



# St Mary's C of E School

## **Our School Vision**

“Learning with Hope” guarantees our school is full of aspiration and hope for the future so that we can flourish and live “life in all its fullness.” (John 10 v 10)

## **Our School Values**

Hope, Courage, Perseverance and Generosity



# Madron Daniel C of E School

## **Our School Vision**

‘Rise up, take courage and do it!’  
Ezra 10:4

## **Our School Values**

Hope, Courage and Perseverance

# Health and Safety Policy August 2024

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

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

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

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

Health and safety: advice on legal duties and powers;

[Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-responsibilities-and-duties-for-schools)

Madron Daniel C of E Primary School and St Mary’s C of E Primary School:

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school’s activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school’s activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students’ parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than 31<sup>st</sup> November 2023.

Approved and adopted by:

<hr/>	Helen Kershaw
Chair of Governors	Head Teacher

## **Responsibilities**

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

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

### **The employer**

The employer in this school is An Baya Primary School Federation. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

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

The 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.

### **Governors**

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

The Governors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Interim Executive Board on health safety and welfare issues.

The Safety Governor is Derath Durkin

The Head teacher has responsibility for:

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Reporting in aspects of Health and Safety to the Governors
- 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	Helen Kershaw (MD), Daniel King (SM)
Regular inspections	Helen Kershaw (MD), Daniel King (SM) Derath Durkin – Safety Governor
Accident Investigation	Helen Kershaw (MD), Daniel King (SM)
Reporting to the Full Governing Body on all matters of Health and Safety	Helen Kershaw (MD), Daniel King (SM)
Employee training needs	Helen Kershaw (MD), Daniel King (SM)
Contractor management	Helen Kershaw, Caroline Gill and Office Supervisor (admin staff) are appointed with the authority of the Head Teacher to request action from the Contractor where conditions are considered to be unsafe.  The school has used the services of Peridot for some Capital projects and also JDS for Property compliance for the school.

### **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.
- Ensuring that they have read this policy and acted as it indicates they should.

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

## **Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the school's policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified employee.

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

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

### **Procedure List**

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

## 1 Arrangements for the Supervision of Students

### Within the school day

The schools will be open from **8.30** am to **3.15** pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times **unless attending breakfast or an after-school club. Any staff who have their children with them before and after work are personally responsible for their safety.**

**8.30am** Drop off time from 8.30am – All children enter the main playground and may go into class where they are supervised by staff or stay on the playground until 8.45 when adults direct remaining children into their classrooms. There is an adult on duty from 8:30am

**10.30 -10.45 Break time** – two adults on duty. Children exit and return to class via door closest to classroom

### Lunchtime arrangements

Lunchtime in 12pm – 1pm for all children.

The guidance on ratios of staff to children at lunchtimes are KS1 1 adult for every 30 children and KS2 1 adult for 75 children.

Madron Daniel – each class goes to the dining room with an adult or goes to the playground with an adult. There is always AT LEAST 1 member of staff with each class.

St Mary's – Children having packed lunches eat in the school hall. Children having school lunch go to the dining room. Whilst they are waiting/ have finished their lunch, they may go out to play on the playground. Supervision meets AT LEAST the minimum requirement at all times.

If the weather is fine children may be allowed to eat packed lunches outside supervised by adults.

### Pre-school children staying for lunch

Pre School children are supervised in the pre school classroom for lunch.

In the term before they come to school, pre School staff start to use the dining room . Pre School staff supervise these children according to the EYFS statutory ratios of adults to children,

**Any other breaks taken by class 1 and class 2 are supervised by the class teacher and class support staff.**

**3.15pm** At the end of the day, all are escorted from their class door and meet parents/carers at the gate to the playground. Children from Year 6, can walk home unaccompanied if given permission from parents/carers

All pupils who are not picked up on time are taken to the reception area outside the office to wait. Phone calls are made if necessary.

Parents are required to inform school of any changes in the normal collection arrangements and parents/carers permission needs to be sought another adult if collecting the child.

Any parents/carer who wishes their child to walk home independently MUST inform the school about this. The school allows this in year 6.

### After School Clubs

Children attended after school clubs with their parents/carers permission and are supervised by school staff or outside providers. At the end of after school clubs, an adult will escort the children

to meet parents/guardians on the main playground. Some children in year 6 have permission to walk home.

Children must be collected promptly at the end of the club. The school will contact parents/carers as needed if they fail to collect their child.

### **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.

## **2 First Aid**

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	At least one adult
Emergency Aid Qualified	At least one adult in each class including Pre School
Paediatric First Aid Qualified	At least one adult in each class including pre School

### **Coordinator:**

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**Ella Harry (MD) and Poll Taylor (SM)** are responsible for overseeing the arrangements for first aid within the school. Duties include ensuring:-

That first aid equipment is available at strategic points in the school. This comprises of:

- 1 Medium first aid kit – used at playtime and lunch time - stored outside Headteachers office
- 1 mini first aid kit in each classroom
- MD - Main storage of supplies in class 2 cupboard
- SM -
- That the correct level of first aid equipment is maintained in each first aid box
- That a sufficient number of personnel are trained in first aid procedures

All persons named below a current First Aid Qualification

### **Emergency First Aid At Work**

#### **Emergency Paediatric First Aid qualification –**

##### Madron Daniel

Ella Harry January 2026

Dave Wynter January 2026

Sarah Hawthorne January 2026

Megan Dodson July 2024

##### St Marys

Mary Allen July 2025

Anita Griffiths July 2025

Sue Morse July 2025

Suzi Neaum July 2025

Sereena Ralph July 2025

Lisa Spry July 2025

Jenna Davies June 2024

Svetlana Minkeviciute June 2024

The responsible person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury and the responsible person will take actions to address any issues identified.

### **First Aiders**

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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 children on.

- trips & visits and
- extra-curricular activities organised by the school (e.g. sports events, after school clubs, parent's evenings, school-organised fund-raising events, etc.)

First aid cover is not provided for-

- contractors
- events organised by third parties – *However for events organised by Friends of St. Maddern's School we will ensure that there is always adequate first aid cover by members of the school attending events.*
- *Children occasionally attend activities co-ordinated by other schools e.g. Forest Skills day. On these occasions, the activity co-ordinator informs all participants of the arrangements for the day, providing risk assessments and ensuring there are **at least** adequate supervision levels and qualified First Aiders.*

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**

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

In emergency situations, the first aider will call (or will 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 CHOICES            111

and, in the case of pupil injuries, with the parents or legal guardians.

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

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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 NHS Direct for advice or 'phone for an ambulance as appropriate.

### **Other Significant Injuries**

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

In addition to the procedures above, the School will notify parents/legal guardians of any other significant injury by way of

- a telephone call
- a letter

Records of notification by telephone to parents will be kept by **Mrs Gill/Mrs Kearey**. Copies of written notification are held in the main office.

### **Infectious diseases**

The school follows guidance in Public Health England Health Protection in Schools and other Child Care settings. [Health protection in education and childcare settings - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

This gives basic information on infectious diseases, recognition, timetable of absence from school and other information to minimize spread of diseases. This book should be used as advice only and never for diagnosis. All parents will be encouraged to visit their GP and gain advice if an infectious disease is expected and are requested to inform the school.

### **Notification of parents**

The school will notify parents by phone if their child is ill. The recommendation will be to take the child to their GP. The school will also notify all parents if the confirmed infectious disease is harmful to pregnant mothers or other vulnerable people.

### **Escorting Pupils to Hospital**

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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 or guardian is in attendance. **(Two staff members should attend wherever possible)**

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

### **Medicines in School**

The school follows the DFE guidance on the dispensing of medicines in school.

This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use.

The school will dispense these medications once a permission slip has been completed by a parent or guardian, detailing the dosage and frequency of dispensing. The person administering the medication will give a date, time and specify dosage given. All actions must be signed by person administering medication.

## **Asthma medication**

EYFS and KS1 keep any asthma pumps in their classroom in a central known location.

*These pupils may need adult support to administer medication, this should be noted in the log with the pupil's medication stating how many puffs, dated and signed by the adult administering.*

Children can self-medicate. Adults in the classroom are there to assist with medication and self-regulation.

KS2 children keep their asthma pumps in their book bags. Our aim here is to provide the children with quick and easy access to their medication, to build a responsible attitude towards medication and increase children's self-awareness of their medical condition.

In all instances an adult must be present when a child is self-medicating for asthma (see Cornwall and Isles of Scilly Community Health Services Asthma in Schools and Early years in appendix to this policy)

## **Dispensing of Medicine**

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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.

**Mrs Gill/Mrs Mann/Office Supervisor** are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

**Mrs H Kershaw/class teacher** will deputise where necessary.

All medication will be kept in a secure location :**Locked drawer in office**

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.

## **Medical Log**

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Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:

- name of pupil
- name of medication
- "use-by" date
- dose
- time
- date
- signature of dispenser
- comments/reactions

Parents/carers inform the office of any medicines administered before school and the time of these. The school informs parents/carers of all medicine given during the school day.

## **Medical Procedures**

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The school has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

## **Off-Site Activities**

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Assessment of medical needs of all those involved in a trip is undertaken. Risk assessment and individual care plans are adjusted as necessary for these events. All staff and volunteers accompanying the children have copies of the risk assessments and individual care plans. The group leader has responsibility to brief all staff and volunteers before the trip commences and ensure that risks and emergency procedures are fully understood. Copies of all risk assessments for the trip should be made available to the head teacher at least 48 hours in advance of the trip (either on the school page Health and Safety Risk Assessment or paper copies given).

All staff need to follow the agreed the risk assessments

### **Escorting Pupils to Hospital**

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

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

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

The school has a duty to ensure that the needs of children with a range of medical conditions are able to be met, so they are able to have ‘full access to education including school trips and physical education.’

[Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The school has a separate policy which covers the arrangements it has made in order to fulfil its statutory duty.

### **4 Accidents/Incidents**

#### **Reporting Officers**

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

Mrs Kershaw (MD), Mr King (SM) or in their absence, Mrs Gill, Mrs Mann or Office Supervisor 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 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 student which was (or might be) due to

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

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

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

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

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

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

### **Serious accidents at school**

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

### **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 Mrs Gill/Mrs Mann in the school office

The Near Miss log will be reviewed periodically by, head teacher and Health and Safety Governor in order to identify any areas of concern which may require attention.

### **Reporting Timescales**

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and in any case within 7 days.

### **Accident/Incident Investigation**

All incident reports will be reviewed by Helen Kershaw 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 Helen Kershaw, head teacher will be reported to the Helen Kershaw and Derath Durkin, the Health and Safety Governor.

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

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

## 5 Training

### Identification of Training Needs

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

The school carry 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.

Helen Kershaw is responsible for carrying out the evaluation of training needs and presenting recommendations to the Interim Executive Board.

Health and Safety Training list for this school

Staff member	Training Course	Date
Helen Kershaw, Ella Harry (MD) Daniel King (SM)	Annual Certificate in Health and Safety for staff for Primary Schools (National College)	May 2024
All staff	Annual Certificate in Health and Safety at Work (National College)	May 2024

### Staff Responsibilities

Staff must attend any relevant and appropriate health and safety training provided by the School.

## 6 Risk Assessment

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

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

### Risk Assessment Process

The school will carry out risk assessments using AssessNet.

Daniel King 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 ASSESSNET Risk management system

### **Staff Responsibilities**

All staff are required to support the risk assessment process. All staff should create their own risk assessments for visits and should always have visited the venue before so that their risk assessment is well informed.

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

Daniel King as Educational Visits Co-ordinator will assist with Risk Assessments for outdoor activity events. The school follows Cornwall County guidelines on Residential Visits and Risk Assessment. This includes ensuring that a pre-visit to all intended visit locations takes place, seeking approval from Cornwall Outdoors prior to a residential visit and evaluating visits.

With all residential activities parents are informed of the arrangements and invited to a briefing meeting at least one week before departure.

### **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.

## **7 Property Maintenance/Compliance**

The school has a duty to ensure that its buildings are maintained to safe standard at all times. This school uses JDS property services to manage Property Compliance and ensure that it complies with all statutory compliance duties.

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

## **8 Fire**

### **Fire Officer**

The person responsible for organising the school's fire precautions is Helen Kershaw. Ella Harry 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 students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:

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

### **Fire Wardens**

Designated adults with Fire Warden Training are:

All staff have undertaken the Annual Certificate in the role of the fire warden (May 2024)

Helen Kershaw, Daniel King and Ella Harry have completed the Annual Certificate in Fire Safety (May 2024)

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:-

All staff as part of Fire Warden training (May 2024)

### **Evacuation and Registration Procedures**

All school staff must know the designated exit for where they are working. They also need to know other fire exits of the school in case of the designated exit is affected by the incident.

All school staff need to know the assembly point for the school,

All areas in the school have exits and routes out of the main building clearly marked.

All Fire Exits and corridors leading to them should remain clear at all times.

All Fire Exits should display clear signage.

All staff to take the fire register with their class every morning and return this to the office. These are kept hanging up outside the office in the Fire register folder.

### **Fire Drills**

Fire drills should be carried out at different times of the day to ensure that ensure that a wide range of scenarios are experienced.

Each class has a designated fire exit to use

## Evacuation

### Pupils

When the fire alarm sounds/ instruction to evacuate the building is given, teachers will:

- Remind the pupils to remain calm.
- Line up at the nearest exit out of the room.
- Not to pick up any belongings, coats, bags etc.
- Check that their designated exit is clear from fire/other hazards  
*Should an exit be unsafe because of a hazard (as a direct result of fire) an alternative exit will be sought.*
- Escort pupils out of the exit and assemble at the fire assembly point.

Designated adults (TAs) will check other rooms such as, toilets, library etc in their immediate vicinity. (If safe to do so)

TAs/ other adults will close all doors in their immediate vicinity (If safe to do so) after the pupils have been evacuated from the immediate vicinity.

TAs/other adults will assist with escorting the pupils from the building.

Designated adults (Fire Wardens) will sweep the using the fire sweeping checklist.

Office staff (also trained Fire Wardens) will bring

- Fire Registers
- Evacuation list of visitors and staff
- Mobile phone for emergency contact and texting parents in an emergency

### Visitors and governors

All visitors and governor to our school **must** sign in using the electronic system upon entrance into school and wear a visitor's badge/identification badge. (Further checks to clarify identity/purpose for visit may be taken as appropriate)

Fire routes and exits are displayed in every teaching area indicating the exit routes.

Details of the evacuation procedure for visitors are also displayed in the main entrance. Visitors must scrutinise both the Fire Exit plan and the evacuation procedure for visitors.

Visitors and governors **must** sign out when leaving the building (even if they are due to return within a short period of time)



## Evacuation of disabled people

- Any individual pupil, staff or volunteer that requires a personal emergency evacuation plan (PEEP –see appendix) will follow procedures laid out on the plan and that all staff are aware of this and roles have been allocated to assist the named individual together with a back up plan of cover in case of emergencies.
- Non ambulant pupils/pupils will be evacuated by a designated adult with additional support as required.
- Each non ambulant person should have an Personal Emergency Evacuation Plan (PEEP) in place. This plan should be discussed with all persons concerned, taking into account the nature of the pupil/persons disability, appropriate exit, etc.

## Registration.

### Pupils

All pupils, school staff and visitors will assemble in the Fire Assembly Point-  
**Designated – school playground.**

**Other - school car park** (To be decided by Head teacher/Designated Adult, depending on circumstance at the time)

- Pupils will line up in their registration groups and the class register will be taken, Pupils will be asked to wait quietly and to answer in loud, clear voices
- Staff will remind pupils to remain calm and await further instructions from head teacher/ teachers/designated adults.

**Pupils not accounted for will be reported to the head teacher/designated adults/emergency services as a matter of urgency.**

### Staff, visitors and governors

The head teacher or designated adult will call the register for staff using the fire register. Visitor and governors will be accounted for by using the electronic signing in system in the entrance.

**All adults not accounted for will be reported to the head teacher/designated adult/emergency services immediately.**

### Emergency Contacts & Mobile Phones.

When evacuating the building (for a fire drill or real situation) a member of the administration staff/head teacher/designated staff member will pick up the fire register folder that includes pupil contact details which are kept in the protocol box.

Arrangements should be in place for a member of the administration staff/head teacher/designated staff member to telephone the appropriate emergency services to summon assistance.

This will be carried out by either Caroline Gill, Jess Keary admin assistants or Helen Kershaw in their absence.

A clear indication (if known) of the nature of the evacuation should be given to the emergency services along with our location, contact number (details of the landline and school mobile should be given) and details of the number of pupils/adults/visitors on the premises. (This may be an approximate figure that will be confirmed after registration and additional checks)

### **Contingency plan for an area that is unsafe and is taken out of use.**

This serves to outline safe and sensible procedures to adopt where possible, to ensure that, in the event of any of the above potential hazards and risks to life are dealt with in a clear, calm and controlled manner.

The school is able to isolate pre schools, class 1, rainbow room. Dining room and office area but class 2 needs does not have direct access to the outside. However, there are 2 ways out of this room so if one of the exits is deemed to be out of use then the alternative exit can be used.

In the event of an area being taken out of use then:

- Access to the room should be off limits to everyone other than authorised personnel/ persons carrying out repairs or making safe.
- Personal belongings will remain in the room until it is safe for them to be retrieved.
- Signs should be displayed stating that the room is out of use any entry is not permitted.
- Pupils, staff and visitors should be made aware that the room is off limits and steps should be taken to ensure that no one enters the room.
- The school hall or other rooms can be used to house any pupils/staff/visitors that have needed to evacuate the room that is out of use. Access to the school hall/other rooms can be made by a number of entrances. The safest entrance should be used. Should this require pupils/staff and visitors to exit, leave the premises to walk round to the other entrance then this should be done in a safe, sensible manner, with pupils being supervised at all times.
- If, after consultation with head teacher, health and safety representative, teaching staff, emergency services, building inspector, other qualified adults, the building as a whole is deemed unsafe, a place of safety to assemble all pupils/staff and visitors is Madron Church (the school has access to the church and has a key for such emergencies) checking first that the church can be used and is fit for purpose. The key will be kept in the key box in the office
- If pupils are to be held/collected from this venue, then parents will be contacted as required and arrangements will be made for their collection/relocation.
- Cornwall Council and the Dioceses of Truro will be contacted and arrangements will be made in accordance with procedures in place to begin repair work/make the area safe.
- Should the school remain closed for any length of time then parents will be informed in due course.

**Terrorist Threat/Bomb Threat/ Discovery of Life Threatening Hazards/ Flooding/Pending Natural Disaster (see also Flood Evacuation Plan).**

This serves to outline safe and sensible procedures to adopt where possible, to ensure that, in the event of any of the above potential hazards and risks to life are dealt with in a clear, calm and controlled manner.

**In the event of:**

**Discovery of a potentially life threatening package/device/substance within the school grounds/building.**

**All persons should be evacuated from the building if immediate threat to life and assemble at a safe distance. (tennis courts promenade or other suitable area.)**

- The package/device/substance should not be touched or handled. If the package/device/substance has been inadvertently handled then the handling should be kept to a minimum and the package/device/substance should be confined/cordoned off/ in order to minimise contact.
- The relevant authorities such as the Emergency Services, providing as much detail about the package/device/substance as is possible. Where possible details should be given on when the package/device/substance first came to the attention of school staff and who (if anyone) has been in direct/indirect contact with the package/device/substance.
- Emergency protocol procedures will be passed on and followed as appropriate. Great care will be taken to minimise the risk to the pupils in our care and procedures will be followed in a calm, caring and controlled manner.
- If protocol advises that pupils/staff/visitors should evacuate the building then this will be done following the emergency evacuation procedure in place.
- If the building is deemed safe to inhabit then pupils/staff/visitors will not be allowed within near proximity of the package/device/substance. This proximity could be decided by the Emergency Services.
- A senior member of staff should be available to co-ordinate communications between Emergency Services/Cornwall Council/Emergency Contingency Planners/Pupils/Parents as applicable. No communication with the media should be considered unless directed to do so by Emergency Services/Cornwall Council. Any media enquiries should be directed to the Press department at Cornwall Council.
- In the event of a full evacuation away from the building then a safe area is Madron Church. Checks need to be made to ensure that this is a safe area and is free to enable a safe evacuation of pupils/staff/visitors.
- All parents will be informed if this evacuation takes place so that pupils can be collected from St Madderns Church by parents/guardians at their earliest convenience. This contact should take the form of use of local radio coupled with contact of individuals parents/guardians as deemed appropriate and correct by ourselves in conjunction with Emergency Services/Cornwall Council/ Emergency Contingency Planners
- Other safe areas for shelter could be provided by the Emergency Services/Cornwall Council.

## **9 Electricity**

### **Owned Portable Appliances**

The schools will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

- Yearly PAT testing JDS as part of Property compliance contract.

All test Certificates will be kept in Property compliance folder in office for the duration of the life of the appliance.

### **Personal and Privately Owned Portable Appliances**

Personal items of electrical equipment should **not** be brought into school for use by staff or pupils. Please also see our on line safety policy.

If a personal item is required to be used in school for a one off type event then permission must be sought from **Mrs H Kershaw** and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

**Fixed Wiring** – all fixed wiring in schools should be checked every 5 years and the school should act upon the outcomes of the assessments based upon the urgency of the outcomes.

### **Coordinator**

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

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

### **All Staff**

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All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to **Mrs H Kershaw** for repair/replacement. Defective equipment should be reported and logged on the **Health and Safety Reporting Defects in School Log (kept in office)**

### **10 Water Safety**

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

- Monthly legionella inspections
- Water heaters Annual
- Water risk assessment
- Regular weekly flushing of outside taps and also of outlets after a school holidays

Tests will be carried out by Churchill and flushing of outlets by the cleaner for routine checks.

All test Certificates will be kept in Property Compliance file in office.

### **11 Asbestos**

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

- Yearly inspection
- Specific assessments by Allium before any work in the school is undertaken.

Tests will be carried out by Cormac Solutions

All test Certificates will be kept in the Asbestos management file

Advice is available from the following document:

[Managing asbestos in your school or college - Guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **Damaged ACMs / Emergency Procedure**

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes the school will instigate the emergency procedure below.

- Evacuate the area immediately and secure the area affected ensuring no access is permitted (signage should be displayed and barriers erected where appropriate) to prevent unauthorised entry. All belongings and equipment to be left in-situ and not removed.
- Contact the Premises Manager (Helen Kershaw), or if unavailable the Daniel King (Health and Safety Officer) to implement the above and instigate the emergency procedure.
- Review impact on the schools operational procedures i.e. if a classroom is affected, alternative teaching arrangements would need to be implemented as the classroom cannot be used, or if a corridor is affected which is a fire escape, an alternative means of egress requires to be established.
- If considered applicable Contact Cornwall Council's Health Safety & Wellbeing Services on and notify them of the damage and advise them the action being implemented which is to consist of contacting a UKAS accredited contractor or consultant to:
  - provide professional advice and guidance. This may include, but is not limited to inspecting the damage reported, arranging an air monitoring test and arranging and managing any associated remedial works required which could include encapsulation or removal and re-testing.
- Maintain controlled access to the area until such time as formal clearance has been confirmed
- Maintain good communication with school staff and relevant other parties, providing updates as necessary to ensure the access arrangements are not breached

## 12 The Control of Hazardous Substances

All substances which may be considered hazardous to health have been assessed using the Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the school and copies are available in the COSHH file from **Caroline Gill/Office Supervisor**

### **COSHH Coordinator**

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**Caroline Gill/Kathrine Mann Office Supervisor** are 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 that are exposed to the product/substance.

The coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the product/substance 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 on site or the storage of such substances / materials may need to be controlled.

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

### **All Staff**

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All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

A central copy of COSHH assessments is kept by Helen Kershaw, the head teacher.

### **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.

## 13 Display Screen Equipment

### Workstation Assessment

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

### Equipment

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

### Eye Tests for Display Screen Equipment Users

All Madron Daniel C of E 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).

Eye tests can be requested following the guidance Arrangements for Eye tests at end of this policy

## 14 Work Equipment

Helen Kershaw, the Officer Supervisor and Caroline Gill 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.

## 15 Management of Contractors

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

This is delegated to James Hetherington of Peridot services when the school is undertaking major works as part of the School Condition Allowance Scheme, the funding system for improvement for Diocese Schools.

### Selection of Contractors

The school will only select contractors to carry out work who have demonstrated:

- Competence to carry out the work required (by way of training, knowledge and experience)

- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public insurance

### **Management of Contractors**

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

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of the school's 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.

## **16 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**

Helen Kershaw 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 Helen Kershaw will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

### **Staff and Student Responsibilities**

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

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



## 17 Working Alone

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This 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 school. Lone working hours must have prior agreement/permission from Helen Kershaw, head teacher

Key Holders:

Madron Daniel

Head teacher, all teachers and caretaking staff.

**2 staff have key holder responsibilities.**

These are:

Helen Kershaw, headteacher

Sarah Pellow, cleaner

St Mary's

Headteacher, all teachers and caretaking staff?

Employees need to be aware of the security system and procedures to disengage the alarm.

- Employees will ensure that a member of their family know where they are and give an approximate time of returning home.
- Employees will have a means of communication in case of an emergency-such as access to the school telephone or a mobile telephone.
- Employees will ensure that the main entrance/exit is secured upon their entrance.
- Employees will limit their access to the rest of the school into areas that they need to use. Other exits, if used by the employee will be secured before leaving the premises.
- Upon leaving the premises the employee will reset the alarm system, securely close the door, wait and ensure that the alarm has reset then padlock the outer gate. *If for any reason this fails then the employee needs to contact the head teacher or cleaner in charge as well as Waldron Security, explain the situation and ensure the building is secure before they leave.*

Employees must text Helen Kershaw on leaving the building on 07814351889.

Staff should also post this on via the school's What's App for this purpose.

## School Security

### Site security during the school day

During the school day all staff are responsible for making sure the school site is secure at vulnerable times. Playground gates should be closed and secure when children are in the playground during school hours and padlocks secured. The door to the main playground must be closed at the end of playtimes to ensure the school is secure.

### Entry to main school

All visitors to the school **must** show appropriate ID before entering the school building.

All visitors to the school **must** report to the office and remain by the reception area until they have been signed into school. No one is allowed access into the school via any other entrance and **must** report to the office.

Once visitors have signed into school they **must** wait to be allowed permission access into the main building by staff in the office. No children must open the door to any part of the school.

### Exit of building

On leaving the building visitors can let themselves out of the main part of the school but **must** remember to sign out.

### Security out of school hours

Helen Kershaw, Sarah Pellow and Simon are the appointed persons who are responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured.

The school has an intruder Alarm system, managed, monitored and maintained by Waldron Security

### SCHOOL STAFF RESPONDING TO CALL OUTS

- Staff are not nominated as out of hours key holders

### 1 – CALL OUT ARRANGEMENTS

The school procure services from Kestrel Security who attend in the case of a call out.

The following are viewed as acceptable call out arrangements:

***No employee is expected to enter a building where it is believed that there is a significant risk.***

### Non-emergency situations

The person working alone should have a mobile phone. Lone workers should text/What's App Helen Kershaw on arrival at site, at regular intervals whilst on site, when leaving site and when arriving safely at home. The lone person must keep in contact with a designated member of staff or a partner.

## 18 Violence

### Zero Tolerance

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students 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 students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

### **Violence towards Visitors**

Violence towards visitors will be reported to the police.

### **Violence towards Students**

Violence between students will normally be dealt with using the school's internal disciplinary procedures. Please see our Behaviour for Learning policy.

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

### **Responsible Person**

Helen Kershaw, head teacher is responsible for ensuring that all:-

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

## **19 Educational Visits**

The school is mindful of its responsibilities with regard to the safe delivery of off site activities and school trips.

### **Responsible Person**

The responsible person for school trips and off site activities in this school is Helen Kershaw. In addition there is an Educational Visits Coordinator (EVC) Daniel King (at St Mary's C of E School) who has completed relevant training.

### **Parental Consent**

The school does need to have parental permission to take children off site for activities which take place as part of the school day and within school hours. However, it does have to inform parents about where their children will be.

Parental consent is required if children are taken out of school for a visit which extends beyond the normal school day.

The school's policy is that all parents in the school complete a local visits form on admission to the school, a minibus permission slip and general information about the child. It is the duty of the parents and carers to inform the school of any changes with allergies and medication although the school will remind parents/carers of their duty to do so.

Individual letters are sent home for trips beyond local visits and which involve coach or train travel.

The school needs to have all permission slips returned before a child is allowed on a trip together with up to date contact information,

In exceptional circumstances the school will accept verbal permission over the phone to enable a child to take part in a visit.

The school takes its guidance for the supervision of children whilst on school trips from the Cornwall County Educational Visits Policy and from the Government's guidance on Health and Safety in schools, found at:

## **Supervising groups of children on trip**

**All staff need to ensure that they have sufficient adults for supervising children safely when out of school.**

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

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

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

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

## **Ratios of staff to children**

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

### **General guidance followed at the school is:**

- Early Years the ratio for outings will be at least equivalent to the statutory ratio which applies to the school or early years setting and in most cases will require an improvement in those ratios.
- 1 adult for every 6 pupils in years 1 to 3 (under 5s reception classes should have a higher ratio)
- 1 adult for every 10-15 pupils in years 3 to 6

The ratio needs to consider the following and should be adjusted as needed once a full risk assessment of the trip has been carried out:

- the gender, age, attitude, disability, behaviour and competence of the group members
- the extent to which people with special health needs or learning difficulties are included in the group
- the nature of any planned specialist activities • the experience and expertise of the adults
- the duration and nature of the journey
- the need to maintain a complete programme of supervision
- the competence of the staff -inexperienced staff should be counted as group members.

Going out procedures:

As many adults and children as possible should wear fluorescent jackets. If there are not enough for the group then adults and children wearing these should be distributed evenly along the group.

All routes should be known by staff and planned to ensure they use safe places to cross roads.

A member of staff must take the emergency first aid kit and a mobile phone to contact school in the event of an emergency.

Wherever possible there should be two adults with a group. Occasionally this may not be possible but this must ALWAYS be checked with the Head teacher, or in her absence, the Assistant head teacher.

Staff are not permitted to take an individual child out of school on their own except in exceptional circumstances e.g. taking a child home in an emergency.

If a child has behaviour needs then there may be a need for two adults with the child. This will be determined following a risk assessment of the child and visit.

### **Visits to Approved Educational Activities**

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

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

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

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

The school also has Public Liability insurance with Cornwall Council.

Parents can also take out their own insurance from reputable insurance providers.

## **20 Driving at work**

Occasionally it is necessary to use staff cars to transport children to events outside school.

The following protocols MUST be adhered to:

1. The parents must sign the transport letter that details this arrangement.
2. The adult providing the transport must have adequate levels of insurance – the school must have a copy of this.
3. The vehicle must be road worthy and safe – current MOT certificate must be available and the school will keep a record of this
4. All seat belts must be fully functional and must be worn by all passengers
5. **All children under 135cm must** use a car seat (the school has a supply of these)
6. A First Aid kit must be in the car or a kit taken from school

### **School Minibus**

All adults driving the school minibus (or any minibus borrowed from another school) for children MUST have passed the Cornwall Council Minibus test. Drivers must have this and their valid driving licence on them at all times.

The minibus has a First Aid kit- this should be checked prior to the bus being taken out.

The minibus checklist must also be complete before taking the bus out and copies kept in the bus. Any fault MUST be reported to the school.

When transporting children in the minibus there must always be another adult as well as the driver, Seat belts MUST be worn by all passengers and the driver.

## **Organisation and Arrangements of Madron Daniel and St Mary's Health and Safety Policy**

### **Communicating the policy**

This policy is kept in the head teacher's office, a copy in the staff room, a copy on school server.

A copy is available in the staffroom on the Health and Safety board.

Parents and carers may view the policy the school's website.

Governors will have the policies emailed to them.

### **Health and Safety Reporting defects**

Logs for reporting defects in equipment, near miss situations and other concerns are kept in the school office.

**It is the responsibility of all staff to ensure that they report anything that is a concern.** Defects will be dealt with in safety order i.e. those that pose more of a threat to safety will take priority over more recent defects noted.

Health and Safety is a standing item on the staff meeting agenda. Any issues regarding health and safety are noted and acted on. The head teacher also liaises with the kitchen and site staff regularly to check that these areas are safe and fit for purpose.

Health and safety is a standing item on the governors' agenda.

### **Curriculum and health and safety**

Each subject leader needs to be aware of the potential health and safety issues for their curriculum area and risk assessments written as needed. The school regularly checks the County website for any updates on working practises.

### **Monitoring the policy**

The head teacher and safety governors will monitor the policy. They will also do a regular health and safety visit around the site (at least twice a year) to assess health and safety issues both inside and outside.

Notes from these will contribute towards an annual auditing and review of the policy and form part of the Health and Safety Action plan.

### **Training and development needs**

The school completes a regular audit of training needs in Health and Safety. These will then be built into an action plan for improvements and reviewed regularly by the staff responsible and the health and safety governors.

### **Keeping up to date**

The school keeps up to date in Health and Safety Matters by attending relevant training and also noting the Local Authority's Safety warning notices, publicised on the County web site. Current Health and Safety guidance can be obtained from the Services for Schools section of the website.

The school buys an SLA from Cornwall Council to inform policy and practise.

The school receives weekly update from the Health and Safety Executive.