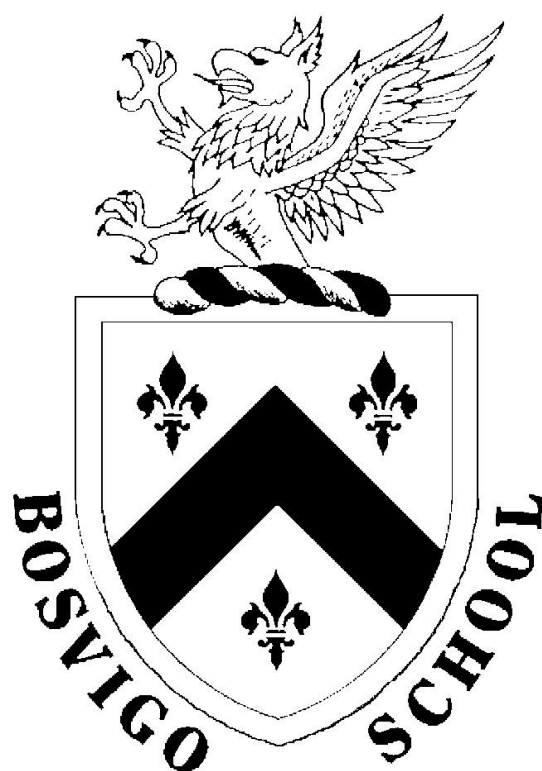


# Bosvigo School



## Health and Safety Policy

September 2021

## Bosvigo School

### Statement of Health and Safety Policy

Bosvigo 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 Bosvigo School's activities are identified and 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> January 2018

Approved and adopted by:

Katie Tucker

Chris Wallis

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Chair of Governors

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Head Teacher

## Responsibilities

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

### **The employer**

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

### **Governors**

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

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

### **The Safety Governor is Dave Bullen**

### **Headteacher**

The Headteacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- 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	School Business Manager
Regular inspections	School Business Manager
Accident investigation	School Business Manager/Senior School Secretary
Contractor management	Interserve Facilities Management/SBM

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

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

The Health, Safety and Wellbeing Services Team, Cornwall Council

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

Senior management have responsibilities for:-

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

## **All Employees**

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

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

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

## **Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the 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.

Volunteer policy on P: drive

## 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

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## 1. Arrangements for the Supervision of Students

### Opening Times

The school will be open from:-

8.55am with supervised playground access from 8.40am

And will close to students at:-

3.20pm unless attending an afterschool club.

On weekdays during term time.

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

### Supervision arrangements

- The Chapel Hill Playground will be supervised by two members of staff until the children are collected for the start of the day by their class teacher. Children can be dropped off from 8.40am.
- The internal gate at the top of the entrance ramp is manned by a member of staff from 8.40am to ensure no children leave the school un supervised.
- Supervision is provided by the Teaching Staff during morning break and by the team of 7 Lunchtime Supervisors during the lunchtime period.
- All children in FS, KS1 and LKS2 are accompanied to the playground at the end of the school day for collection unless attending an afterschool club, wraparound or have the permission to walk home alone.
- Children who have not been collected at the end of the day will be taken to Wraparound whilst the class teacher make a phone call to the parents.

### 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

### 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	3
Paediatric First Aid Qualified	1
Emergency First Aid	2

### First Aid Coordinator

The School Secretary 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
- School Office
- Accompanying Lunchtime Supervisors

A sufficient number of personnel are trained in first aid procedures

- First Aid at Work Qualified
  - Alison Joslin
  - Jill Evans
  - Tom Armstrong
  - Kerry Penhaligon
- Paediatric First Aid Qualified
  - Pauline Davies
  - Amanda Head
  - Tara Alderson
  - Holly Pooley
- Emergency First Aid
  - Anne Davis
  - Whole School
- First Aid qualifications are, and remain, current.

The School Business Manager will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

### First Aiders



The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. The school 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**

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

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

Where there is any doubt about the appropriate course of action the first aider will consult with the parents or legal guardian and recommend the pupil is taken to the Doctor or A&E.

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

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

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

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

### **Other Significant Injuries**

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

In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of *The Bump form*.

Records of notification by telephone to parent/guardians will be kept by the School Secretary on the form in the file. Copies of this form bump form are kept in the file.

### **Escorting Pupils to Hospital**

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

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

### 3. Medicines

#### Medicine in School

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

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

The School will dispense medication to students as long as

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

The school does not keep or dispense 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 student's parent or guardian.

The School Secretary is responsible for receiving medicines, checking consent and does information, checking "use by" dates and dispensing medication.

The School Assistant Administrator will deputise where necessary.

All medication will be kept in a secure location and in the conditions required by the medication supplier, either in the fridge or medical cabinet in the server room.

Medication may only be dispensed by The School Secretary, Business Manager and Assistant Administrators. 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 student.

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 students could gain access to them. Staff must not share their medication with any student.

#### 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 students who have been

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

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

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

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

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

In certain circumstances the school will allow students to manage their own medication. In each case this will be discussed with the parent/guardian and appropriate health professionals - and an assessment of risk will be completed.

The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication]

### **Facilities for Medical Procedures**

Children with bumps are asked to sit in reception so they can be observed by office staff.

Medications and medical treatments are administered in the two school offices.

## 4. Accidents/Incidents

### Reporting Officers

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

Headteacher

School Secretary

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 Cornwall Council Online Accident Reporting System (Assessnet). A significant accident is:-

Any incident resulting in an injury to a member of staff

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

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

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

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

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

Any “Occupational Disease” as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the 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 “Bump Form” which will be kept in the school office.

### 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 hanging on the office wall.

The Near Miss Log is kept in the school office.

The Near Miss Log will be reviewed periodically by the Business Manager 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 the Business Manager who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents will be reported to the Headteacher and the Health and Safety Governor.

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

For Maintained Schools:-

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

### Lone Working (On site at school or off site (i.e. Home visits)

If you have any reason (whether through choice or direction) to work alone please ensure you have read and understood the health and safety policy on 'lone working'. [www.cornwall.gov.uk/default.aspx?page=19300](http://www.cornwall.gov.uk/default.aspx?page=19300)

All members of staff are reminded to take special care when leaving the building in the dark.

### Working At Height

We do not hold any equipment for working at height in school. All requirements for this must be channelled through the Caretaker. Please read the Working at Height guide from HSE is saved on the P: drive and available in the staffroom.

### **Manual Handling**

The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual handling activities. Please read the HSE guidelines on the staff drive in the Policies folder for full information.

### **Work Station Assessment**

Display Screen Equipment assessment. DSE proforma available on P: drive – Policies Folder – Health and Safety Folder – DSE assessment form. This must be completed every time you change your computer. Please remember you should not be working for more than an hour at any one time on your school laptop at home.

## 5. Training

### **Identification of Training Needs**

The school will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

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

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

### **Staff Responsibilities**

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



## 6. Risk Assessment

### **Risk Assessment**

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

### **Risk Assessment Process**

The school will carry out risk assessments using AssessNET Risk Management Software.

The Headteacher is responsible for managing the risk assessment process and producing relevant reports for the Governors as appropriate.

Risk assessments are stored on the AssessNet database and available from the school office upon request.

### **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.

The Headteacher is 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 on the Staff Drive (P:).

## 7. Fire

### **Fire Officer**

The person responsible for organising the school's fire precautions is the Business Manager

The Secretary will deputise when they are 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 Headteacher on issues of significance.

### **All Staff**

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

Staff are also responsible for ensuring that they:-

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

### **Fire Fighting Equipment**

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

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

Gill Lance

Mary Stanton

Tara Alderson

### **Evacuation and Registration Procedures**

## EVACUATION - ROLES AND RESPONSIBILITIES

### **Beforehand:**

HEADTEACHER/MANAGERS through IFM must ensure that:-

The alarm system is checked from a different call point each week and that this is recorded in the Fire Precautions Log Book.

The emergency lighting system is checked each month and that this is recorded in the Fire Precautions Log Book.

The evacuation procedure is rehearsed at least once per term and that this is recorded in the Fire Precautions Log Book.

Timings vary so as to ensure all staff are familiar with the procedures eg. lunchtime staff

Elements are changed without prior warning eg. a blocked route or fake smoke and flames, to test awareness of alternative actions

Command and control is maintained at the assembly points and communication is maintained between the points to the lead or nominated deputies

The alarm system is maintained and inspected to the appropriate frequency for the system's age and specification and that this is recorded in the Fire Precautions Log Book.

Fire fighting equipment is maintained and inspected annually and that this is recorded in the Fire Precautions Log Book and Maintenance folder.

All members of staff, contractors staff eg. kitchens etc. receive instruction on what action to take if discovering a fire on how to conduct an evacuation and where safe to do so and/or necessary for the emergency being dealt with, receive training to extinguish a fire using fire fighting equipment.

Evacuation notices, are posted in each class room and areas where people spend a significant amount of time.

Appropriate arrangements have been made for the evacuation of disabled persons  
fire precautions risk assessment is reviewed every two years or whenever there is a change of circumstances eg. change of room use, the building of an extension etc.

ALL MEMBERS OF STAFF should know:

- what to do if discovering a fire, receiving a bomb threat, or discovering a gas leak
- how to use fire fighting equipment when safe and trained to do so
- the sound of the fire alarm
- what to do on hearing the fire alarm
- where to find the nearest escape route, or an alternative if blocked and
- where to find the fire assembly points

THE SITE MANAGER/CARETAKER ensures that:

Good housekeeping is observed ie that the storage of materials/ furniture does not obstruct corridors, staircases etc, in order to safeguard escape routes

All fire/smoke doors have signs 'Fire Door, Keep Closed' and are never kept open unless by means of automatic release systems

All signs relating to fire exits are in positions where they can be clearly seen

Fire points, water valves, oil, gas & electricity shut off points are known and recorded in the maintenance and utilities file and are free from obstruction

*The fire precautions logbook is kept by the main alarm panel alongside the alarm board and floor plan showing alarm zones, location of workshops, stores, fire extinguisher points etc.*

**On hearing the alarm:**

**TEACHERS/TEACHING SUPPORT STAFF**

*Tell pupils/staff to stop activity*

*Ensure all windows and external doors are closed if a fire*

*Tell pupils to line up in an orderly manner*

*Send pupils to assembly area if safe to do so, with an adult leading pupils.*

*Ensure no pupils/staff remain behind, close doors/windows if safe to do so, if a fire and follow on at the rear.*

**OFFICE STAFF**

*Ring the Emergency Services ON 999 and explain the incident, your location etc.*

*Pick up class registers, late signing in book/ known absent pupil list, visitor signing in book, cover list, staff absences, etc.*

*Notify the Children's Centre that there is a fire alarm*

*Proceed to Assembly Area if safe to do so.*

**HEADTEACHER or PERSON TEMPORARILY IN CHARGE**

*Carry out Office tasks if not present*

*Proceed to Assembly Area if safe to do so*

**CARETAKER**

*Check alarm board to identify possible source of fire*

*Confirm if fire or false alarm if safe to do so*

*Report to Headteacher*

Evacuation Plan

*It is the responsibility of the Headteacher and IFM to ensure that fire evacuation drills are carried out.*

*The following points need to be considered for each evacuation:-*

- *Actions on discovering a fire*
  
- *Action on hearing the Alarm, including shut down procedures for making safe kitchens.*
  
- *Procedures for calling the fire service and information to be given.*
  
- *Individual staff duties.*
  
- *Escape routes.*

- Evacuation of disabled persons.
- Instruction, Training, Recording and Frequency of Fire Drills.

### **The Purpose**

Evacuation drills are intended to ensure, by means of training and rehearsal, that in the event of an incident:

- The people who may be in danger act in a calm and orderly manner.
- Those people who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practiced plan.
- Evacuation of the building is achieved in a speedily and orderly manner.
- An attitude of mind is promoted whereby persons will react rationally when confronted with a fire or other emergency at school or elsewhere.

Consideration must be given to the age of the pupils attending the school and as to whether there are any children with special needs.

A fire routine is based on a critical sequence of events.

In the case of an emergency, the following sequence should be adopted:

- 1 Raise the alarm
- 2 Call the emergency services – fire brigade / police / ambulance
- 3 Evacuate the premises
- 4 Assemble at a pre-determined location
- 5 Head count / Roll call
- 6 Tackle the fire

When a practice emergency drill is carried out, the following sequence should be adopted;

- 1 Raise the Alarm
- 2 Evacuate the premises
- 3 Assemble
- 4 Head count / Roll call

The following procedures are for the discovery of an emergency on the premises. This procedure should be followed for the discovery of an emergency on the premises where the school needs to be evacuated.

### **Procedure**

#### **Discovering an emergency in the building:**

Any pupil who discovers an emergency, or suspects an outbreak of fire, is to inform a member of staff who will immediately raise the alarm by smashing/ pressing an alarm point.

All members of staff should familiarise themselves with the location of fire alarm points.

The alarm should always be sounded - even in the event of only smoke/smell being detected.

**Do not hesitate - a false alarm is better than no alarm at all.**

#### **The signal is a continuous ring.**

If possible, whoever raises the alarm should contact the person in charge of the school and pass on details of the incident.

- Secretary internal phone number is 201
- Headteacher internal phone number is 304
- Emergency Services phone number is 999 and this can only be dialled from the phone in the school office.

**A teacher's / staff member's first and overriding duty is to look after the children.**

No attempt should be made to confront an emergency, fight a fire or collect items from other locations.

All outbreaks of fire, irrespective of size, should be reported immediately to the Fire Brigade. Staff without class responsibilities can make the call from the nearest telephone while staff with class responsibilities ensures the safety of the children.

Specific arrangements must be made for pupils with physical or mental disabilities to ensure that they are assisted with a designated member of staff during evacuation. (Personal Evacuation Plans)

**Evacuating the premises**

There are three main situations when the school is in session and an assembly of children is required.

- 1 When children are in classes being taught
- 2 When children are at play
- 3 When children are at lunch

**When children are in classes being taught:**

The children are in the care of their teacher who will know the numbers in their charge. If an assembly is required then the teacher will take the class to their designated meeting point where a roll call will be made. Children, on hearing the alarm, should stand quietly and proceed in a single file and in an orderly manner to evacuate the room. There will be no talking.

**No children should be sent with messages.**

Leave the room, or area, by the nearest exit and proceed to the designated assembly point. Pupils should know where their assembly point is, should know to leave by the nearest exit and be able to get there if separate from the main group (e.g. left the room to go to the toilet).

Staff should clarify at times of an emergency drill where the assembly point is and what the best routes outside the building may be. Any Classroom support staff should be aware of the individual class routine and should link with the class teacher to ensure one responsible adult is at the rear of the group and one is at the front.

If possible, doors can be closed and lights switched off as the area is evacuated.

**Children should;**

Proceed in silence  
Walk sensibly without overtaking

Staff should try to see ahead of the children as well as checking as they leave. Try to ensure they are not walking into danger. Care is safer than speed.

Teachers should check class areas as they leave.  
The toilets and shower in KS1 will be checked by the teacher in class 5  
The toilets and thrive room in KS2 will be checked by the teacher in class 8  
The administration area will be checked by the secretary.  
The kitchen and hall will be checked by the canteen staff.

Assembly Point 1 Kitchen, Reception area, Offices and Headteachers Office  
Usually classes; None  
**Through the door and into the Main Car Park**

Assembly Point 2 Foundation Stage Activity area.  
Classes; 1 and 2  
**Through the door and into Early Years play area**  
**Person in charge; Class Teacher Class 1**

Assembly Point 3 South end of building, Staff Room. (Chapel Hill)  
Classes; 3, 4, 5, 7, 10, and rainbow room  
**The furthest point of Chapel Hill playground**  
**Person in charge; Class Teacher Class 5**

Assembly Point 4 North end of building, ICT Suite, Hall, Garden Room (Bosvigo Road)  
Classes; 6, 8, 9, 11  
**The furthest point of Bosvigo Road Playground**  
**Person in Charge; Class Teacher Class 11**

### **Roll call**

All children will be taken to the assembly point where there will be a roll call from the printed class list. A class list will be provided to the teacher responsible for each class by the admin staff. In the event of someone missing the person in charge should be notified immediately.

Person in charge of the school will be given an 'all present' signal by each of the people in charge of each assembly point.

Anyone using the Children's Centre will be in the care of a nominated adult who will know the numbers in their charge. If an assembly is required then, the leader will take the children in their charge to the Chapel Hill/Bosvigo Hill playground for them to swiftly return to their class line up and join the roll call/headcount.

If called and on site, the officer in charge of the emergency services should be met in the main car park by a Teaching Assistant from the Foundation Stage classes, and escorted through the key pad gates to the office to be informed immediately whether all persons have been accounted for. They will give the 'all-clear' and permission to enter the building.

The secretary will ensure all visitors are accounted for.

### **Stair Lift**

The stair lift should not be used if a fire has been identified in the building.

### **When children are at play or Lunch (DRY):**

The children are in the care of the teachers on duty or lunchtime supervisors and the teacher in charge of the school. If an assembly is required, then the teachers on duty will gather all children at the designated assembly points in their class groups. Staff from their location around the school will immediately go to their classes at the assembly points on Chapel Hill, Bosvigo Road or Foundation stage playground. If possible, the teacher will take the class list to enable a roll call / head count to be made at the assembly point. All staff should know the number under their care if not the names. Children, on hearing the alarm, should stand quietly and proceed in a single file and in an orderly manner to evacuate the room or their location and join their class group. There will be no talking.

### **No children should be sent with messages.**

Those in the building should leave the room, or area, by the nearest exit and proceed to the assembly point.

Pupils should know where their assembly point is, should know to leave by the nearest exit and be able to get there if separate from the main group.

All staff should clarify at times of an emergency drill where the assembly point is and what the best routes outside the building may be.

If possible, doors can be closed and lights switched off as the area is evacuated.

Children should;

Proceed in silence

Walk sensibly without overtaking

Staff should try to see ahead of the children as well as checking as they leave. Try to ensure they are not walking into danger. Care is safer than speed.

Teachers should check class areas as they leave.  
The toilets and shower in KS1 will be checked by the teacher in class 5  
The toilets and library in KS2 will be checked by the teacher in class 9  
The administration area will be checked by the secretary.  
The kitchen and hall will be checked by canteen staff

Assembly Point 1 Kitchen, Reception area, Offices and Headteachers Office  
Usually classes; None  
**Through the door and into the Main Car Park**

Assembly Point 2 Foundation Stage and Early Years Activity area  
**Not used when children are at outdoor play/lunch**

Assembly Point 3 Chapel Hill Playground, South end of building, Staff Room. (Chapel Hill)  
Usually classes; 1,2, 3, 4, and 5  
**The furthest point of Chapel Hill playground**  
**Person in charge; Duty Teacher/lunchtime supervisor**

Assembly Point 4 Bosvigo Road Playground, North end of building, Library/ICT Suite, Hall, SEN Room (Bosvigo Road)  
Usually classes; 6, 7, 8, 9,10 and 11  
**The furthest point of Bosvigo Road Playground**  
**Person in Charge; Duty Teacher//lunchtime supervisor**

#### **Roll call**

All children will be taken to the assembly point where there will be a roll call from the printed class list. A class list will be provided to the teacher responsible for each class by the admin staff. In the event of someone missing the person in charge should be notified immediately.  
Person in charge of the school will be given an 'all present' signal by each of the people in charge of each assembly point.

Anyone using the Children's Centre will be in the care of a nominated adult who will know the numbers in their charge. If an assembly is required then, the leader will take the children in their charge to the Chapel Hill/Bosvigo Hill playground for them to swiftly return to their class line up and join the roll call/headcount.

If called and on site, the officer in charge of the emergency services should be met in the main car park by a Teaching Assistant from the Foundation Stage classes, and escorted through the key pad gates to the office to be informed immediately whether all persons have been accounted for. They will give the 'all-clear' and permission to enter the building.

The secretary will ensure all visitors are accounted for, take out the school class lists and have the key for the Bosvigo Road gate.

#### **Stair Lift**

The stair lift should not be used if a fire has been identified in the building

#### **When children are at play or lunch (WET):**

The children are in the care of the lunchtime supervisors and the teacher in charge of the school at that time. If an assembly is required, then the lunchtime supervisors on duty will gather all children at the three assembly points in their class groups. Staff from their location around the school will immediately go to their classes at the assembly points: Foundation stage activity/play area, Chapel Hill or Bosvigo Road. If possible, the teacher will take the class register or any class list to enable a roll call to be made at the assembly point. All staff should know the number under their care if not the names. Children, on hearing the alarm, should stand quietly and proceed in a single file and in an orderly manner to evacuate the room or their location and join their class group or the nearest class group. There will be no talking.

**No children should be sent with messages.**



Those in the building should leave the room, or area, by the nearest exit and proceed to the assembly point.

Pupils should know where their assembly point is, should know to leave by the nearest exit and be able to get there if separate from the main group.

All staff should clarify at times of an emergency drill where the assembly point is and what the best routes outside the building may be.

If possible, doors can be closed and lights switched off as the area is evacuated.

**This is not a priority**

Children should

Proceed in silence

Walk sensibly without overtaking

Teachers should check class areas as they leave.

The toilets and shower in KS1 will be checked by the teacher in class 5

The toilets and library in KS2 will be checked by the teacher in class 9

The administration area will be checked by the secretary.

The kitchen and hall will be checked by canteen staff

Assembly Point 1

Kitchen, Reception area, Offices and Headteachers Office

Usually classes; None

**Through the door and into the Main Car Park**

Assembly Point 2

Foundation Stage and Early Years Activity area.

Usually classes; 1 and 2

**Through the door and into Early Years play area**

**Person in charge; Lunchtime Supervisors**

Assembly Point 3 South end of building, Staff Room. (Chapel Hill)

Usually classes; 3, 4, 5, 7, 10, 11 and library

**The furthest point of Chapel Hill playground**

**Person in charge; Lunchtime Supervisors**

Assembly Point 4

North end of building, ICT Suite, Hall, Sensory Room (Bosvigo Road)

Usually classes; 6, 8 and 9

**The furthest point of Bosvigo Road Playground**

**Person in Charge; Lunchtime Supervisors**

It is known that depending on the time of the emergency drill the class groups on any playground will vary. It may even be that Class 2 are in their class and that Assembly Point 1 is in use and covered by the Class teacher

**Roll call**

All children will be taken to the assembly point where there will be a roll call from the printed class list. A class list will be provided to the teacher responsible for each class by the admin staff. In the event of someone missing the person in charge should be notified immediately.

Person in charge of the school will be given an 'all present' signal by each of the people in charge of each assembly point.

Anyone using the Children's Centre will be in the care of a nominated adult who will know the numbers in their charge. If an assembly is required then, the leader will take the children in their charge to the Chapel Hill/Bosvigo Hill playground for them to swiftly return to their class line up and join the roll call/headcount.

If called and on site, the officer in charge of the emergency services should be met in the main car park by a Teaching Assistant from the Foundation Stage classes, and escorted through the key pad gates to the office to be informed immediately whether all persons have been accounted for. They will give the 'all-clear' and permission to enter the building.

The secretary will ensure all visitors are accounted for.

### **Stair Lift**

*The stair lift should not be used if a fire has been identified in the building.*

All staff should be aware of;                      *location of break glass fire alarms*  
    *location and type of fire fighting equipment*

*Any member of staff in the vicinity of the outbreak of fire, who is trained in using the extinguishers, should tackle the fire providing there is no risk and there are no children under their care. IFM are in charge of all fire fighting equipment and its upkeep.*

*A record of these practices will be kept in the approved logbook.*

### **Special Occasions**

*Before any activity undertaken in the school hall, (School Play, Parent gathering, etc.), the person in charge should make known to all assembled where the fire exits are and the best route to leave the area where the activity is being held.*

*The hall has a seating limit, which will vary depending on the scale of the activity being undertaken. Any activity should allow sufficient walking space for visitors.*

*When the hall is being used with seats for evening activities the capacity for the hall is recommended to be at the discretion of the Headteacher.*

*When we have activities with children and parents the capacity for the hall is recommended to be at the discretion of the Headteacher.*

*When the hall is let the procedure for evacuating the premises will be given to the hirer before the activity commences. The group leader should then inform their group*

*These procedures apply to any situation when the building may need to be evacuated.*

*The fire bell will be used as a signal to evacuate the building.*

*The school will regularly ask parents not to bring pushchairs into the building as they tend to be a hazard and cause problems if the building needs to be evacuated.*

*Staff should be aware of any special arrangements needed to cope with physically handicapped children or children of a nervous disposition.*

*Conspicuous emergency drill notices will be displayed prominently in every classroom and main teaching areas. They will indicate the action to be taken when the building needs to be evacuated.*

*A notice should be displayed adjacent to the telephone or switchboard giving clear instructions for calling the Fire Brigade in case of fire.*

*Notices should be displayed for staff detailing their actions in an emergency in conspicuous positions ie. staff room*

*All staff at Bosvigo School will undertake training to ensure they are able to support the procedures to be followed in the event of an emergency occurring. This training will be organised by the Facilities Management Team associated with the school.*

*A record of the training and instructions given and fire drills held, shall be entered in the log book and will include the following:*

- *Date of the instruction or fire drill;*
- *Duration;*
- *Name of person giving the instruction;*
- *Names of persons receiving instruction;*
- *Nature of instruction or fire drill.*

*No alterations, however minor, will be made to the structure, particularly to doors, walls, ceilings or*

windows (which may provide fire protection or an escape route) without first seeking professional advice and approval from both the County and the PFI2 team.

New children to the school should be shown the escape routes and assembly points on their arrival and further instructed on the emergency routine procedure.

Stairwells and exit doors must be kept unobstructed and free from combustible materials.

Fire doors must not be wedged open

Effective arrangements shall be made for a deputy or deputies to carry out the above duties in the absence of the nominated persons.

*This Policy does not cover all possibilities. It is recognised that there are many emergencies that could happen at Bosvigo School requiring prompt action in the best interests of all on site. At every situation the teacher in charge of the school will take whatever remedial action deemed required to best evacuate the site. Changes needing to be made to the above policy should be communicated in the best possible way to all staff although it is accepted that staff may have to act on their own initiative in the best interests of those in their charge.*

**Emergency Drill**  
**When using the Children's Centre in school time:**

*Anyone using the Children's Centre will be in the care of a nominated adult who will know the numbers in their charge. If an assembly is required then, the leader will take the children in their charge to the Chapel Hill Playground for them to swiftly return to their class line up and join the roll call/headcount.*

*In the event of someone missing the person in charge should be notified immediately.*

*Those in the Centre, on hearing the alarm, should stand quietly and proceed in a single file and in an orderly manner to evacuate the room. There will be no talking.*

**No children should be sent with messages.**

*Leave the room, or area, by the rear exit and proceed to the playground where children will return to their class for headcount/ roll call.*

*Participants should know where their assembly point is, should know to leave by the rear door and how to get there if separate from the main group (eg left the room to go to the toilet). Staff should clarify at times of an emergency drill where the assembly point is and what the best routes outside the building may be. Any support staff should be aware of the routine and should link with the leader to ensure one responsible adult is at the rear of the group and one is at the front.*

*If possible, doors can be closed and lights switched off as the area is evacuated.*

**This is not a priority**

*Children should;*

*Proceed in silence*

*Walk sensibly without overtaking*

*The leader should try to see ahead of the group as well as checking as they leave. Try to ensure they are not walking into danger. Care is safer than speed.*

*Staff should check centre areas as they leave.*

*The officer in charge of the emergency services should be met on arrival and informed immediately whether all persons have been accounted for. They will give the 'all-clear' and permission to enter the building.*

**Emergency Drill**  
**When using the Children's Centre during Wraparound Club:**

*Anyone using the Children's Centre will be in the care of a nominated adult who will know the numbers in their charge. If an assembly is required then, the leader will take the children in their charge to the nearest exit for them to line up for the roll call/headcount.*

*In the event of someone missing the person in charge should be notified immediately.*

*Those in the Centre, on hearing the alarm, should stand quietly and proceed in a single file and in an orderly manner to evacuate the room. There will be no talking.*

**No children should be sent with messages.**

*Leave the room, or area, by the rear exit and proceed to the assembly point.*

**Assembly Point 1 Through the front door and into the car park**

**Assembly Point 2 Through the rear door and to the furthest point of Chapel Hill playground**

*Participants should know where their assembly point is, should know to leave by the nearest exit and be able to get there if separate from the main group (eg left the room to go to the toilet). Staff should clarify at times of an emergency drill where the assembly point is and what the best routes outside the building may be. Any support staff should be aware of the routine and should link with the leader to ensure one responsible adult is at the rear of the group and one is at the front.*

*If possible, doors can be closed and lights switched off as the area is evacuated.*

**This is not a priority**

*Children should;*

*Proceed in silence  
Walk sensibly without overtaking*

*The leader should try to see ahead of the group as well as checking as they leave. Try to ensure they are not walking into danger. Care is safer than speed.*

*Staff should check centre areas as they leave.*

*The officer in charge of the emergency services should be met on arrival and informed immediately whether all persons have been accounted for. They will give the 'all-clear' and permission to enter the building.*

### **Off Site Evacuation**

All staff and children should react as usual to the fire alarm and congregate in their designated assembly point.

#### **Roll Call**

All children will be taken to the assembly point where there will be a roll call from the printed class list. The class list will be removed from the classroom wall and taken outside. In the event of someone missing the person in charge should be notified immediately.

Person in charge of the school will be given an 'all present' signal by each of the people in charge of each assembly point.

Anyone using the Children's Centre will be in the care of a nominated adult who will know the numbers in their charge. If an assembly is required then, the leader will take the children in their charge to the Chapel Hill/Bosvigo Hill playground for them to swiftly return to their class line up and join the roll call/headcount.

Once registration is complete the premises must be evacuated and all adults and children on site must walk to the designated Offsite Evacuation Assembly point: **Outside Foyer at New County Hall.**

Children and adults assembled in the Foundation Stage playground or in the carpark will leave the school premises via the footpath onto chapel hill, turning right and walking up hill.

Children and adults in Chapel Hill playground will exit the playground and blue gate onto Chapel Hill, turning right and walking up hill.

Children and adults assembled in Bosvigo Hill playground will walk through windy alley and exit Chapel Hill playground through blue gate onto Chapel Hill, turning right and walking up hill.

Once at the top of the hill the dual carriage way needs to be crossed to reach New County Hall, this must be done at the **pedestrian lights** approx. 70m to the right once reaching the top of the hill.

The Offsite Evacuation Folder will be taken by the secretary as part of the offsite evacuation. A call should be made to County Hall Security advising them of the evacuation and to anticipate the arrival of the school. **Tel: 01872 324427**

Upon arrival in County Hall the school will be asked to wait outside the main entrance (under cover) Each teacher will headcount to ensure all children have arrived safely. County Hall Security will then advise where the whole school will congregate (most likely being the Long Gallery) until further action is taken.

All children must evacuate to County Hall – under NO circumstances must parents be allowed to remove children from the line as they walk to County Hall.

If circumstances are as such, that children will be dismissed from the Off Site Evacuation location, parents will be contacted using the SchoolComms text/email system.

The Critical Incident Policy and Procedure should then be followed.

## **8 Electricity**

### **School Owned Portable Appliances**

The school in conjunction with Interserve will undertake to inspect and test all its portable electrical appliances by a competent person through an annual inspection.

Tests will be carried out by a contractor as specified by IFM.

All test Certificates will be kept by IFM for the duration of the life of the appliance.

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

Personal items of electrical equipment may only be bought into the school by prior agreement. All personal items of electrical equipment must only be used in conjunction with a residual current device.

### **Coordinator**

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

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

## 9. The Control of Hazardous Substances

### **Hazard Assessment**

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

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

A central copy of COSHH assessments is kept in the office.

### **Staff Responsibilities**

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

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

### **COSHH Coordinator**

The Secretary is responsible for ensuring that, before any new substance/chemical is used.

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

The 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.

Staff who are taking a lap top and working at home must ensure their workspace is suitable and have completed a **Display Screen Equipment assessment**. (DSE proforma available on P; drive – Policies Folder – Health and Safety Folder – DSE assessment form.



## 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**

The School Secretary 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 and 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.

## 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 premises on their own.

In such circumstances the individual will assess the risk and will introduce suitable controls to ensure that all risks are minimised. A copy of the Lone Working Policy is kept in the policies file on the Staff Drive (P:) Any staff wishing to work outside normal school hours must have prior agreement/permission from Interserve.

### **School Security**

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

Interserve Facilities Management are responsible for carrying out checks of the premises during holiday periods.

### **School Staff/Governors Responding to Call-Outs**

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

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

Interserve are the school's nominated representatives who will respond in an out-of-hours call out. They will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

### **Call Out Arrangements**

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

### **Security Firm Personnel Attendance**

Interserve have a contract with Kestrel Guards, a security firm who will respond to alarm activations without recourse to a school key holder.

## 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, students or visitors.

### **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 (which may include police involvement where appropriate).

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

### **Responsible Person**

The 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

### **Positive Handling**

Positive Handling is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. The whole school have undertaken this training.

The following other health and safety policies and procedures are relevant to Bosvigo School and can be found on the Staff Drive (P:) under Policies

Administration of Medicines

Behaviour Policy

Critical Incident Policy

Educational Visits Policy

Minibus Procedures

No Smoking

Physical Restraint Policy

School Emergency Drill

Violence at Work

Working Alone

Whistleblowing

Offsite Evacuation