



## Calstock CP School Statement of Health and Safety Policy

Calstock CP School:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Calstock CP School's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with its activities.
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 Calstock CP 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 pupils' 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 2023.

Approved and adopted by:

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Claire Bissell  
Chair of Governors

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Ben Towe  
Executive Headteacher

Reviewed: Autumn 2023

Annual Review: Autumn 2024

## Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in Calstock CP School. The individuals and groups identified below are expected to have read and understood Calstock CP 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 pupils, 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 and Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Governing Body on health and safety and welfare issues.

The Health and Safety Governor is Claire Bissell

### **Headteacher**

The Headteacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors 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;
- Working with the resource committee on health and safety;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

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

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	Business Manager/School Secretary
Regular inspections	Business Manager/School Secretary
Accident Investigation	Headteacher
Leading on Health and Safety	Resources Committee Chair
Employee training needs	Headteacher
Contractor management	Business Manager/School Secretary

### **Competent Health and Safety Advice**

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

The Health, Safety and Wellbeing Services Team, Cornwall Council

### **Senior Management and Faculty/Department Heads**

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

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

### **All Employees**

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

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Resources Committee if appropriate;
- Bringing problems to the relevant manager's attention.

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

### **Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with Calstock CP 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 to be informed of the correct procedures to follow with regard to health and safety while on site. Volunteers are also expected to act only under the supervision of a member of staff.

## Organisation and Arrangements for Health Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that Calstock CP School's Health and Safety Policy is fulfilled.

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

### **Opening Times**

Calstock CP School will be open from **8.45am** to **3.25pm** on weekdays during term times. Between these times supervision will be provided. Outside these times pupils will not be allowed in or around the school buildings unless they are participating in a club, other school activity or breakfast club.

### **Supervision arrangements**

Children will be adequately supervised throughout the school day and whenever they are in the care of the school including when they are eating their lunch or playing (whether indoors or out). The Headteacher will determine the level of supervision required based on an assessment of the needs of the pupils and the nature of the situation and activity (for example, one-to-one cover may be deemed necessary for some pupils)

Children will be supervised in the classroom from 8.45am. At the end of the school day staff will supervise the safe dismissal of pupils, with reception to year 4 children being handed over directly to a parent or carer. Parents are made aware of the times that the school is open to pupils and of their responsibility to ensure their child and the class teacher are clear on arrangements at the end of the day, i.e. whether the child is allowed to walk home, to attend a club or to be picked up by a named adult. The class teacher is responsible for any child who is not picked up on time at the end of the school day, and will ensure that the child is supervised and try to contact parents. The child may be 'handed over' to another member of staff. If attempts to contact the parent/guardian fail then the Headteacher, or Head of School in the absence of the Headteacher will take responsibility for the child.

During school activities the adult leading the session is responsible for ensuring children are adequately supervised. Within the school building and grounds pupils may be allowed to carry out tasks unaccompanied provided that the teacher has satisfied his/herself that this is appropriate and safe for the particular children involved, taking into account the age and maturity of the children and any special educational needs, medical needs or behavioural difficulties they may have. Examples might include an infant pupil taking a message to the office, pupils carrying out a survey in the outdoor area with an adult in attendance but not necessarily in constant view.

Children taking part in off-site activities will always be accompanied by an adult. All off-site activities must be approved by the Headteacher, who will determine the level of supervision required based on an assessment of the risks involved and taking into account LA guidance.

In planning outdoor or off-site activities, it is the responsibility of the session or group leader to consult with parents/guardians of vulnerable pupils, regarding the provision for pupils with SEND or medical needs. This should form a clear part of the leader's risk assessment prior to the activity or visit taking place.

### **After School Lettings**

Unless specifically agreed in the Letting Agreement Calstock CP School does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

## 2. First Aid

### Assessment of Needs

The school has assessed the need for first aid provision and has determined that all staff should be trained in Emergency First Aid, with one member of staff holding the First Aid at Work Certificate. Emergency First Aid training will be arranged every academic year for new staff and those whose training needs renewal. There will always be at least one member of staff trained in Emergency First Aid on the premises during school times. When pupils are taken out of school to a location where first aid is not offered at the site, they will be accompanied by at least one member of staff trained in Emergency First Aid. At least one member of staff in the foundation class is to be Paediatric First Aid Qualified at all times. The school has a defibrillator on site for access by both school staff and the local community.

### First Aid Coordinator

Paul Waters is responsible for overseeing the arrangements for first aid at Calstock CP School. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in Calstock CP School
  - All classroom cupboards
  - Staff room
- A sufficient number of personnel are trained in first aid procedures
  - Sally Copson Ball 16/11/25 Paediatric First Aid
  - Kieley Evans 16/11/25 Paediatric First Aid
  - John Pengelly 15/10/23 Emergency First Aid
  - Judith Maunder 05/10/23 Emergency First Aid
  - Irma Van Dijk 06/10/23 Emergency First Aid
  - Donna Kilpin 06/10/23 Emergency First Aid
  - Mary Breeze 06/10/25 Emergency First Aid
  - Tina Eagles 06/10/23 Emergency First Aid
  - Paul Waters 15/10/23 Emergency First Aid
  - Nikki Parker 06/10/25 Emergency First Aid
  - Natalie Utton 06/10/25 Emergency First Aid
  
- First Aid qualifications are, and remain, current.

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

## **First Aiders**

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

- Trips and visits
- Extra-curricular activities organised by the Calstock CP School (e.g. sports events, after school clubs, parents' evenings, Calstock CP School organised fund raising events etc.)

First aid cover is not provided for:-

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

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

## **Treatment of Injuries**

The Calstock CP 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

NHS DIRECT 111

And, in the case of pupil injuries, with the parents or legal guardian.

## **Suspected Head, Neck and Spinal Injuries to Pupils**

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

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

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

## **Other Significant Injuries**

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

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

- A telephone call

Records of notification by telephone to parent/guardians will be kept by the School Secretary. Copies of written notification are held in the school office.

### **Escorting Pupils to Hospital**

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

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

## **3. Medicines**

### **Medicine in Calstock CP School**

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

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

This school will dispense medication to pupils as long as

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

The school does not keep or dispense any other medication

### **Dispensing Medicine**

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

The Class Teacher is responsible for receiving medicines, checking consent and dose information, checking "use by" dates and dispensing medication.

The Teaching Assistant will deputise where necessary.

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

[Locked classroom cupboard, staff room cupboard or staffroom fridge]

Medication may only be dispensed by class teacher or teaching assistant. A record will be kept of all medication dispensed. The medication log will be checked before dispensing medication to prevent accidental "double-dosing" and will be completed and signed by the member of staff after dispensing medication to a pupil.

Medication for personal use by members of staff must also be kept in a secure location. Handbags, etc. containing such items must be locked away and not be left in the classroom where pupils could gain access to them. Staff must not share their medication with any pupil.



### **Emergency Asthma Kits**

This 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](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 must be 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.

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

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

### **Facilities for Medical Procedures**

Medications and medical treatments will be administered in an appropriate place having regard for the privacy of the child.

## 4. Accidents/Incidents

### Reporting Officers

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

School Secretary, School Business Manager and Headteacher

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

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

The Reporting Officer will record incidents using the systems below.

### Accident/Incident Reporting Systems

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

Any incident resulting in an injury to a member of staff

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

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

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

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

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

Any "Occupational Disease" as listed in RIDDOR.

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

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

Any minor accident/incident which does not meet the above criteria will be recorded on a simple "Day-Log" which will be kept in the accident reporting books in the staff room and the school office for staff accidents.

### 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 secretary in the school office.

The Near Miss Log will be reviewed periodically by 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 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 Headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents will be reported to the School Secretary, 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.

For Maintained Schools:-

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

## 5. Training

### Identification of Training Needs

The school 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 head teacher 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.

The School Business Manager 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 the Headteacher.

### 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 in every classroom.

## 7. Fire

### Fire Officer

The person responsible for organising the Calstock CP School's fire precautions is the school business manager and/or school secretary.

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

The Fire Officer is responsible for:-

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

### All Staff

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

Staff are also responsible for ensuring that they:-

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

### Fire Wardens

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

Paul Waters

Tina Liddicott

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:-

Tina Liddicott

Paul Waters

## **Evacuation and Registration Procedures**

The signal for any emergency requiring evacuation is a continuous ringing (from the alarm system).

- If you discover a fire raise the alarm by pressing the glass in a call point
- On hearing the alarm, leave the building by the nearest fire exit (see signs)
- Go straight to the assembly points below and assemble in classes
  - Assembly Point 1 – Main playground.
  - Assembly Point 2 – School field
- Class teachers will take registers and report to the head

On hearing the alarm the secretary will call the fire brigade immediately if it is safe for her to do so. If the secretary is absent the head may delegate this duty. Otherwise the head or head of school will call the fire brigade using a mobile phone once outside the building. The grid reference of the school will be displayed in the office and in the staffroom.

Children must be taught the emergency evacuation procedures including the need to walk not run and to stop talking/noise. If they are on their own when an alarm sounds they should be taught to exit the building by the nearest fire exit (rather than going through the building to re-join their class). Specific plans will be made for any pupils with disabilities that might affect their evacuation, e.g. impaired mobility, and all staff who work directly with those pupils will be made aware of those plans.

On hearing the alarm class teachers will take their class to the assembly points (playground and school field) by the most direct safe route. Any adult working with a group away from the rest of the class will take their group directly to the assembly points. Class teachers will take their registers and the secretary will take the visitors' book if it is safe to do so – they should not re-enter the building to pick up registers. Teachers will ensure that they know how many pupils are present. If they are evacuated and have not been able to bring their register they should carry out a head count to establish whether any pupil is missing. Similarly the Headteacher and Head of School will take their mobile phones if it is safe to do so.

Both adults and children should assemble on the tennis court. Children will line up in classes. Class teachers will take their register and report to the Headteacher on whether all children and adults working in that class are accounted for. The secretary will check off all visitors and report to the Headteacher on whether they are all accounted for. If someone is missing the emergency services will be informed.

A member of staff may tackle a fire with an appropriate fire extinguisher IF they are trained to do so and PROVIDING they do not expose themselves to undue risk or danger.

If a quick return to the building is prohibited the Headteacher or Head of School will direct a member of staff to make contact with village hall to arrange access. Staff will escort children to the village hall. The Headteacher and Head of School will keep the contact number for Cornwall Council on their mobile phone. Emergency contact numbers (parents/guardians) will be kept in registers.

In the absence of the Headteacher, their role will be carried out by the Head of School or the next most senior member of staff.

A personal emergency evacuation plan (PEEP) is held by the class teacher, the teaching assistants and in the school office for children that are disabled in school, which details arrangements for evacuating disabled people.

If there is a flood in the school building or a bomb threat then children will be taken to the village hall.

## **8. Electricity**

### **Calstock CP 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:-

Every 2 years

Tests will be carried out by Lorne Stewart contractor.

All test Certificates will be kept in the Premises folder in the 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 Calstock CP School by prior agreement. Equipment must be presented to the school business manager or school secretary for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

### **Coordinator**

The school business manager and school secretary are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

## **9. The Control of Hazardous Substances**

### **Hazard Assessment**

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

The exception to this is for substances and preparations used in Science – 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 caretaker.

### **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 cleaning contractor 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 Calstock CP School.



## 10. Display Screen Equipment

### Workstation Assessment

The business manager 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.

### Working from Home

When staff are working from home using a laptop computer they must ensure they achieve a comfortable, sustainable posture, sitting at a desk/table using a chair with good support. **They should not be slouched or laying on a sofa, which offers little or no support for back, legs and neck.**

### 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).

### How to request a DSE Eye Test

Schools and academies who subscribe to the Health and Safety Core Service Agreement have access to the Council's eye-test scheme. Vouchers can be requested by emailing [occupationalhealthandwellbeing@cornwall.gov.uk](mailto:occupationalhealthandwellbeing@cornwall.gov.uk).

You will need to provide:

- A purchase order
- Name of the employee
- Employee's email address
- Manager name
- Manager email address

### E-Voucher Scheme

We will provide your employee with an e-voucher that can be redeemed at any Specsavers Optician.

The employee can then arrange the eye test at any Specsavers store in the UK.

Prescription Form - If the eyesight or eye test indicates that corrective lens spectacles should be provided for the employee, the optician will process the prescription and manufacture and supply the eyewear prescribed.

Frame Options – A pair of £45 single vision CR39 glasses if required solely for DSE use.

### **The Optician**

The employee should attend a Specsavers store of his/her choice taking the e-voucher referred to above. An eye test will be carried out by the optician primarily to establish whether the employee has any ocular defects in relation to the use of display screen equipment.

If no such ocular defect is indicated the optician will advise the employee accordingly.

Where an ocular defect in relation to DSE use is identified, the optician will complete the prescription form, manufacture and supply spectacles as prescribed. The spectacles will normally be single-vision only and will not normally be tinted. The spectacles remain the property of the school/academy and, whilst employees may take them home, the spectacles must be available for use at work by the employee at all times.

The optician will check the item and arrange with the employee for fitting.

### **Contact Lenses**

This scheme will not fund or part fund the supply of contact lenses.

### **Record Keeping**

The School or academy should keep a record of eye test requests and vouchers issued in compliance with the requirements under the Regulations.

## **11. Work Equipment**

The Business Manager and Secretary are 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**

The School Business Manager is responsible for overseeing the management of all contractors on site.

### **Selection of Contractors**

Calstock 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
- Appropriate health and safety accreditation

### **Management of Contractors**

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

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

All contractors will be required to carry visible identification.

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

### **Construction Works**

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

## **13. Personal Protective Equipment**

### **Calstock CP School Responsibilities**

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

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

### **Assessment of Need**

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

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

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

The school business manager 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 school business manager will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

### **Staff and Pupil Responsibilities**

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

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

## **14. Moving and Handling**

Calstock School will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects, as detailed in the Manual Handling Operations Regulations, are fully complied with. The Headteacher will ensure the following arrangements are followed:

- Moving and handling is kept to a minimum whenever possible.
- If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training or instruction.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until it is repaired or is replaced. An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

## **15. Working At Height**

Calstock Primary School uses a variety of access equipment for working at height tasks, ranging from elephant footstools for short low risk access such as the putting up of a poster and stepladders and ladders for short duration works.

The school will ensure that the legislation surrounding working at height as detailed in the Working at Height Regulations are fully complied with:

- Work at height is avoided whenever possible.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those persons undertaking work at height have received appropriate instruction or training.
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.

Equipment not displaying the correct inspection label for the year or labelled defective is not used.

## 16. Working Alone

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks are below:

- Staff working alone must ensure that outside doors are locked.
- Staff working alone are advised to ensure someone knows where they are.
- Staff working in school will have access to school telephones; staff working alone out of range of a telephone e.g. preparing for an activity off site, should carry a mobile phone with them
- Staff working alone at night should close the blinds.

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

### **School Security**

The caretaker is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

The Headteacher 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 the 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.

The Headteacher, business manager and school secretary are the school's nominated representatives who will respond in an out-of-hours call out.

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

### **Call Out Arrangements**

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

Where possible the key holder should be accompanied when they attend. If this is not possible the person on site should contact another staff member on arrival at site, at regular intervals whilst on site, when leaving the site and when arriving safely home.

A member of staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

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

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

## 17. Violence

### **Zero Tolerance**

Violence is not tolerated in Calstock CP 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 Calstock CP 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 Calstock CP 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**

Headteacher is responsible for ensuring that all:-

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

### **Team Teach**

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

John Pengelly

Paul Waters

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

## **18. Policy Statement on Sick Children**

### **Rationale**

Calstock CP School recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards. The health and well-being of children is of paramount importance to enable them to learn. Children who are unwell are best cared for at home.

### **Purposes**

- To ensure sick children are identified
- To ensure sick children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents to be clear about the requirements and procedures when children are unwell

### **Guidelines**

If a child is thought to be unwell within the setting it is important to assess the condition of the child, this should be done in a kind and caring manner. The child will most likely be distressed, so it is important to be calm and reassuring.

1. The child will be taken to a quiet area by a member of staff & check for:
  - Skin colour abnormal.
  - Behaviour abnormal.
  - Temperature.
  - Sickness.
  - Diarrhoea.
  - Desire to sleep.
  - Other cases with the setting.
2. Staff communication is vital – other members of staff will be asked if they have noticed any signs/symptoms.
3. If the member of staff has any concerns and feels the parents/carers need to be informed they will contact the Headteacher/Head of School. They will decide on the course of action to be taken.
4. If a child is to be sent home a member of staff will stay with the child and make them as comfortable as possible and the parent/carer will be contacted. Ensure the office is informed so that the child can be signed out and we have a record of children sent home and their symptoms.
5. If it is felt a child is unwell on entry to the setting a senior member of staff should be contacted before accepting the child.
6. If there is an apparent infectious disease passing through the setting, or if a number of children are away ill with the same disease, then the South West Health Protection Team should be informed on telephone number 0303 303 8162 option 1 then option 1.

## **19. Exclusion from school for infectious diseases**

Refer to THE SPOTTY BOOK for guidelines for the exclusion from school of children and household contacts suffering from an infectious disease.



## **20. Lock Down Procedure due to external threat**

Lockdown is implemented when there is a serious security risk to the premises due to, for example, attempted access by unauthorised persons' intent in causing harm/damage.

### **Notification of Lockdown**

Staff will be notified that lock down procedures are to take place immediately on hearing the long ring of the playtime bell. Head of School to advise each class verbally to give the all clear once lockdown has ended.

### **Staff Responsibility**

The Headteacher will be responsible for initial contact with emergency services. The Head of School will liaise with parents and teachers will be responsible for pupils.

### **Specified assembly room**

All staff will remain in classrooms and keep pupils calm and away from windows.

### **Entrance points**

Class 1 and Class 2 have an entrance door at Calstock CP School. The entrance point to class 3 is through class 2 and at the back entrance next to the staff room.

### **Communication arrangements**

Communication to be via two-way radios and office and staffroom landline (hands free phone).

### **Lockdown Procedure**

Ensure all pupils are inside the specified assembly room. Secure all entrance points to the specified assembly room. Dial 999 for each emergency service that the incident requires.

Ensure that staff members take action to increase protection from further danger:

- Block access points.
- Sit on the floor, under tables or against the wall.
- Keep out of sight and draw curtains to avoid detection.
- Turn off lights.
- Stay away from windows and doors.

Ensure that all pupils and staff members inside the specified assembly room are aware of an exit point in case an intruder manages to gain access or the assembly room becomes unsafe.

Check for missing or injured staff members and pupils if it is safe to do so. Remain inside the specified assembly room until the all clear signal has been given or unless told to evacuate by the emergency services.