Kea School
Health & Safety Policy

Approved by:	Full Governing Body	**Date:**	14 October 2026
Last reviewed on:	Autumn Term 1 2026		
Next review due by:	Autumn Term 1 2027		
Signed by:		**Name:**	

Kea C P School

Statement of Health and Safety Policy

Kea C P 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 guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health, safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. 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 Autumn term 2026.

Responsibilities

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

The employer

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

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare. The governors will receive regular reports to enable them, in collaboration with the headteacher to prioritise resources for health, safety and welfare issues.

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

The Health & Safety Governor is **Mr Pearson**

Headteacher

The Headteacher has responsibility for:-

- Day-to-day management of all health, safety and welfare matters in the school in accordance with the Statement of Health & Safety Policy;
- Ensuring that regular health, safety and welfare inspections are carried out. Mr Curnow and the headteacher, where possible supported by colleagues from Mitie, will carry out termly inspections.
- 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;
- Attending the Resources committee meetings and preparing items for the agenda
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Health & Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health, safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;

- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

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

Function	Delegated to
Day to day health, safety and welfare management	Senior Leadership Team
Regular inspections	Headteacher, Mitie, Governor
Accident Investigation	Headteacher & Governing Body
Employee training needs	Headteacher
Contractor management	Mitie

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 & Mitie.

Senior Management

Senior management have responsibilities for:-

- Day-to-day management of health, safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections and making reports to the Headteacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health, safety and welfare information received to appropriate people;
- Acting on reports from employees, the Headteacher; the Governors and the Local Authority.

All Employees

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

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the 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.

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1. Arrangements for the Supervision of Pupils

Opening Times

The school will be open from:-

08.45 am – classroom doors are open from this time. The school officially starts at 08.55 am

And will close to pupils at:-

3.30 pm

On weekdays during term time.

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

Supervision arrangements

- Staff member (usually Headteacher) on duty every morning – walking around outside.
- Classroom doors open from 08.45 am and children can go straight into their classroom
- Breaktimes are between 10.30 and 10.50 am and 14.25 and 14.35 pm.
- There is always a paediatric first aid trained member of staff in the hall when EYFS pupils are eating
- Children in Rescorla and Parry are allowed to leave the school site unattended if consent has been given by their parent.
- Children whose parents are late to collect them are brought to the school office until they are collected. A phone call is made from school if no one arrives.

After School Clubs

Registers are kept of children attending after school clubs. Children are supervised by the club leader. All children are dismissed to parents/carers except for Rescorla and Parry children who may leave the site unaccompanied if parental consent has been given. Children who are not collected on time the club leader contacts the parent/carer and stays with the child until collected.

After School Lettings

The school does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

2. First Aid

Assessment of Needs

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

First Aid at Work Qualified	1
Emergency Aid Qualified	12

Paediatric First Aid Qualified 3

First Aid Coordinator

The headteacher is responsible for overseeing the arrangements for first aid for the school. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available in every classroom
- A sufficient number of personnel are trained in first aid procedures

Emergency First Aid at Work (1 day) – Expires January 2027

- Alison Bevis
- Katie Bray
- Laura Bunten
- Danielle Collinson
- Lorna Drzymala
- Sharon Lamerton
- Kim Lawrence
- Stuart Moyse
- Hannah Pickford
- Abigail Reeve
- Helen Trivett
- Aliesha Lightfoot

First Aid qualifications are, and remain, current.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

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

- Trips and visits. A Paediatric first aider is always in attendance on EYFS trips/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 specifically provided for: -

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

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that 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 contact 111 NHS England, and, in the case of student injuries in conjunction with the parents or legal carer.

Suspected Head, Neck and Spinal Injuries to Students

In the event of a suspected head, neck, spinal injury, the injured person must NOT be moved unless if staying in that location places them at a greater risk until professional medical staff (e.g. paramedics advise that they are ok to move).

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

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

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

Other Significant Injuries

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

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

- a form sent home (head injury or if a child has been stung)
- a telephone call if the child is very anxious, or if it is a head injury.

Records of notification by telephone to parents will be recorded by **office staff** on Bromcom**.** Copies of written notification are located in the First Aid room.

Escorting Pupils to Hospital

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

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

3. Pupils with Medical Needs

The school recognises that it has a responsibility to support pupils with medical needs. The school follows the Department for Education's guidance on managing medicines in schools and early years settings:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf

Responsible Person

The headteacher is responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine in School

Medicines will only be administered at school when it would be detrimental to a pupil's health not to do so. The school will store and dispense medication to pupils as long as:

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- The school will dispense non-prescription medication to pupils only in an exceptional circumstance and with the prior agreement of the headteacher.
- Written parental consent has been given.

The school does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit and Epipens.

Medication brought into school must be clearly labelled with the pupil's name, dosage, method of administration and be in-date.

Medication will be available to identified pupils at all times of the school day.

Self-Management of Medication

The school does not allow students to carry or manage their own medication with the exception of asthma inhalers. The use of epipens is carried out by a member of staff.

Emergency Asthma Kits

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

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014__3_.pdf

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

The emergency inhaler contains Salbutamol and will only be available to pupils who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

In addition, parental consent is obtained for use of the emergency inhaler.

The school keeps a register of pupils who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

Storage of Medicine

Medicines will be securely stored in the stationery store cupboard or fridge in the staff room.

All medicines must be signed in the medicine's log.

Any medicine given out or administered must be recorded in the medicines log.

Medicines can only be given out by office staff, headteacher and other support staff following explicit guidance from office staff.

Facilities for Medical Procedures

The school has a first aid room for medical treatments to be administered and a locked storeroom for medication to be stored.

Training

The headteacher will ensure that sufficient staff are suitably trained in the administration of medication and support of pupils with medical needs.

The school administrator will keep a record of all medical needs training.

Sharing of Information

The headteacher will ensure that relevant staff are made aware of any pupil's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

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

Individual Healthcare Plans

The headteacher will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plan where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers.

Risk Assessment

In addition to the healthcare plan the school will carry out individual risk assessments for any pupil where the pupil's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

Unacceptable practice

To prevent unacceptable practice the headteacher will ensure that:

- Pupils have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the pupil and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that pupils with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.
- If the pupil becomes ill; ensure that he/she is accompanied to the school office/medical room by an appropriate person.
- Pupils with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that pupils with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

Complaints

Parents/carers are encouraged to contact the headteacher if they are concerned or dissatisfied in any way with the support provided by the school for a pupil with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaint procedure.

4. Accidents/Incidents

Reporting Officers

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

School Administrator & Headteacher

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale (see below for timescales).

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

The School Administrator will record incidents using the systems below.

Accident/Incident Reporting Systems

This school records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System (ASSESSNET). A significant accident is:-

Any incident resulting in an injury to a member of staff

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

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

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

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

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any "Occupational Disease" as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the Cornwall Council Services for Schools website.

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

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

Near Misses

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

The Near Miss Log is kept by the School Administrator in the school office.

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

	Reporting timescale
Pupils 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 the headteacher	Straight away if possible and in any case on the same day as the incident
School Administrator 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 the headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System (ASSESSNET). Significant incidents as determined by the headteacher will be reported to the Health and Safety Governor.

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

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

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 to where the evaluation identifies a need.

The headteacher is responsible for carrying out the evaluation of training needs and presenting recommendations to the Governing Body.

Staff Responsibilities

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

6. Risk Assessment

Risk Assessment

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

Risk Assessment Process

The school will carry out risk assessments using Assessnet Risk Management Software or other suitable risk assessment templates.

The headteacher is responsible for managing the risk assessment process and producing relevant reports for the governors.

Copies of risk assessments are available from the school office/headteacher. Trip leaders for off-site visits must complete risk assessments in line with How to Book a School Trip Guidance.

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from the school office.

7. Fire

Fire Officer

The person responsible for organising the school's fire precautions is the headteacher and Mitie.

The Assistant Head will deputise when the Fire Officer is not present.

The headteacher is responsible for:-

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

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

Evacuation signage is located in all areas of the school.

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

Evacuation and Registration Procedures

If you discover a fire in the building you must immediately activate the alarm system by breaking the glass panel on the Emergency Call Point. Emergency call points are strategically located throughout the building and coloured **RED**. Office staff will ring 999 for the Fire Brigade. Activation of the fire alarm automatically notifies EMCS who will also alert the Fire Brigade. Headteacher to liaise with the Fire Brigade when they arrive.

Exit Routes

Each classroom and cloakroom have exits to the outside. These are all clearly signed.
The hall has 3 exit points.
From the corridor, find the quickest exit.

Teacher to lead their classes outside through the nearest exit.
Teaching Assistants to check toilets then close doors after exiting the building.
One to One TAs to support the child they work with if child is requiring additional assistance.
Children with disabilities will have a personal emergency evacuation plan (PEEP)

Evacuation Point
The play court
Children to line up in a quiet and orderly manner.

School Administrator to collect the following before exiting the building:

- Class lists
- i-Pad signing in system
- Mobile phone with access to Bromcom for emergency contact details

Teachers to register class and then report to the Headteacher.

No person must enter the building unless directed by the Safety Officer or a member of the Emergency Services.

Critical Incident Planned Response Dealing with the pupils after a school evacuation

There are two different sounds to alert to fire/bomb evacuation or lock down:

- Continuous siren sound for fire/bomb
- Series of three short bursts of bell for lock down

Immediate action:
Headteacher will ascertain the possibility of the pupils being able to return to the school building. This will depend on the nature of the evacuation. For example, after a fire it is unlikely that the full school site will be usable, whereas after a bomb threat, it may be possible to return after a full search if so advised by the police.

Action as soon as possible:
Sending children home will be organised by;
Headteacher or secretary will contact local media (BBC Radio Cornwall and Pirate FM) in order to have public announcements. The Local Authority will also be informed so that they can advise any parents who may call them for advice.

Parents will then be contacted by phone if possible. Parents may be asked to care for other pupils as well as their own to facilitate quick movement of children to a safe environment.

Creative use of accommodation to keep children comfortable in the interim will be needed. For example, the Pre School building may be usable (with their toilets). If this is not the case, the school will use Kea Community Centre as an emergency evacuation centre.

Later action
The Headteacher should work with the emergency services, Mitie, the Local Authority and relevant contractors with regard to re-opening the school site.

8 Electricity

School Owned Portable Appliances

Mitie organises the school's annual portable appliances check.

All test Certificates will be kept at Mitie Offices for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment may only be brought into the school by prior agreement with the headteacher. Equipment must be presented to the School Administrator for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device.

Coordinator

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

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

9. The Control of Hazardous Substances

Hazard Assessment

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

The exception to this is for substances and preparations used in science – these substances and preparations are used in accordance with the Hazards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

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

Staff Responsibilities

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

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

COSHH Coordinator

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

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

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

10. Display Screen Equipment

Workstation Assessment

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

Equipment

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

Eye Tests for Display Screen Equipment Users

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

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

Office staff may request an eye test.

All other staff are provided with HSE guidance for the safe use of DSE when working at home.

11. Work Equipment

The headteacher is responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:-

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

12. Management of Contractors

Mitie is responsible for overseeing the management of all contractors on site.

Selection of Contractors

Mitie 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 Mitie staff.
- Regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

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

Construction Works

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

13 Personal Protective Equipment

School Responsibilities

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

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

Assessment of Need

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

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

Purchase and Storage of PPE

The School Administrator 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 headteacher will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

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

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

14 Working Alone

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This will include staff working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the following actions are carried out:

- Staff must pre-book with Mitie before working on the site outside of normal working hours.
- When on site staff must ensure school doors are kept shut/locked

School Security

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

Mitie is also responsible for carrying out checks of the premises during the school holidays.

Call Out Arrangements

Mitie is the school's nominated representative who will respond in an out-of-hours call out. Kestrel Guards will be alerted in the event of either the fire or burglar alarm being activated and attend the school site. School signage indicates who to contact should a member of the public have any concerns about the school site during out of hours.

Following an event the risk assessment should be reviewed and further control measures implemented if appropriate.

15 Violence

Zero Tolerance

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

Violence towards Staff

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

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

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Pupils

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

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

Responsible Person

The headteacher is responsible for ensuring that all:-

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

Team Teach

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

Michael Barritt, Helen Trivett, Laura Bunten, Daniel Head, Katie Bray, Charlotte Lee, Hannah Pickford, Alison Bevis, Stuart Moyse, Naomi Crook.

A specific policy and procedures aimed at the control of Pupils has been adopted **(Use of Physical Restraint Policy).**

16 Working at Height

Staff are discouraged from working at height and a guidance sheet is issued to all staff. A step stool is available in every classroom to support reaching books from shelves.

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

17 Manual Handling

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

All staff are issued with a manual handling guidance sheet.

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

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