



PENPOL SCHOOL

Statement of Safety Policy

23/24

Penpol School

Statement of Health and Safety Policy

1. Penpol School recognises its legal and moral responsibilities to persons who may be adversely affected by the Penpol 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 Penpol 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 8th May 2023.

Approved and adopted on: 9th May 2022

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the Penpol School. The individuals and groups identified below are expected to have read and understood the Penpol 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 Penpol 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.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The governors will receive regular reports to enable them, in collaboration with the [Head Teacher/Principal], 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 Nic Stanlake

Chris Coyle-Chislett – 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 Penpol 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 Penpol School the following functions have been delegated to:-

Function	Delegated to
Day to day health safety and welfare management	Tiffany Pope/Tracey Martin
Regular inspections	Nigel Smith
Accident Investigation	Chris Chislett/Nigel Smith
Chair of Governors	Rachael Woodhead
Health & Safety Governor	Nic Stanlake
Employee training needs	Jodie Hudson
Contractor management	Tracey Martin/Nigel Smith

Competent Health and Safety Advice

The Penpol School recognises that it must have access to competent health and safety advice. The Penpol School's competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council

Senior Management and Faculty/Department Heads

Senior management and faculty/department heads have responsibilities for:-

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

All Employees

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

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;

- Participating in inspections and the Health and Safety Committee if appropriate;
- Bringing problems to the relevant manager's attention.

In addition all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the Penpol 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 Penpol School's Health and Safety Policy is fulfilled.

Procedure List

	Page
Arrangements for Supervision of Students	7
First Aid	
Pupils with Medical Needs	
Accidents/Incidents	
Training	
Risk Assessment	
Fire	
Electricity	
The Control of Hazardous Substances	
Display Screen Equipment	
Work Equipment	
Management of Contractors	
Personal Protective Equipment	
Working Alone	
Working at Height	
Violence	

1. Arrangements for the Supervision of Students

Opening Times

The Penpol School will be open from:-

8.45am

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.

Exceptions are pupils booked into the following before and after school clubs.

Breakfast Club operates between 7.45am and 8.45am.

After Schools Club operates between 3.15pm and 5.15pm.

Start of the day:

All Classes open @ 8.45am and Registers taken @ 9.55am

End of Day –

Pupils are dismissed in their classes @3.15pm

Supervision arrangements

Arrangements for Supervision of Pupils

Duties and Supervision

Duty Day: Duty staff members are responsible for the safety and care of all the children during the following times:

The bell to denote the start of breaks will ring automatically. The bell at the end of break will be rung before the duty staff members have blown their whistle for children to line up. The duty staff members will supervise the classes until they are collected by staff. It is the decision of the duty staff members whether or not it is to be an indoor playtime. Staff should be notified if it is to be an indoor playtime before the start of break time so that children can be dismissed as required. If the duty staff members consider the playground to be unsafe for the children, for example due to ice then they must decide to make it an indoor break time. If an accident occurs during break time requiring first aid for a pupil, then the duty member of staff should pass the child to another member of staff for attention if practicable. They then should resume their duty in the playground. No children are allowed in the classrooms unsupervised except those who have certain responsibilities e.g. Library monitors. If children have to remain indoors

during break time, then those on duty must ensure they are adequately supervised.

Dinner Supervision

A member of staff will need to be on call throughout the dinner period, supervising the Lunchtime Supervisors in their duties. As with break duty there should be no children in the classrooms unsupervised.

Ratios

Penpol School supervision ratio follows the Cornwall Council guidelines of a maximum of one lunchtime supervisor to:

75 Junior Pupils and 30 Infant Pupils.

Collection of Pupils

Classes 1 pupils are handed over to parents/guardians from Class 1 exit door. Class 2 pupils are handed over to parent/guardians from the infant corridor exit door. Classes 3 & 4, Teacher leads their pupils out of the Class 4 exit door to meet their responsible adults. The junior classes are dismissed from the classrooms. Class 5 and 6 Teachers lead their pupils out into the infant playground to meet their responsible adults.

Some older pupils are given permission by parents or guardians to leave the site without adult supervision. In this case, both parents/guardians and the school should agree that they are ready to do so safely, with overall responsibility for the child's safety returning to the parent/guardian once they leave the site. The school requires written consent from parents or guardians and maintains a list of pupils to whom this applies.

Parking

Cornwall Council has provided the school with 40 parking permits for Foundry Car Park, together with guidance on their distribution.

After Penpol School Lettings

Unless specifically agreed in the Letting Agreement Penpol School does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement. See separate Lettings Policy for Terms and Conditions.

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 and Emergency Paediatric First Aid Qualified - There is a list of all staff qualified in school office.

Full Course First Aid Qualified – Chris Coyle-Chislett, Tiffany Pope and Lesley Allen

First Aid Coordinator

Tiffany Pope is responsible for overseeing the arrangements for first aid with the Penpol School. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available in every classroom and the school office.
- A sufficient number of personnel are trained in first aid procedures
 - List of First Aid trained staff available in school office
- First Aid qualifications are, and remain, current.

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

First Aiders

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

- Trips and visits
- Extra-curricular activities organised by the Penpol School (e.g. sports events, after Penpol School clubs, parents' evenings, Penpol 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

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

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

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline 111

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

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

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

Other Significant Injuries

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

In addition to the procedures above the Penpol School will notify parents/guardians of any other significant injury by way of:-

- A telephone call or text

Records of notification by telephone to parent/guardians will be kept by Jen Jones, Jodie Hudson and Clare Broadbridge.

Escorting Pupils to Hospital

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

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

3. Pupils with Medical Needs

The Penpol School recognises that it has a responsibility to support pupils with medical needs. The Penpol 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

Clare Broadbridge is responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine in Penpol School

Medicines will only be administered at Penpol School when it would be detrimental to a student's health not to do so. The Penpol School will store and dispense medication to students as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

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

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

Medication will be available to identified students at all times of the Penpol School day.

Self-Management of Medication

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

Emergency Asthma Kits

This Penpol 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 students who have been

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

In addition parental consent must be obtained for use of the emergency inhaler.

The Penpol School keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

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

Storage of Medicine

Medicines will be securely stored in the School Office.

All medicines must be signed in in the Medicines Log.

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

Medicines can only be given out by the Office Staff.

Facilities for Medical Procedures

A room may be provided for medications and medical treatments to be administered.

Training

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

The responsible person will keep a record of all medical needs training.

Sharing of Information

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

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

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

Individual Healthcare Plans

The responsible person will work with Bec Thomas, healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.

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

Risk Assessment

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

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

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

Unacceptable practice

To prevent unacceptable practice the responsible person will ensure that:

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

Complaints

Parents/carers are encouraged to contact Bec Thomas (SENDSCO) if they are concerned or dissatisfied in any way with the support provided by the Penpol School for a student with medical needs.

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

4. Accidents/Incidents

Reporting Officers

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

Chris Coyle-Chislett

Tiffany Pope

Bec Thomas

All Class Teachers

Nigel Smith

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

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

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This Penpol School records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

Any incident resulting in an injury to a member of staff

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

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

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

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

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

Any "Occupational Disease" as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

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

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

Near Misses

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

The Near Miss Log is kept by Tracey Martin in the School Office

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

Reporting Timescales

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a 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 Tracey Martin who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by Tracey Martin) will be reported to the Head Teacher and the Health and Safety Governor.

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

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

In the event of a situation that may affect staff or prevent them from working in DFE Buildings, staff should call the Incident Information Line on 0800 121 4248

5. Training

Identification of Training Needs

The Penpol 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.

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

Staff Responsibilities

Staff must attend health and safety training provided by the Penpol School.

6. Risk Assessment

Risk Assessment

The Penpol 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 Penpol School will carry out risk assessments using AssessNet

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

Copies of risk assessments are available from Tracey Martin, School Business Manager in the School Office.

Staff Responsibilities

All staff are required to support the risk assessment process.

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

Teaching Staff are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the Penpol School's normal operating procedures. Copies of safe working procedures are available from Heather Gilman or online AssessNet.

7. Fire

Fire Officer

The person responsible for organising the Penpol School's fire precautions is Tracey Martin and Jodie Hudson

Fire Wardens, will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:-

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

Nigel Smith, Paul Hudson, Jodie Hudson, Wendy Turner, Caroline Holland-Lloyd, and Tiffany Pope. 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)

Fire Fighting Equipment

Firefighting equipment is 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.

EMERGENCY EVACUATION CHECKLIST
Penpol School, 2 St Georges Road, Hayle, TR27 4AH
Tel: 01736 753472

Drill Y/N

Date

.....

Fire Brigade called: Y/N

Time

.....

Other Emergency Services called: Y?N

Time

.....

- * Advise location of any SEN/Disabled persons sheltering in property
- * Advise attending service of location of flammable chemicals
- * Advise attending service of location of any asbestos

Any exceptions please report to the emergency service on their arrival at site, ie special needs visitors/staff children and where they are sheltering
In the event of critical incident the nearest Rest/Reception Centre is St Elwyns Church, Hayle.
NB: Following evacuation and return to building, ensure event is entered in evacuation log and briefing session of staff conducted.
If required, appropriate notify appropriate department of Cornwall Council – 0300 1234100

Time taken to fully evacuate premises

.....

Incident Controller sign off

.....

Name (print)

.....

COMMENTS/POINTS TO FOLLOW UP? PLEASE RECORD BELOW

Please pass completed form to Heather Gilman for follow up/filing

Areas Evacuated and clear (Tick below)

Zone	Class/Area	Clear ✓
1 - Jodie	1	
Deputy Jen	2	
	3	
	4	
	Office	
	Head Teachers Office	
	Deputy Head Teachers Office	
	Hall	
	Kitchen	
	Infant Toilets x 2	
	Quad Area	
2 - Paul	ICT Mac Suite – Juniors	
Deputy Caroline	Library	
	Staff Room	
	Resources Room	
	14	
	13	
	12	
	11	
	Girls Toilets	
	New Toilet Cubicles x 3	
Staff & Disabled Toilet		
3 – Ana B	5	
Deputy Tiffany	6	
	Boys Toilets	
	Girls Toilets	
	7, Cloakroom, Toilets x 2	
	Middle Elliott	
	Cloakroom, Disabled Toilet	
	8, Cloakroom, Toilets x 2	
4 - Nigel	9, Cloakroom, Toilets x 2	
Deputy Wendy	10, Cloakroom, Toilets x 2 Ensure Lane and Field Gate are open for emergency vehicle access (except for drills)	
Group Leader	ASClubs (See Attached Newsletter for Clubs running) Separate Register Group Leader responsible Roll Call	
Group Leader	Breakfast and Pirates Club - Separate Register – Group Leader responsible for Roll Call	

8 Electricity

Penpol School Owned Portable Appliances

The Penpol 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 Nigel Smith, David Wells and Paul Hudson

All test Certificates will be kept in Safety Certificate file in school office for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment may only be bought into the school by prior agreement with the Head Teacher. Equipment must be presented to Nigel Smith for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

Coordinator

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

Nigel Smith is responsible for ensuring that a fixed wiring inspection is carried out for the premises every five years.

9. The Control of Hazardous Substances

Hazard Assessment

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

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

A central copy of COSHH assessments is kept by Tracey Martin

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 of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

Nigel Smith 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. A notice is placed in the staff room of any new substance/chemical being used.

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 Penpol School.

10. Display Screen Equipment

Workstation Assessment

Jacob Woolcock and Paul Hudson are 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 Penpol 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).

Staff who are working from home are responsible for the setup of their own work areas, which should be suitable for purpose and individuals need to make sure they can achieve a comfortable, sustainable posture. Ie working on a laptop whilst sitting on a sofa would not be acceptable.

11. Work Equipment

The Head Teacher 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

Nigel Smith and Chris Chislett are responsible for overseeing the management of all contractors on site.

Selection of Contractors

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

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

Management of Contractors

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

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

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the Penpol 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 Penpol School and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

13 Personal Protective Equipment

Penpol 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 Penpol 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

Jodie Hudson 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 Nigel Smith 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 Penpol 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 Penpol School on their own.

In such circumstances the Penpol 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 Statement of Safety file in the school office.

Any staff wishing to work outside normal Penpol School hours must have prior agreement/permission from the Head Teacher.

School Security

The Head Teacher is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured. Responsibility may be delegated to cleaning contract staff and staff who have been given locking up duty after letting of school premises.

Nigel Smith is responsible for carrying out checks of the premises during holiday periods.

School Staff/Governors Responding to Call-Outs

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

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

Nigel Smith, The Head Teacher, The Deputy Head Teacher, are Penpol School's nominated representatives who will respond in an out-of-hours call out.

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

Call Out Arrangements

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

Police attendance

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

Or

Two Persons Attend

The Penpol School can implement a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders could be staff members or governors.

15 Violence

Zero Tolerance

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

Violence towards Staff

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

Violence towards staff from students will be dealt with using Penpol 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 Penpol 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

The Head Teacher is responsible for ensuring that all:-

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

Positive Handling

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 Penpol School the following staff are trained in Team Teach techniques:-

Positive Handling training has been attended by:

Lesley Allen, Becci Barrett, Vicky Burlingham, Chris Coyle-Chislett, , Tasha Lamb, , Mike Pearson, Jono Peck, Tiffany Pope, Nigel Smith, Mel Smart, Beth Waters, Paul Water

Risk Assessments are carried out as necessary.

Working at Height

Working at heights risk assessments have been completed for the school. We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

Avoid working at height where it is reasonably practicable to do so. Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.

In addition:

- All site/caretaking staff who undertake working at heights have been on a half day training course.
- The Site Supervisor retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff to wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Teaching and other staff who assist in putting up displays in school have been given appropriate training and advised that they must use appropriate access equipment - step ladders, kick stools etc.
- Do not climb on furniture to put up displays.
- Access to high levels, such as roofs, is only permitted by trained persons.