

HEALTH AND SAFETY POLICY

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

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Statement of Health and Safety Policy

Curnow School:

Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.

1. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with the activities of the school and will seek to ensure that its legal duties and policy objectives are complied with at all times.
2. 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.
3. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
4. Will seek to inform students' parents/guardians of any health, safety or welfare issues relevant to their child or children.
5. Have detailed the arrangements for health safety and welfare in the organisation and arrangements associated with this policy statement.
6. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date and reviewed annually.
7. Requires all staff to have read the policy and to sign annually to confirm that they have understood the policy and will comply with it.

Approved and adopted by:

Chair of Governors

June 2023

Headteacher

This policy should be read in conjunction with:

- First Aid Policy (SPT)
- Administration of Medication Policy (Curnow)
- Asthma Policy (SPT)
- Behaviour Policy (SPT)
- Educational Visits Policy (Curnow)
- ICT Acceptable Use Policy (SPT)
- Intimate Care Policy (SPT)
- Lone Working Policy (SPT)
- Moving and Handling of Pupils Policy (SPT)
- Safeguarding and Child Protection Policy (SPT)
- Supporting Pupils with Medical Conditions Policy (Curnow)
- Whistleblowing Policy (SPT)
- Water Skills Pool Policy (Curnow)

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the school. The individuals and groups identified 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 The Special Partnership Trust. 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.

Trustees

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

The Trustees have appointed a Health and Safety Governor to receive information, monitor the implementation of policies, procedures and decisions and feed back to the Trust Board on health safety and welfare issues.

The Trust Health and Safety lead is: John Rail

The Local Governing Body lead is: Wendy Randall

Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Health and Safety Policy;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health, safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing meetings of the school's Health and Safety team;
- Ensuring that regular health, safety and welfare inspections are carried out;
- Submitting regular health, safety and welfare inspection reports to Governors and the employer;
- Identifying and facilitating employee training needs;
- Liaising with the Trustees, governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Health and Safety Policy;
- Co-operating with and providing necessary facilities for trade 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;
- Taking 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. At Curnow School, the following functions have been delegated to:-

Function	Delegated to:
Day to day health, safety and welfare management	The Senior Leadership Team & Premises Supervisor
Employee training needs	Deputy Headteacher Paediatric Moving & Handling Lead School Nurse Admin Manager Premises Supervisor
Contractor management	Premises Supervisor Admin Manager
COSHH co-ordination	Premises Supervisor
Display Screen Equipment	Admin Manager
First Aid co-ordination	Receptionist / Administrator
Access and Work Equipment	Premises Supervisor
Provision of PPE	Admin Manager
Asbestos and Radon	Premises Supervisor
Outdoor Play Equipment	Premises Supervisor
Legionella and Water Testing	Premises Supervisor
Water Skills Pool	Premises Supervisor
Safety Glazing	Premises Supervisor
Tree Survey	Premises Supervisor
Mechanical Equipment	Premises Supervisor
Regular inspections of school sites	The Senior Leadership Team Premises Supervisor
Accident investigations	The Senior Leadership Team Premises Supervisor
Chairing Health and Safety Team	Headteacher

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 Health and Safety inspections if appropriate;
- Bringing problems/concerns to the relevant manager's attention in a timely manner

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

In relation to these general responsibilities, at Curnow School, Health and Safety noticeboards are maintained at each site (Lower and Upper School) which include key Health and Safety documentation.

Evacuation route maps, fire evacuation notices and first aid notices are displayed throughout the school's sites.

Volunteers

Volunteers 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.

Staff are responsible for supervising their visitors and ensuring they comply with health and safety. Volunteers are also expected to act only under the supervision of a qualified employee.

Awareness raising and reporting concerns

To ensure all potential concerns can be heard and arrangements reviewed, regular H&S reminders will be provided to staff alongside a reminder of how to report any concerns.

At Curnow School, this happens as a subset of the staff meeting, where Health and Safety is a standing item on the agenda. In addition, on a rolling programme, a focus will be on key elements of Health and Safety as a reminder of aspects of the policy.

Health and Safety Concerns

Stakeholders have the right to refer matters on informally via reception or through the Whistleblowing Policy if they are not satisfied that any serious concerns raised have been addressed appropriately.

1. Arrangements for the Supervision of Students

Opening Times

Students at Lower School are expected to be in school between 9:00 am – 3.40 pm on weekdays during term time.

Students at Upper School are expected to be in school between 8:50 am – 3:30 pm on weekdays during term time.

Between these times, continuous supervision will be provided in accordance with pre-determined staff:student ratios.

Students will not be allowed on site outside of the above times unless specifically arranged activities/interventions are being facilitated.

Supervision arrangements

Students arrive in the morning after Teachers/Teaching Assistants are on site and depart before Teachers/Teaching Assistants leave in the afternoon. Most students travel via minibuses provided through Cornwall Council Transport Department and are supported during travel by Passenger Assistants. Some students travel to school by car with a parent. The school carparks have been assessed to minimise risk from entry and egress of vehicles. Students are always escorted to and from their transport by responsible adults (Teachers/Teaching Assistants/Passenger Transport Assistants). On arrival at school, students are taken immediately to their respective classroom for registration and commencement of the school day. Each classroom operates within a safe student:staff ratio which has been pre-determined in accordance with the needs of the learners. These ratios are outlined in each student's Individual Safety Plan (ISP) which has been agreed with parents/carers. The ISP is reviewed annually (or sooner if required) and outlines staff ratios both in school and when off site.

At lunchtimes, staff breaks are accommodated on a rota basis via the employment of Lunch Time Supervisors (one per class), enabling the release of Teachers/Teaching Assistants, always ensuring that the staff:student ratio within the class or playground is adequate for the needs of the students.

In the rare event that a student is not collected at the end of the day (perhaps due to vehicle breakdown), appropriate member/s of the class team will remain with the student until alternative arrangements are made for the student's collection/transportation home. Members of the Senior Leadership Team will support as needed.

After School Lettings

Unless specifically agreed in the Letting Agreement, the School does not provide supervision of any groups using its facilities as part of a letting/hiring agreement. Hirers must familiarise themselves with the Health and Safety arrangements for the school. **Curnow School currently has no letting agreements in place.**

2. First Aid

Assessment of Needs

The school will ensure that it has the appropriate number of trained staff with first aid qualifications. A list of the school's current first aiders can be found at Appendix 2.

First Aid Coordinator

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

- First Aid equipment is available at strategic points in the school and staff are aware of where the first aid boxes are located
- The correct level of first aid equipment is maintained in each first aid kit
- First aid kits are available to be booked for school trips / visits
- First aid kits are available on all school mini-buses
- A sufficient number of personnel are trained in first aid procedures
- First aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- The defibrillator is maintained (pads current etc)
- The First Aid Coordinator will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

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

- Trips and visits
- Extra-curricular activities organised by the school (e.g. sports events, school-organised fund raising events etc) as deemed necessary by the organiser of the events.

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)

The school is not responsible for providing first aid cover for:

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

School Nurse

Curnow School also has a school nurse on site. Her role is to work with children and young people who have varying levels of learning disabilities and complex health needs. She supports the school with training and practical advice to ensure we are supporting and meeting the complex medical needs of our learners. She oversees the controlled medication procedures on site.

The school nurse works as a member of the school's team and works with social care and other health professionals to ensure that the health needs of children and young people are met.

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 be expected to consult with the Health Service Helpline (111) and, in the case of student injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this 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:-

- A telephone call and/or face to face conversation
- A letter (head injury)

Records of notification by telephone to parent/guardians will be recorded in the first aid log books together with copies of written notifications. The first aid log books are located in reception at Upper School and the nurse's office at Lower School.

Escorting Pupils to Hospital

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

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

3. Pupils with Medical Needs

The School recognises that it has a responsibility to support pupils with medical needs. The School follows the Department for Education's guidance on managing medicines in schools and early years settings:-

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

Please also read the Trust's policy 'Managing Medication in Schools'.

Responsible Person

The Deputy Headteacher (Upper School) and Assistant Headteacher (Lower School), supported by the school nurse, are responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine

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

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

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

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

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

Self-Management of Medication

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

Emergency Asthma Kits

The school's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3_.pdf

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

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

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

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

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

Storage of Medicine

Medicines will be securely stored in medicine cabinets in classrooms. Controlled medications are securely stored in the school nurse's rooms.

All medicines must be signed in in the Medicines Log.

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

All medication handed to the school is signed for at the point of transfer.

Medicines can only be given out by staff who have received medication training.

Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered – these are the school nurse's rooms at Upper and Lower School.

Training

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

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

Sharing of Information

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

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

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

Individual Healthcare Plans

The responsible person will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plan where appropriate.

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

Risk Assessment

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

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

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

Unacceptable practice

To prevent unacceptable practice, the responsible person will ensure that:

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

Complaints

Parents/carers are encouraged to contact the school nurse or the child's class teacher if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaints procedure.

4. Accidents/Incidents

Reporting Officers

The Senior Leadership Team has access and authority to report accidents and incidents.

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; it must include all incidents where external medical advice is sought, e.g. GP or hospital where a staff member is absent from school due to the injury.

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 of instruction or training provided
- Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Any "Occupational Disease" as listed in RIDDOR.

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

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. The local authority Health and Safety Duty Safety Officer carries out this function on behalf of the school.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple "in school log book" which will be kept in the school.

The pupil first aid log is located in the nurse's room at Lower School and school reception at Upper School.

The staff accident book is located in reception at Upper School.

Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept using our Cpoms system – staff will use the tab 'near miss'.

All Near Miss Logs which appear on Cpoms will be received directly by the Designated Safeguarding Officer and Deputy Safeguarding Officers. Near misses

are also discussed at the fortnightly safeguarding meeting which is attended by the DSL/DDSL's, School Nurse and Family Liaison Worker. Near misses are reported termly to the Local Governing Body, 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 Deputy and Assistant Headteachers who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by the Deputy and Assistant Headteachers) will be reported to the Headteacher, the Health and Safety Local Governor, the Trust Health and Safety Leads and the Trust Director.

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

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. The Trust Director will decide if this investigation takes place.

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 Deputy Headteacher 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.

The Senior Leadership Team and Premises Supervisor are responsible for managing the risk assessment process and producing relevant reports for the Governors.

Copies of all generic risk assessments are available from the AssessNet system. If a risk assessment has not already been carried out, advice and guidance must be obtained from the Headteacher before an activity/procedure takes place. The generic risk assessment will be used to develop safe working procedures which must be followed by all staff.

Additional Control Measures

It has been identified that the risk assessments entered onto the AssessNet system are of a generic nature. The school has therefore developed an additional control measures risk assessment to complement/extend the generic risk assessment undertaken. The school recognises that there may be additional risks which need to be identified (dependent upon the nature of the learners undertaking a visit/activity).

The additional risk assessment will outline the nature of the learners and the additional risk/control measures which will need to be implemented. The class teacher will ensure that the additional control measures sheet not only complements the initial generic risk assessment made but extends this accordingly.

It is the responsibility of the class teacher to ensure that all staff read both sets of risk assessments before any activity/visit takes place which requires the identification of additional control measures.

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.

Class teachers / subject leads / educational visit leads are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Safe Working Procedures

Where appropriate, risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from the Deputy Headteacher and/or via AssessNet.

7. Fire

Fire Officer

The person responsible for organising the school's fire precautions is the Headteacher.

The Deputy Headteacher / Assistant Headteacher 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. Recording and feeding back results.
- Maintaining and monitoring staff fire training.
- Taking responsibility for any emergency fire evacuation of the building.
- Ensuring that the Fire Log is kept up-to-date (arranging fire alarm tests every week, emergency lighting tests every month, fire extinguisher checks, etc.) These tasks have been delegated to the Premises Supervisor.
- Ensuring that a fire risk assessment is carried out, periodically reviewed and that any issues of significance are reported/addressed.

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 smoke on school premises. Smoking is strictly prohibited.
- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

Fire Wardens

The school has identified Fire Wardens for areas of the school.

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 school's sites.

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

Evacuation and Registration Procedures

The school's evacuation plan includes:-

- Alarm system details (including methods for raising the alarm)
- Exit routes
- Assembly points
- Signage
- Contingency arrangements if a quick return to the building is prohibited
- Arrangements for taking registers
- Arrangements for other people on site (e.g. contractors, visitors, etc.)
- Emergency contacts & mobile phone
- Arrangements for contacting the emergency services
- Arrangements for liaising with the emergency services once they arrive on site
- Arrangements for evacuating disabled people (each person will require a personal emergency evacuation plan (PEEP))
- Arrangements for evacuation to a location off-site
- Arrangement for other emergency evacuation such as flood, bomb threat, etc.

8. Electricity

Fixed Wiring

The school will arrange the 5 year Electrical Condition Survey of Fixed Electrical Wiring to BS7671 Certificates as required.

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person at a frequency in line with the code of practice of in-service inspection and testing of electrical equipment.

Tests will be arranged through an external contractor (currently Lorne Stuart)

All test certificates will be kept in the Premises Supervisor's 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. If a personal item is required to be used in school for a one off type event then permission must be sought from the Premises Supervisor and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible, rechargeable battery pieces of electrical equipment should be used as an alternative to mains operated.

Coordinator

The Premises Supervisor 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 and that any remedial works are actioned.

Staff Responsibility for Electrical Equipment

All staff will visually inspect electrical equipment for obvious defects before use. Defective equipment will not be used and will be reported to the Premises Supervisor for repair / replacement.

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 the Sypol COSHH Assessment Process

A central copy of COSHH assessments is kept by the Premises Supervisor.

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment.

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 Premises Supervisor is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the Sypol system.

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 on site or where 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. Display Screen Equipment

Workstation Assessment

The Admin Manager is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (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 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.

Employees should request details of how to apply for the free sight test from the Admin Manager.

11. Access and Work Equipment

Note: Access equipment is defined as all ladders and step ladders.

Work equipment is defined as power tools or tools likely to cause injury or harm if operated incorrectly.

The Premises Supervisor is responsible for:-

- overseeing the purchase of all access and work equipment with ordering support from the Admin Manager
- ensuring that all access equipment for use when working above 1.5m is strictly controlled
- ensuring the safe storage procedures for access and work equipment
- ensuring that step ladders are only used by competently trained persons who have received appropriate training (working at height etc).

All access and 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 access or school work equipment without having been formally trained and passed as competent by the Premises Supervisor.

12. Management of Contractors

The Premises Supervisor and Admin Manager are responsible for overseeing the management of all contractors on site.

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 liability 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.
- Permit to work will be issued where necessary.

All contractors will be required to carry visible identification.

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

Construction Works

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

13. Personal Protective Equipment

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.

Examples – eye protection, hearing protection, gloves, masks, high visibility wear, helmets, footwear.

Purchase and Storage of PPE

The Admin Manager is responsible for the purchase of PPE, ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition, the Admin Manager will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

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

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly and report any faults so that replacements can be provided.

14. 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 periods 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 the Premise Supervisor's office.

Any staff member wishing to work outside normal school hours must have prior agreement/permission from the Premises Supervisor or a member of the school's Senior Leadership Team.

15. School Security

The school's cleaning contractor (currently Glen Cleaning) is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylights etc. are secured.

The Premises Supervisor is responsible for carrying out checks of the premises during holiday periods. If the Premises Supervisor is away, this responsibility will be allocated to a member of the Senior Leadership Team.

School Staff/Governors Responding to Call-Outs

Although they are nominated key holders, staff are not required to attend the site following the activation of the security alarm.

Security Firm Personnel Attending

The school has arranged for Kestrel Guards to respond to alarm activations without recourse to a school key holder. These arrangements reduce the possibility of injury to staff and ensures that, if an incident occurs, support will be provided.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

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

Following a security event, the risk assessment will be reviewed and further control measures implemented if appropriate.

16. Violence

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 Visitors

Violence towards visitors will be reported to the police.

Violence towards Students

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

Challenging Behaviour Exhibited by SEN Students / Team Teach

Students at Curnow School can at times exhibit behaviours that challenge. This behaviour is generally the result of communication difficulties linked to the students' special educational needs. Staff have therefore been trained in de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school we provide training for staff in Team Teach techniques in order to help keep them safe and to understand and reduce risk to themselves and others. Through Team Teach protocols the school will always endeavour to safeguard staff and students. Wellbeing plans are reviewed and updated to not only keep students safe but also staff. The school follows the Trust's Behaviour Policy and reports incidents via Track-It system and records details in the bound log book.

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

17.Asbestos & Radon

The Premises Supervisor is responsible for the premise management of Asbestos and Radon, ensuring compliance with Regulation 4 of the Control of Asbestos regulations.

Cormac Engineering Services are contracted to provide the management Service.

The Asbestos log is located in the school reception area for ease of access by contractors.

18.Legionella & Water Testing

The Premises Supervisor is responsible for arranging the statutory compliances for Legionella and Water testing.

Reef Water Ltd has been contracted to provide the following:

- Annual water tank inspection
- Monthly water temperature testing of outlets and disinfections

The Premises Supervisor is also responsible for:

- Arranging for the water risk assessment to be carried out
- Arranging for water chlorination certification
- Identifying infrequently used outlets and flushing

19.Outdoor Play Equipment

The Premises Supervisor is responsible for the safety management of the outdoor play equipment. The Premises Supervisor is responsible for the following:

- Arranging annual safety inspections of the outdoor play equipment
- Carrying out visual inspections of the equipment as part of regular grounds inspection
- Monitoring and reacting to defects identified during formal inspection
- Contributing to risk assessments which are cascaded to staff
- Carrying out daily litter and damage inspections of the grounds prior to school opening.

20. Water Skills Pool

The Premises Supervisor is responsible for:

- Managing the day to day running of the water skills pool
- Ensuring that the water skills policy is in line with the PWTAG regulations and all other non-statutory regulations
- Ensuring the water skills pool is maintained to a safe standard and checked 3 times daily. The following tests are carried out during the daily checks: water condition (chemical testing), pool cleanliness, pool temperature and heating serviceability, pool plant equipment serviceability
- Ensuring that pool plant equipment is maintained and fully serviceable, liaising with local contractors where necessary to ensure this.
- Ensuring that the water skills pool temperature is maintained at the appropriate level.

All staff who use the water skills pool must be fully conversant with the school's separate Water Skills Policy.

All maintenance issues must be reported directly to the Premises Supervisor.

21. SAFETY GLAZING

The Premises Supervisor is responsible for arranging the premises Safety Glazing Inspection (every 15 years) and risk assessment.

22. TREE SURVEY

The Premises Supervisor is responsible for liaising with the Local Authority to arrange for the annual tree survey in line with statutory compliance regulations. All trees on site will be inspected annually by the Local Authority approved inspector through the purchase of a Service Level Agreement. This ensures that the school's grounds and play areas are not at risk from unhealthy/dangerous trees.

23. MECHANICAL EQUIPMENT

The Premises Supervisor is responsible for ensuring that the premises mechanical and heating equipment is inspected and maintained as serviceable in line with statutory compliance regulations.

APPENDIX 1

Roles and Responsibilities Roles and Names of Staff (June 2023)

Trust Director	Guy Chappell
Trust Health & Safety Lead	John Rail
Headteacher (Curnow SLT)	Robert Armstrong
Deputy Headteacher (Curnow SLT)	Samantha Murray
Assistant Headteacher (Curnow SLT)	Rachel Waters Dee Dockery
Admin Manager (Curnow SLT)	Janet Rixon
Premises Supervisor	Matthew Pusey
First Aid Coordinator	Lyndsey Barradas
Chair of Local Governing Body	Wendy Randall
Health & Safety Local Governor	Wendy Randall
School Nurse	Alice Foster Linda Bibby
Paediatric Moving & Handling Lead	Jenny Buckland
Fire Wardens	Rob Armstrong Chriselle Bishop Claire Pearne Matthew Pusey Janet Rixon Neilssa Boyd-Wallis Matthew Marlow

Curnow School First Aiders – as at June 2023
LOWER SCHOOL

Name	Class	Qualification	Date Trained	Expiry Date
Oates, Sonia	Sennen	Paediatric First Aid (L3)	18/01/2023	18/01/2026
Buckland, Jenny	Sennen	First Aid at Work	25/01/2022	25/01/2025
Grigg, Angela	Sennen	First Aid at Work	30/04/2021	30/04/2024
Perkins, Karen	Eden	Paediatric First Aid (L3)	31/03/2021	31/03/2024
Jess Roberson	Crofty	Emergency Paediatric First Aid (L3)	23/05/2022	23/05/2025
Zoe Ford	Crofty	First Aid at Work	30/04/2021	30/04/2024
Sue Blenes	Eden	Emergency Paediatric First Aid (L3)	18/07/2022	18/07/2025
Kelly McKinnell	Sowenna	Paediatric First Aid (L3)	20/07/2022	20/07/2025

Curnow School First Aiders – as at June 2023
UPPER SCHOOL

Name	Class	Qualification	Date Trained	Expiry Date
Archer, Kathy	Post 16	Paediatric First Aid (L3)	15/02/2022	15/02/2025
Thomas, Kim	Rock	First Aid at Work	30/04/2021	30/04/2024
		Emergency Paediatric First Aid (L3)	10/01/2022	10/01/2025
Dockery, Dee	Post 16	Emergency Paediatric First Aid (L3)	10/01/2022	10/01/2025
Bishop, Chriselle	Fistral	Emergency Paediatric First Aid (L3)	18/07/2022	18/07/2025
		Paediatric First Aid (L3)	20/01/2022	20/01/2025
		First Aid at Work	30/04/2021	30/04/2024
Armstrong, Rob	SLT	First Aid at Work	15/06/2022	15/06/2025
Sue Coombes	Post 16	Emergency First Aid at Work	16/08/2021	16/08/2024
Kate Ford	Lamorna	Paediatric First Aid (L3)	30/06/2022	30/06/2025
Ayla Davidson	Mylor	Emergency Paediatric First Aid (L3)	18/07/2022	18/07/2025
Emily Birch	Lamorna	Paediatric First Aid (L3)	21/09/2022	21/09/2025