 Mawnan C of E VA Primary School's Health and Safety Policy is fulfilled.

### **Procedure List**

1. Arrangements for Supervision of Students
2. First Aid
3. Accidents/Incidents
4. Pupils with Medical Needs (see separate policy)
5. Training
6. Risk Assessment
7. Property Maintenance/Compliance
8. Fire
9. Electricity
10. Water Safety
11. Asbestos
12. The Control of Hazardous Substances
13. Display Screen Equipment
14. Work Equipment
15. Management of Contractors
16. Personal Protective Equipment
17. Working Alone
18. Violence
19. Educational Visits
20. Work at Heights
21. Manual Handling



## **1 Arrangements for the Supervision of Students**

### **Opening Times**

The Mawnan C of E VA Primary School will be open from:-

8:40am

And will close to students at:-

3:15pm

On weekdays during term time.

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

### **Supervision arrangements**

- The school opens at 8.00am for Breakfast Club. The club is run by two school employed members of staff and ratio of children to adults is never more 1 to 15.
- Supervision ratios & locations at break and lunchtimes are 1 to 38 at present with pupils with ECHPs being supported 1 to 1.
- Supervision ratios & locations between end of lessons and school closing time are no more than 1 to 38.
- Areas to be used by pupils outside lesson times include the playground, field and adventure play area. When the field is out of use children can use the playground and adventure area with two adults on duty. Both should be positioned so that all areas can be supervised and children know where you are. If the field is in use the adventure playground will be out of use unless a third adult is available to supervise.
- Parents are asked to drop off their children between 8.40am and 8.45am on the playground inside the school gate. They are collected at 3.15pm. Foundation and KS1 children are to be collected from their classroom. KS2 children either meet their parents on the school playground or walk home on their own. Any KS2 child not collected on time must wait inside the school gate until the parent arrives. Any children whose parents have indicated that they will be late should wait inside the school building main entrance for parents to arrive.
- The gate is supervised at the beginning and end of the day by the SLT and duty staff.
- The teacher on duty should ensure that any child still waiting comes back into school and parents are contacted.

### **After Mawnan C of E VA Primary School Lettings**

Unless specifically agreed in the Letting Agreement the Mawnan C of E VA Primary School does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

## 2 First Aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

The school will teach Health Education to pupils, including basic first aid, such as dealing with common injuries.

### Assessment of Needs

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

First Aid - Paediatric Basic Life Support Training - all staff

### First Aid Coordinator

Jilly Pridmore is responsible for overseeing the arrangements for first aid with the Mawnan C of E VA Primary School. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the Mawnan School
  - Inside the accessible toilet
- A sufficient number of personnel are trained in first aid procedures

#### **First Aid - Paediatric Basic Life Support Training – ALL STAFF**

Training date 05/09/2022 – Valid until 05/09/2025.

Angela Alexander, Claire Atkin, Ross Barnes, Helen Bate, Polly Plight, Natalie Cattle, Ellen Churcher, Jane Hughes, Sarah Joule, Jacky Law, Hannah Martin, Chloe Moon, Jasmine Moon, Jilly Pridmore, Catherine Prosser, Ruth Rawley, Wendy Timmins, Louise Wylie.

- First Aid qualifications are, and remain, current.

A monthly review of the accident reporting book is carried out by the Headteacher, looking at the types of accidents, where they took place, what age and gender the victim was, what caused the accident (if appropriate) and the quality of record keeping. The Headteacher identifies anything that needs to be actioned and a report is given to the Health and Safety Governors and Mitie request a report of accidents on a monthly basis.

## **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 Mawnan School (e.g. sports events, after Mawnan School clubs, parents' evenings, Mawnan School organised fund raising events 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 National Health Service Helpline 111, 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 Mawnan C oSchool, 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 National Health Service Helpline (111) 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 letter
- a bumped head form

Records of notification by telephone to parent/guardians is written in the Accident Log alongside details of the accident. Copies of written notification are held in the school office.

## **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 (2 if available) – unless the student's parent/guardian is in attendance.

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

### **3 Support of Pupils with Medical Needs**

Mawnan C of E VA Primary School has a duty to ensure that the needs of children with a range of medical conditions are able to be met, so they are able to have 'full access to education including school trips and physical education.'

[Supporting Children with Medical Needs, Statutory Guidance – December 2015](#)

Mawnan C of E VA Primary School has a separate policy which covers the arrangements it has made in order to fulfil its statutory duty.

## **4 Accidents/Incidents**

### **Reporting Officers**

The following member of staff has access and authority to report accidents and incidents:

Jilly Pridmore

<https://app2.assessweb.co.uk/>

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

Students are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below. In addition to this, PFI and Mitie must also be notified.

### **Accident/Incident Reporting Systems**

Mawnan School records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System - AssessNet - Report and Incident.

A significant accident is:-

Any incident resulting in an injury to a member of staff

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

Any incident resulting in an injury to a contractor on the School site

Any incident resulting in an injury to a student which was (or might be) due to:

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision
- The level or quality instruction or training provided

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR- [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) )

Any "Occupational Disease" as listed in RIDDOR. [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Further guidance on what should be reported is available through the Online System or the Services for Schools website. Advice can also be sought from [HandS@cornwall.gov.uk](mailto:HandS@cornwall.gov.uk).

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

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

### **Serious accidents at school**

The Mawnan C of E VA Primary School must report serious accidents, outbreaks of disease or dangerous incidents to the Health and Safety Executive ([HSE](http://www.hse.gov.uk)).

If you want to check that the school has done this, contact the HSE.

### **Near Misses**

incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss Log. All 'near misses' need to be reported to PFI and Mitie.

The Near Miss Log is kept by the Administrator with the First Aid Log.

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

### **Reporting Timescales**

Type of Report	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 Jilly Pridmore who will decide if an internal investigation is necessary. Investigation reports will be entered onto AssessNet. Significant incidents (as determined by Jilly Pridmore) will be reported to the Health and Safety Governor.

All reports submitted via AssessNet 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

There is no requirement that all members of staff to have Health and Safety training. However, all staff need to have the training appropriate to their responsibility in school.

The Mawnan C of E VA Primary School has carried out an evaluation of the health and safety training needs of staff.

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

Natalie Cattle is responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher and the Governing Body.

Health and Safety Training list for this Mawnan C of E VA Primary School.

Staff member	Training Course	Expiry Date
Jilly Pridmore Ruth Rawley Natalie Cattle	Fire Warden & Fire Safety	20.09.23 19.09.23 19.09.23
All staff	First Aid - Paediatric Basic Life Support Training	05/09/2022
Jilly Pridmore	Annual Certificate in Health & Safety in School	25.02.24

### Staff Responsibilities

Staff must attend any relevant and appropriate health and safety training provided by the Mawnan C of E VA Primary School.

## **6 Risk Assessment**

There is no statutory requirement for all activities in school to have an individual risk assessment. Risk management is about making 'common sense' and 'proportionate' judgements. Risk assessment is not about stopping activities from taking place but ensuring that sensible precautions are taken to ensure that risks are minimised; no risk assessment can take away risks. Children need to learn that some activities are risky and they too need to learn how to assess their own risks.

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 AssessNet Risk Management Software.

Jilly Pridmore is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Copies of risk assessments are available on the shared drive.

### **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 on AssessNet.



## **7 Property Maintenance/Compliance**

Mawnan C of E VA Primary School has a duty to ensure that its buildings are maintained to safe standard at all times. Mawnan C of E VA Primary School is part of PFI so Mitie ensure that it complies with all statutory compliance duties. Compliance documents can be viewed via Sharepoint.

Through its Scheme of Delegation (see relevant policy) Mawnan C of E VA Primary School outlines its procedures to ensure that it procures services for the support of compliance and maintenance in a responsible way from reputable providers.

## **8 Fire**

### **Fire Officer**

The person responsible for organising the School's fire precautions is Jilly Pridmore.

Ruth Rawley or Natalie Cattle 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.) PFI Mitie carry out a fire evacuation drill every term.
- 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.) This is the responsibility of PFI Mitie.
- Ensuring that a fire risk assessment is carried out and kept up-to-date. Joint responsibility with PFI Mitie.
- Reporting the Head Teacher on issues of significance.

### **All Staff**

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

Staff are also responsible for ensuring that they:-

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

### **Fire Wardens**

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

Jilly Pridmore – Headteacher

Ruth Rawley and Natalie Cattle – Administrator

Mick Fox - Mitie Caretaker

- Fire Wardens have received training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures.
- Periodically Fire Wardens will carry out inspections of their area of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Fire Officer or senior member of staff for action.

- In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:-
- Checking that their assigned areas have been evacuated (if it is safe to do so)
- Supervising and directing students and staff to areas of safety.

### **Fire Fighting Equipment**

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

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

Jilly Pridmore

Ruth Rawley

Natalie Cattle

Mick Fox

### **Evacuation and Registration Procedures**

The school's evacuation plan is:

- To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants in case of a fire emergency.
- To get occupants attuned to react rationally when confronted with a fire or other emergency within the premises.

### PRE FIRE DRILL ACTIONS

- Fire Extinguishers/ Fire Fighting Equipment
- These must be checked properly maintained and in serviceable condition (Mitie)
- Staff will be assigned duties where they will be trained to use the firefighting equipment. At present Jilly Pridmore, Natalie Cattle, Mick Fox and Ruth Rawley are trained.

### Sounding of the Alarm

- All present in school must know how to operate the alarm and to sound it immediately when an outbreak of fire is discovered. (This is part of the induction procedure for all new staff.)
- The alarm must be tested regularly to check that it is audible throughout the school. (Mitie)
- The signal for 'fire' is different from any other signal used in the school and must not be used for any other purposes.

- Should the electric warning system used to sound the fire alarm fail, the school bell will be used.

#### Frequency of Fire Drills

- A fire drill involving both staff and pupils will be held at least once a term (we aim to have a drill every half term to ensure that PEEPs are up to date).
- Several practices may be necessary to familiarise pupils with the correct procedures to evacuate from the buildings in an orderly manner and in the fastest possible time.

#### Evacuation routes

- Every staff member must be acquainted with the evacuation routes of the class or classes he/she teaches or from the room he/she is occupying.
- Office staff, kitchen staff and parents that are helping must also be familiar with the evacuation routes.
- Plans showing evacuation routes will be explained to pupils and will be prominently displayed near the school entrance.

#### Record of Fire Drill

- Written record of fire drills will be maintained by Mitie. These records will indicate the total evacuation time taken in each drill. (Total evacuation time is the time taken from the time the fire alarm is activated to the time the last person leaves the building)
- Mitie staff will time the whole exercise and the results recorded in the fire log (this is monitored by our Compliance Officer from Mitie).

#### PROCEDURES FOR FIRE DRILL/OUTBREAKS OF FIRE

- Sound of alarm
- Fire in a predetermined part of the school will result in the fire alarm being sounded.
- The continuous ringing of the electric school bell is the signal of 'fire'. It will be operated until the building is completely evacuated.
- Calling the Fire Brigade

The Fire Brigade will be called by the Head **Jilly Pridmore** or the Administrator **Ruth Rawley or Natalie Cattle**.

The Administrator will carry a portable phone, registers, contact folder and visitors book to the assembly point on the playground. The phone will be used to confirm with the Fire Brigade that the fire is real.

#### Evacuation of the premises

- Upon discovering a fire, the head teacher /caretaker will check the readout on the alarm panel to ascertain where the fire is. She will first visit this Zone then check Zones 2, 3 and 4 to see that evacuation of all staff, visitors and pupils has taken place. The Administrator will check zone 1 and 5 before leaving the building.
- When the alarm sounds, all occupants must evacuate the premises immediately in a calm and orderly manner, making use of all available exits. If a specific area is rendered unusable by smoke or fire, alternative exits will be used. Re-entry is forbidden unless permitted by the person in charge (i.e. the Headteacher or Deputy headteacher in her absence)
- School registers, if it is in the classrooms must be taken out by the teacher present; or if the registers are in the office, then they shall be taken out by the Administrator .

### Assembly area

- All occupants must proceed to assembly area on playground away from the building.
- Marked "Fire Assembly Point."
- At the assembly area, a complete roll call (for both pupils and staff members) must be carried out. Any pupil who cannot be accounted for must be reported at once to the Headteacher together with his/her last known whereabouts.

### Fighting the Fire

- Trained staff may be mobilised and detailed to proceed with the available firefighting equipment and attempt to extinguish or control the fire without personal risk pending the arrival of the Fire Brigade.

### All Clear Signal

The person in charge i.e. the headteacher will give the all clear signal for re-entry to the building.

### Emergency relocation

- If the school is not available for use then permission has been granted to use the Ben Spike Centre (MCA Hall,) as temporary accommodation, the key to which is kept in the First Aid cabinet in the Administrator's room. A mobile telephone will be carried by the Head teacher or landline phones are available close by at two staff homes (RR or NC) near the school.

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

**Evacuation and Registration Procedures see Mitie Education Premises Manual for details.**

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**In the event of the school having to be evacuated the children will be escorted to the Ben Spike Centre (MCA Hall,) in the village. Parents will be contacted via a land line phone at Ruth Rawleyor Natalie Cattle's home on Shute Hill.**

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**Procedure in the up to date "Emergency Contingency & Continuity Plan" will be followed. Copies available in the school office and on the 'Drive' (accessible on a mobile devise).**

## **9 Electricity**

### **Mawnan C of E VA Primary 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:-

Annually

Tests will be carried out by Mitie.

All test Certificates will be kept on Sharepoint 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 Ruth Rawley to arrange for testing prior to use through Mitie or ICT4. All personal items of electrical equipment must only be used in conjunction with a residual current device. **Fixed Wiring** – all fixed wiring in schools should be checked every 5 years and the school should act upon the outcomes of the assessments based upon the urgency of the outcomes.

### **Coordinator**

Mitie are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for Portable Appliance testing.

Mitie is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## **10 Water Safety**

The School will undertake to inspect and test all water supply sources in the building by a competent person on the following basis:-

Tests will be carried out by Mitie on a weekly basis.

All test Certificates will be kept on Sharepoint.

## **11 Asbestos**

The School will undertake to inspect and test all asbestos sources identified in the building by a competent person on the following basis:-

Tests will be carried out by Mitie on an annual basis.

All test Certificates will be kept on Sharepoint.

Advice is available from the following document:[Managing asbestos in your school](#)

## **12 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 use of hazardous substances is minimal. A central copy of COSHH assessments is kept by Natalie Cattle, stored in the main office.

### **Staff Responsibilities**

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

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

### **COSHH Coordinator**

Natalie Cattle is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council or the supplier.

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.

Mitie are responsible for COSHH assessments related to the caretaking and kitchen staff. Mitie 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.



## **13 Display Screen Equipment**

### **Workstation Assessment**

Jilly Pridmore 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 Mawnan C of E VA Primary 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.

## **14 Work Equipment**

Jilly Pridmore 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.

## **15 Management of Contractors**

Jilly Pridmore in partnership with PFI and Mitie 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 employers and public insurance.

### **Management of Contractors**

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

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by our caretaker.
- 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.

## **16 Personal Protective Equipment**

### **Mawnan C of E VA Primary 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**

Jilly Pridmore 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 Jilly Pridmore 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.

## **17 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 may include staff working in the evenings, weekends or during the holiday in the school on their own. We mitigate this we operate a buddy system to avoid situations where employees are working in isolation.

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.

If working on the school premises alone, the member of **staff must ring the Mitie helpdesk on arrival and on departure.**

Any staff wishing to work outside normal school hours must have prior agreement/permission from Jilly Pridmore and Mitie.

### **Home Visits**

If a member of staff is going to do a 'home visit' these must be carried out during the working day.

Prior to a 'home visit' these must be discussed and risk assessed with the headteacher, in all circumstances we require two members of staff to attend. This must include proof that their car insurance covers this type of work.

The following information must be left with either the Headteacher or Administrator before a visit can be undertaken:

- Full details of the address and contact phone number of the home being visited.
- Visit time and estimated duration.
- A contact number for both members of staff.

The member of staff must phone the school at the end of every visit to confirm that they have left the premises and that they are safe, before they move on to the next premises.

### **School Security**

Mitie are the appointed persons who are responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Mitie are responsible for carrying out checks of the premises during holiday periods.

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

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

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

### **Call Out Arrangements**

Mitie and the school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided

### **Security Firm Personnel Attendance**

Mitie have a contract with a security firm who will respond to alarm activations.

## **18 Violence**

### **Zero Tolerance**

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

#### **Violence towards Staff**

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

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

#### **Violence towards Visitors**

Violence towards visitors will be reported to the police.

#### **Violence towards Students**

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

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

#### **Responsible Person**

Jilly Pridmore 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:-

Jilly Pridmore

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

## 19 Educational Visits

The School is mindful of its responsibilities with regard to the safe delivery of off site activities and school trips. Careful forward planning is essential and all staff must complete the Educational Trip Form (appendix 1) and have approval from the EVC before booking a trip.

### Responsible Person

The responsible person for school trips and off site activities in this School is Jilly Pridmore who is the Educational Visits Coordinator (EVC) who completed relevant training with Cornwall Outdoors in January 2018.

### Parental Consent

Written consent from parents/carers is not required for pupils to take part in the majority of off-site activities organised by School as most of these activities take place as part of the school day and within school hours. However, Mawnan C of E VA Primary School does have to inform parents about where their children will be at all times and of any extra safety measures required.

Parental consent is required if children are taken out of school for a visit which extends beyond the normal school day and for activities that need a higher level of risk management.

The School's policy is:

- Obtain parental consent for educational trips at the beginning of each academic year (parents can retract consent at any point but this must be in writing) via google forms
- Obtain full consent for residential trips or trips that need a higher level of risk management with regard to obtaining parental permission.

The School takes it's guidance for the supervision of children whilst on school trips from the Government's guidance on [Health and Safety in schools](#).

### Visits to Approved Educational Activities

The School may on occasion use providers of activities which have an approved educational purpose for specific individual learning activities or for group activities. All such provision should have an up to date licence to work with children and this can be check with the HSE before the School involves itself with the provider.

These providers should have their risk assessments in place and should provide them to all users of their services. The School should provide a risk assessment that identifies the potential risks involved in using a provider.

All licenced providers should have Enhanced Criminal Records checks for staff working with children or on their sites. The School should ensure that these are in place before using the provider.

These providers should also have a public liability insurance to cover all of the work they do with students.

The School also has public liability insurance with Cornwall Council.

### Staff Pupil Ratios

There are no specific ratios set out in legislation the school is expected to provide 'effective' supervision depending upon age, activity and setting.

This School starts with general supervision ratios of:

- School years – EYFS 1 to 5

- School years – Y1 to Y3 1 to 6
- School years – Y4 –Y6 1 to 10

When taking children out of school there are some good practice guidelines which schools should be mindful of:

- Good planning
- Awareness of the nature of the visit/activities to be embarked upon
- Any relevant risk assessments
- Trained staff – EVC, Paediatric 1<sup>st</sup> aid, specialist training to meet the needs of children with special needs.
- The level of experience of the staff attending

Staff attending should be made aware by the School of their responsibility and duty of care towards the children in their care whilst in a supervisory capacity.

School trip and visits should enhance children's learning, build strong relationships and be exciting learning adventures; remember 'health and safety measures should help them to do this safely, not stop them.'

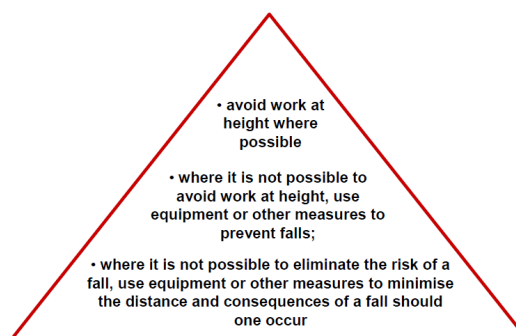
## 20 Work at Height

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

- Stepstools in the school must be at one of the minimum standards or class:
- BS 3777
- EN 14183
- Have a maximum capacity rating of 150kgs

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

- BS 1129/Class 1 (wood)
- BS 2037/Class 1 (metal)
- BS EN 131 (wood, metal & glass fibre)



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

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

All access equipment must be visually checked before use; as instructed in the Safe Working Procedure document.

All ladders and step ladders must be thoroughly checked once a term, using a checklist to ensure consistency of the inspection. Records of the checks will be kept by the training manager.

### Training

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

Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they are to contact the Head teacher/Site Supervisor prior to use.

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

Step stools – A simple instructional training brief is to be given by the Site Supervisor to all users.



Step Ladders – Where low risk at height may be required to be undertaken using stepladders, staff members must be trained first by the Site Supervisor.

## 21 Manual Handling

- Avoidance of risk

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

- Assessment of risk

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are available on the EEC system or from the Site Supervisor. Safe working procedure for manual handling has been prepared and placed in the staff H&S file.

- Reduction of risk

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

- Responsibility for assessment

The Headteacher has the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the School which are regularly reviewed.

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable". Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

The School will ensure all employees receive information and training in manual handling. The purpose of this is to:

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

## Advisory Documents to support this policy:

### HSE

- [The Health and Safety at Work etc Act 1974](#)
- [Health & Safety Executive – Education](#)
- [Health and Safety Executive risk assessment and policy template link](#)
- [School trips and outdoor learning activities - Tackling the health and safety myths](#)

### DfE Advice & Guidance

- [Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies – February 2014](#)
- [First Aid in School Schools](#)
- [Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England](#)
- [Emergency asthma inhalers for use in schools](#)
- [Automated external defibrillators \(AEDs\) in schools](#)
- [Building Bulletin 100: Design for fire safety in schools](#)

# Appendix 1 Mawnan CE VA Primary School - Educational Visit Request Form



<b>Group Leader</b>															
<b>Class /Club Name</b>															
<b>Date of Trip</b>															
<b>Time Leaving school</b>		<b>Time Returning to school</b>													
<b>Purpose of visit and specific educational objectives</b>															
<b>Details of Trip Place to be visited / workshops</b>															
<b>Transport arrangements</b>	Walking /Coach / Parents/Minibus/ Public Bus/Train/ Other If your are meeting at the location please provide details of the arrangements:														
<b>Lunch Arrangements</b>	Packed Lunches required:      Yes/No														
<b>Number of Staff needed for trip</b>															
<b>Names of staff accompanying trip</b>															
<b>Cost Breakdown Are you using your class trip budget to subsidise trip ?  Cost per child = £ Total cost /number of children</b>	<table border="1"> <thead> <tr> <th><b>Item</b></th> <th><b>£</b></th> <th><b>No of children</b></th> <th><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>Admission per child</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Admission per adult</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			<b>Item</b>	<b>£</b>	<b>No of children</b>	<b>Total</b>	Admission per child				Admission per adult			
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Admission per child															
Admission per adult															

<b>Charge to each child - £</b>	Free Adults			
	Transport Cost			
	Total of Trip			£
<b>Headteacher sign off</b>		Date		
<b>In the Calendar?</b>		Staffing arrangements made ?		
<b>Risk assessment This needs to be shared will all accompanying adults</b>	EEC Live RA Venue RA	Headteacher sign off		

## Educational Visit Risk Assessment

At least 2 weeks before - Complete trip request form

Meet with Headteacher to get trip signed off and put on the calendar

Where possible complete a preliminary trip if the trip location is new or the group needs are very specific.

1 week before - Complete Risk Assessment on AssessNet

Email/print a copy to share with Headteacher. The risk assessment should be signed by the Headteacher and you.

On the day of the trip - share risk assessment with all accompanying adults

After the trip - Review risk assessment - add any notes that will improve the trip next time

In advance of the trip:

Trip request form

Plan trip itinerary

Make transport arrangements

Make arrangements for lunch

Make arrangements for staffing/parent helpers

Write trip letter (share with Jilly/Ruth)

Complete risk assessment

Collate consent forms and funds

Swap break duty

On the day of the trip:

Share your itinerary and risk assessment with supporting adults

Take register before you leave and return to the office (take a copy with you) please include accompanying adults

Share your transport plans with Jilly/Ruth (who is going with who?)

If you are meeting at the location phone into school with pupil numbers/absences

Ensure your mobile phone is charged

### Ratios and Effective Supervision

Staffing ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity. The DfES publication HASPEV (1998) suggested the following "starting points":

- School years 1 - 3, 1:6
- School years 4 - 6, 1:10/15

A useful framework for assessing requirements for ratios and effective supervision is **SAGE**:

- **Staffing**: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **Activities** to be undertaken: what do you want the group to do and what is possible?
- **Group characteristics**: prior experience, abilities, behaviour and maturity, gender, any specific or medical/dietary needs.
- **Environment**: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or etc.