

## For Schools / Academies within Truro and Penwith Academy Trust

### Threemilestone School

## STATEMENT OF HEALTH AND SAFETY POLICY

Threemilestone School:-

1. The Board of Directors of Truro and Penwith Academy Trust (referred to as “the Trust”) recognise its legal and moral responsibilities to persons who may be adversely affected by Threemilestone 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 Threemilestone School 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 guardians of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health, safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 10<sup>th</sup> November 2016.

<b>Date Policy Adopted</b>	<b>10 January 2017</b>
<b>Date for Policy Review</b>	<b>January 2018</b>
<b>Health and Safety Officer of the Trust</b>	<b>Simon Grant</b>
In each school / academy:	
<b>Head teacher</b>	<b>David Hick</b>
<b>Health and Safety Local Governor</b>	<b>Sarah Douce</b>

## Responsibilities

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

### **The employer**

The employer for Threemilestone School is **Truro and Penwith Academy Trust**. 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.

### **Local Governing Body**

The local Governing Body is 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 Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is Sarah Douce

### **Head Teacher**

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 and reporting
- Identifying and facilitating employee training needs;
- Liaising with governors, TPAT and/or the Local Authority on policy issues and any problems in implementing the Health & Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health, safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with; and
- 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	Head and School Business Manager
Regular inspections	Interserve/School Business Manager
Accident Investigation	Health and Safety Governor and Head
Accident Reporting	Head/School Business Manager
Chairing Health and Safety Committee	Head and Health and Safety Governor
Chief Fire Warden	School Business Manager
Deputy Fire Wardens	School Secretaries
Contractor management	Interserve (for PFI Contracts) and School Business Manager

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

Threemilestone School recognises that it must have access to competent health and safety advice. The school's competent advisor is the Health and Safety Officer for Truro and Penwith College.

### **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 Headteacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health, safety and welfare information received to appropriate people;
- Acting on reports from employees, the Headteacher; the Governors and TPAT and/or the LA.

### **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 Threemilestone 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.

Volunteers all have an induction process and are expected to follow our Volunteer Policy.

**Organisation and Arrangements for Health Safety and Welfare.**

The following pages contain the specific arrangements and organisational details for ensuring that the Threemilestone’s Health and Safety Policy is fulfilled.

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

## **Opening Times**

Shells Breakfast Club is open from 7.35am. Attendance at Shells must be booked in advance through the school office.

Parents can wait on the front playground with their children and at 8.35am the children are collected by the teachers and taken to the back playground. No children can be left unattended on the front playground.

Unaccompanied children must go to the rear playground. There is supervision on the rear playground from 8.20am. No children are allowed on the playground before this time.

Registration begins at 8.45am.

The school will close to pupils at 3.15pm unless they are attending an after school club or Pebbles afterschool club which finishes at 6pm.

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

## **Supervision arrangements**

### **Morning – rear playground**

There are four members of staff on duty from 8.20 am who supervise all pupils on the rear playground.

### **Break times**

There are two duty timetables: Outside Playtime & Wet Playtimes. KS2 playground has four supervisors. KS1 playground (excluding EYFS) has two supervisors. 1:1 staff and one supervisor is responsible for corridor/first aid.

***Pupils must not go onto the playground until a member of staff is present.***

### **Lunchtimes**

Fran Julian is the Head Lunchtime Supervisor  
3 Staff in school hall  
4 Staff are responsible for Reception & KS1  
staff supervise 1:1 children at lunchtime  
4 Staff are responsible for KS2  
1 Member of staff will Patrol the corridor and deal with first aid  
1 Member of staff will supervise the chill out room

### **Wet playtimes**

KS1 – 1 supervisor in each classroom  
KS2 – 1 Supervisor per year group. (excluding year 4 which has 1 per class)

### **End of school day**

Pupils who are not picked up at the end of the school day are brought to the school office. The office will call the parents and ask the pupils to sit at the table next to the fish tank until the parents/carers arrive to collect them.

## **After School Lettings**

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

**Please also refer to Lettings Policy**

**2. First Aid**

**Assessment of Needs**

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

First Aid at Work Qualified [4] Fran Julian, Shelly Dobson, Dawn Hawken & Jess Hilbery

Emergency Aid Qualified [30 staff]

Paediatric First Aid Qualified [2] Lexi Lobb & Angie Martin

**First Aid Coordinator**

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

- First Aid equipment is available at strategic points in the school.
  - Each class has own first aid kit
  - 1 First Aid Kit in School Office
  - 1 First Aid Kit in Year 3 Cloakroom
  - 1 First Aid kit in Infant Corridor
  - 1 First Aid kit in Junior Corridor
  - First Aid Room
- A sufficient number of personnel are trained in first aid procedures
  - Fran Julian Level 3 First Aid at Work 2/10/14-2/10/17
  - Michelle Dobson Level 3 First Aid at Work 2/6/15-2/6/18
  - Dawn Hawken Level 3 First Aid at Work 28/2/14 to 18/2/17
  - Jess Hilbery Level 3 First Aid at Work 2/10/14 to 2/10/17
- 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 and report to the Health and Safety Team Meetings. They are discussed and any potential actions identified.

**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 school (e.g. sports events, after school clubs, parents' evenings, school organised fund raising events etc.)

First aid cover is not provided for:-

- Contractors

- Events organised by third parties (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**

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

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

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline and, in the case of pupil 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 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 Threemilestone will notify parents/guardians of any other significant injury by way of:-

- A telephone call  
And/or
- A red slip

Records of notification by telephone to parent/guardians will be written in the First Aid Log.

### **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.

A copy of the pupil's SIMS record will be taken to the hospital.

## **3. Medicines**

### **Medicine in Threemilestone School**

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

([www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings](http://www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings) )

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

Calpol is taken on residential school trips. Prior consent to administer the Calpol as necessary is obtained from parents/carers prior to the commencement of the trip.

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

### **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 School Secretaries are responsible for receiving medicines, checking consent and dose information, checking "use by" dates and dispensing medication.

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

All medication except asthma inhalers and FG's EpiPen are stored in the staff room either in the medicine locker on the wall, medicine fridge or for emergency medication that is not to be locked away, (EpiPens and Epilepsy Rescue Medication) is in the red box on the fridge.

Asthma Medication is held in the red medicine bags stored in each classroom.

Medication may only be dispensed by staff who have the written consent form signed by parent and Headteacher. 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.

Threemilestone 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**

A First Aid Room has been provided for medications and medical treatments to be administered.

## **4. Accidents/Incidents**

### **Reporting Officers**

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

Headteacher

School Business Manager

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 school records all significant accidents and incidents using the TPAT Accident Reporting System. Interserve also informed of any significant accidents or incidents caused as a result of defects in the premises. 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 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 school.

### Near Misses

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

The Near Miss Log is kept by Shelly Dobson in the Health & Safety filing cabinet in the School Office.

The Near Miss Log will be reviewed periodically by the School Business Manager 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 the School Business Manager 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 the School Business Manager) will be reported to the Headteacher and the Health and Safety Governor.

All reports submitted via the Online Accident Reporting System are reviewed by Truro and Penwith Academy Trust and must be reported to the Trust at the time of submission.

If deemed necessary the Health and Safety Officer for Truro and Penwith College will carry out an independent investigation of the accident/incident.

## **5. Training**

### **Identification of Training Needs**

The School Business Manager is responsible for carrying out the evaluation of training needs and presenting recommendations to the Headteacher and the Governing Body.

The school carries out an evaluation of the health and safety training needs of staff.

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

The school goes over the Health and Safety policy at the beginning of each school year with staff in a core policies annual staff meeting.

### **Staff Responsibilities**

Staff must attend health and safety training provided by the school. It is a standing item on all weekly staff briefing agendas. Health and Safety information is contained within the Staff Handbook.

## **6. Risk Assessment**

### **Risk Assessment**

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

### **Risk Assessment Process**

The school will carry out risk assessments using [EEC LIVE Risk Management Software)].

Shelly Dobson is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors.

Copies of risk assessments are available from the Shelly Dobson in the school office and on the EEC Live Risk Management System.

### **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.

Subject leaders and phase leaders are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

## **Safe Working Procedures**

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

## **Risk Assessment Procedure**

### **General**

Risk Assessments (RAs) are completed when there are *significant* risks and hazards. They must be completed *Before* activities are undertaken.

All RAs are to be carried out by those with the most knowledge, experience and training in the particular area in question. This person is known as the Competent Person (CP).

RAs are to be reviewed regularly to ensure they are up to date (usually annually but this will depend upon its nature). RAs should also be carried out when there is a significant change i.e. age groups, environment or after an accident/incident or near miss has occurred.

Threemilestone School manages its risk assessment using the EEC H&S Management System.

[www.eeclive.co.uk/public/plogon.asp?AID=7](http://www.eeclive.co.uk/public/plogon.asp?AID=7)

### **Educational Trips/Activities**

Risk Assessments for Educational Trips/Activities for EYFS/KS1 and KS2 are held in two separate files. A Risk assessment is carried out for each specific trip and placed on the appropriate KS file.

In addition, the CP must read all the Generic Educational Trips and Activities RAs held in the Educational Trips File and sign to say that they have all been read and their content shall be communicated to all adults assisting on the trip. This avoids copying generic risk assessments for every trip.

## **7. Fire**

### **Fire Officer**

The person responsible for organising the school's fire precautions is Interserve for PFI schools in conjunction with the School Business Manager.

The School Secretaries 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 Headteacher 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 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:-

Miriam Richardson, Shelly Dobson and Dawn Hawken

### **Evacuation and Registration Procedures**

#### **Emergency Evacuation Plan**

This document details the fire and emergency evacuation procedures for Threemilestone School. Staff should ensure that they are familiar with these procedures and act upon the requirements.

#### **1. PRECAUTIONS**

- All staff must note where the emergency call points are sited in the school.
- All staff must note the fire exits.
- All staff must note that the fire signs are displayed.
- All staff must note where the fire extinguishers are.

**Please see Plan 1 in Appendix 1 which identifies the fire escape routes, fire assembly points and location of fire fighting equipment.**

#### **2. SOUNDING OF THE ALARM**

The alarm is only to be sounded on the following occasions:

- An emergency

- A planned rehearsal of the Emergency Plan
- Testing of the alarm system

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly.

The alarm should be sounded for any emergency where the evacuation of the premises is needed. Examples include:

- Fire
- Gas leak
- Chemical leak
- Bomb threat
- Asbestos Alert
- Instructed by emergency services

**Anyone discovering any of the above should sound the fire alarm by pressing hard on one of the emergency call points.**

Upon hearing the alarm, all staff should be aware of the role that they play in the safe evacuation of the building.

If trained in the safe operation of the available firefighting equipment and **only** if it is safe to do so, attempt to extinguish the fire.

### **3. EVACUATION**

- All staff have responsibility for the safe evacuation of pupils in their charge.
- On hearing the fire alarm bell (a continuous ring) the teacher must call the class to silence and they must walk in an orderly manner, taking any visitors, to the nearest exit and line up in single file facing the school. Rooms at the front of the school will gather at the front playground muster point. All other rooms will exit to the back playground muster point.
- The teacher or teaching assistant checks their own cloakroom and toilets.
- The Headteacher (or nominated other) will check the hall, Pebbles classrooms, Library and IT Suite on exit from the building if safe to do so.
- Teaching staff should be aware of any pupil, member of staff or visitor in their class that has a Personal Emergency Evacuation Plan (PEEP). If a PEEP is put into action, this must be reported to the Chief Fire Warden upon reaching the Muster Point.
- Everyone in the building must evacuate it by the nearest exit.
- Do not wait to pick up belongings
- Shut doors behind the last person.
- The Headteacher and/or The Chief Fire Warden (Tabard wearer) on the front playground is responsible for liaison with the fire brigade.
- In the event of an emergency when the school must remain evacuated, our designated indoor location is Richard Lander School. The Chief Fire Warden (Tabard wearer) makes this decision.
- Co-ordination with Threemilestone Pre-School - On sounding of the alarm, the deputy Fire Warden will, once at the muster point, instruct a member of staff to notify the Pre-school.

### **4. OUTSIDE**

- Two of the school office staff will wear the orange Fire Warden tabards. The **Deputy Fire Warden** responsible for muster point at the rear of the school will take out;
  - registers and evacuation box for rear muster point.
  - visitors signing in and out book
  - pupils signing out list
  - pupil absence list
  - Staff signing in and out register
  - Mobile phone to communicate with Chief Fire Warden

The **Chief Fire Warden** will take out:

- Registers and evacuation box for the front muster point at the front
  - Mobile phone to communicate with Deputy Fire Warden
- Kitchen staff have their own signing in sheet for the Kitchen. This is brought out and handed to the Chief Fire Warden on the front playground.
  - The Headteacher and/or Chief Fire Warden on the front playground will meet and liaise with the fire brigade on their arrival.
  - Once outside and at the Muster Point, the teacher must count the pupils and take a register making sure that each pupil answers to check if any pupils are missing.
  - Any missing pupils or staff will be reported to the Fire Warden (tabard Wearer) detailing;
    - Name of missing person
    - Place and time last seen and by whom
    - Any other information on the person e.g medical, behavioural.

This information will be communicated by the Chief Fire Warden (tabard Wearer) immediately to the fire brigade.

- Where pupils have been taught in sets they must line up in their registration classes.

## 5. LUNCH TIME

- The Lunchtime supervisors are responsible for evacuation of the pupils.
- All procedures apply as above.
- Lunchtime staff should check all toilets, classrooms and the library & ICT Suite.
- Up-to-date class lists are kept on the hall notice board.
- Although teachers may be absent from the premises at lunchtime, if they are present they are expected to help with registration and supervision.

### **WARNING**

**No one must re-enter the building for any reason until the all clear is given by the Fire brigade, Headteacher or Chief Fire Warden.**

## 6. PEBBLES

All procedures apply as above, unless altered by the points below;

- The Pebbles Supervisor and staff are responsible for evacuation of the pupils.
- Pebbles staff should check all rooms and toilets used by pebbles including library, ICT Suite and hall.

- Up-to-date contact lists are held in the pebbles folder.
- The Supervisor will act as Fire Warden (Tabard wearer) for Pebbles.
- The Supervisor will liaise with the fire brigade in the absence of the Headteacher or School office staff.
- Evacuation is to the Muster Point at the front of the school.
- The Pebbles supervisor is responsible for taking out the following;
  - Personal mobile phone to contact parents
  - Pebbles register
  - Parent contact list
  - Signing out sheet
  - Orange tabard

## **7. OFFICE RESPONSIBILITIES**

- Ensure all registers are kept in box/es near to the school office.
- Maintain up to date class lists and keep in the fire evacuation box.
- Maintain a register of classes and keep in the fire evacuation box.
- Wear orange tabard during drill to be quickly identifiable.

## **8 Electricity**

### **Threemilestone School Owned Portable Appliances**

Threemilestone School will undertake to inspect and test all its portable electrical appliances by a competent person.

For PFI schools Tests will be carried out by Interserve. All test Certificates will be kept by Interserve 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/academy by prior agreement.

## **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 are kept by Interserve and the School Secretary in the school office.

### **Staff Responsibilities**



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

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

### **COSHH Coordinator**

Interserve is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from TPAT.

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

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

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

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

## **10. Work Equipment**

Interserve and/or the School Business Manager is responsible for overseeing the purchase of all work equipment.

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

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

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

## **11 Personal Protective Equipment**

### **School Responsibilities**

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

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

### **Assessment of Need**

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

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

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

Interserve and/or 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 Interserve and/or the School Business Manager 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 pupils are required to wear it correctly.

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

## **12 Working Alone**

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in their personnel files. Any staff wishing to work outside normal school hours must have prior agreement/permission from the School Business Manager and Interserve for PFI schools.

### **School Security**

Interserve 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.

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

### **Security Firm Personnel Attendance**

Interserve has a contract with Kestral Guards who will respond to alarm activations without recourse to the school.

Interserve 0800 634 4190

## **13 Violence**

### **Zero Tolerance**

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

### **Violence towards Staff**

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

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

### **Violence towards Visitors**

Violence towards visitors will be reported to the police.

### **Violence towards Students**

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

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

(See also School Behaviour Policy)

### **Responsible Person**

The Headteacher is responsible for ensuring that all:-

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

### **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:-

Headteacher, Shelly Dobson and Dawn Hawken and Michelle Tocher

Please also refer to the Restraint of Pupils Policy

### **14 School Pond**

The pond is surrounded by a fence which is locked. Teachers will observe adult/pupil ratios when visiting the pond, and teaching assistants will accompany if the group is large. Pupils will be briefed on safety issues and the dangers of the pond before visiting. Teachers should be wary of slippery surfaces, particularly if it has been raining before the visit, and report any damage observed to the school office, i.e. broken fence. Pupils will need to walk at all times and approach the pond only under the instruction of the teacher. When exiting the pond, an adult will be the last to leave and will ensure that the pond is secured.

### **15 School Kiln**

The school kiln is located in a room which is locked at all times. The kiln is only operated by Ian Bagley and it is serviced annually.