The Federation of Boskenwyn & Germoe Schools

and Nysgerrig Kindergarten

Statement of Health and Safety Policy

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

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

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

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

Health and safety: advice on legal duties and powers; for local authorities, school leaders, school staff and governing bodies - February 2014

The Federation of Boskenwyn and Germoe Schools:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by its 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 its activities are identified and removed or controlled through a process of risk assessment and management.

5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than November 2027

Approved and adopted by:

Lucy Yeomans, Martin Bland, Co-chair of Governors	Paula Blackburn, Executive Head

In: November 2026

Responsibilities

'Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.'
Health and safety: advice on legal duties and powers; for local authorities, school leaders, school staff and governing bodies - February 2014

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

The employer

The federation of Boskenwyn and Germoe Schools is a local authority maintained establishment and the employer is Cornwall Council. Nysgerrig Kindergarten runs under the direction of the federation. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

Competent Health and Safety Advice

The federation of Boskenwyn and Germoe Schools and Nysgerrig Kindergarten recognises that it must have access to competent health and safety advice. The federation of Boskenwyn and Germoe Schools's competent advisors are:

The Health, Safety and Wellbeing Services Team, Cornwall Council

Governance

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 Brian Toney

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 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;
- Chairing the Health and Safety Committee when required;
- 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:-

Function	**Delegated to**
Day to day health safety and welfare management	Paula Blackburn/deputy head
Regular inspections	Governors
Accident Investigation	Governors
Chairing Health and Safety Committee	Governor
Employee training needs	Head/Deputy head
Contractor management	Head/deputy head

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; Discarding any unsafe/broken items,
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Health and Safety Committee if appropriate;
- Bringing problems to the relevant manager's attention;
- Ensuring that they have read this policy and acted as it indicates they should.

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

Volunteers

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

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

Organisation and Arrangements for Health Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that the federation of Boskenwyn and Germoe School and Nysgerrig Kindergarten's Health and Safety Policy is fulfilled.

Procedure List

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

1 Arrangements for the Supervision of Students

Opening Times

The federation of Boskenwyn and Germoe Schools and Nysgerrig Kindergarten will be open from:-

0700 to 1800

And will close to students at:-

1530 unless attending after school care

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

- Supervision ratios and locations of supervisors between school opening and lesson start time; 1 adult on playground between 0830-0845
- Supervision ratios and locations of supervisors at break and lunchtimes; 2 adults on playground
- Supervision ratios and locations of supervisors between end of lessons and school closing time;1 adult in class
- Areas to be used by students outside lesson times – qualified instructor/staff member
- Pupils who have not been picked up will attend after school care club and parents will pay for the service. Should the parent have not arrived after 20 minutes then they will be phoned and MARU contacted after 1 hour if there has been no contact.

After School Lettings

Unless specifically agreed in the Letting Agreement the federation of Boskenwyn and Germoe Schools 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 4

Emergency Aid Qualified 2

Paediatric First Aid Qualified 4

All of our staff are trained in first aid at work or paediatric first aid.

First Aid Coordinator

Anita Care is responsible for overseeing the arrangements for first aid with the schools. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points
    - Staff room cupboard (Germoe), atelier (Bosk)
- A sufficient number of personnel are trained in first aid procedures
    - Paula Blackburn, Angie Larcombe, Anita Care, Candice Brooks, Jan Burns, Zoe Symons, Candice Brooks, Lesley Van Kesteren, James Watson, Freddie Conway, Katie Knight, Amanda Segal, Christina Sukstiene, Harry Lawrence, Tahlullah Merry, Carly Kent, Emily Bray, Pippa Bird, Imogen Blackburn, Hannah Lawson, Lewis Hemsley, Jo Nicholas, Chantalle Schellekens, Linda McKeown
- First Aid qualifications are, and remain, current.
- Team teach training: P Blackburn, J Nicholas, A Larcombe

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

First Aiders

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

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

First aid cover is not specifically 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)

All staff will complete AAI Epipen training and Asthma awareness in November 2026 in accordance with our allergy safety policy.

Treatment of Injuries

The federation of Boskenwyn and Germoe Schools 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 National 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 our policy, 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 National Health Service Helpline (111) for advice or phone for an ambulance as appropriate.

If the child is unable to articulate what happened and where they are hurt then the parent has to be contacted, child to be treated as if there is a head injury.

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 schools will notify parents/guardians of any other significant injury by way of:-

- A telephone call
- A letter
- A text message

Records of notification by telephone to parent/guardians will be kept by the member of staff dealing with the incident by the way of the accident book.

If the child is reluctant to show their injury to a staff member then the parent should be called immediately.

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.

Activities off site

Should a child be injured off site then the same procedures will be followed. The parent will be informed of a head injury and any other injury which the staff member feels they need to be informed of. Children will be encouraged to speak up about any injuries and report them to a member of staff if they are not noticeable. In the event of serious accident at camp, the parents will be informed and asked to collect the child if appropriate and necessary. In the event of a suspected break, a staff member should contact parents and inform them and take their lead regarding hospital attendance.

If a child is unable to articulate their injury and tell what happened then this will be treated as a serious injury and the parent will be informed.

If the child is reluctant to show their injury to a staff member then the parent should be called immediately.

Parents should be informed of minor injuries on returning child to parents.

3 Support of Pupils with Medical Needs

The school has a duty to ensure that the needs of children with a range of medical conditions are able to be met, so they are able to have 'full access to education including school trips and physical education.' And will make 'reasonable adjustments' to ensure inclusion where possible.

Supporting Children with Medical Needs, Statutory Guidance – December 2015 (last updated August 2017)

The federation of Boskenwyn and Germoe Schools has a separate policy which covers the arrangements it has made in order to fulfil its statutory duty.

Procedures for pupils with specific medical conditions eg nut allergy:

Secretary issues medical needs form on entry.
Specific information is shared with first aiders, catering staff, wrap around staff, classteacher.
Photograph of child in kitchen with allergy chart
All staff are medically trained to deal with emergencies.

4 Accidents/Incidents

Reporting Officers

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

Paula Blackburn/Anita Care/Linda McKeown

Staff are required to report a serious accident/incident 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.

Serious Accident/Incident Reporting Systems

The schools record all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

Any incident resulting in an injury to a member of staff

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

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

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

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

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR- www.hse.gov.uk/**riddor**)

Any "Occupational Disease" as listed in RIDDOR. www.hse.gov.uk/**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.

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

Serious accidents at school

The federation of Boskenwyn and Germoe Schools and Nysgerrig Kindergarten must report serious accidents, outbreaks of disease or dangerous incidents to the Health and Safety Executive (HSE)

If you want to check that the school has done this, contact the HSE.

Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a near miss book.

The near miss book is kept by secretary in filing cabinet.

The near miss book will be reviewed periodically by Paula Blackburn 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 Paula Blackburn 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 Brian Toney) will be reported to the head.

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

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

5 Training

Identification of Training Needs

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

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

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

Paula Blackburn is responsible for carrying out the evaluation of training needs and presenting recommendations to the Governing Body from the training matrix recommended by CC (see H and S file)

Health and Safety Training list for this school

Staff member	Training Course	Date
Darren Davies		
Brian Toney	Health and Safety Governor	Feb 17
All staff	Fire Extinguisher	Sept 21
	First Aid	See individual dates
	Team teach	Individual dates
	Positive handling	October 22/Sept 25
	Working at height	Sept 21
Staff and governors	Manual Handling	Sept 25
	Safeguarding tier 2	November 2026
Assessnet (RA) teaching Staff	Risk Assessment	October 2023 (HSE)

Staff Responsibilities

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

6 Risk Assessment

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

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks. Reasonable adjustments will be made where possible to do our best to be as inclusive as is possible.

Risk Assessment Process

The schools will carry out risk assessments using Assessnet

Paula Blackburn/class teachers are responsible for managing the risk assessment process and producing relevant reports for the Governors.

Copies of risk assessments are available from Assessnet.

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.

Teaching staff 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 Assessnet.

7 Property Maintenance/Compliance

The federation of Boskenwyn and Germoe Schools has a duty to ensure that its buildings are maintained to safe standard at all times. This federation uses Lorne Stewart Contractors to ensure that it complies with all statutory compliance duties, overseen by heateacher, Paula Blackburn.

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

8 Fire

Fire Officer

The person responsible for organising the school's fire precautions is Paula Blackburn/Brian Toney.

Paula Blackburn 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(logged in health and safety file)
- 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 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:-

Teaching staff

Evacuation and Registration Procedures

Evacuation Plan

- Alarm system details – raise alarm by smashing glass
- Exit routes – nearest fire exit, see signs
- Assembly points – Bottom of playground (Boskenwyn), School field (Germoe)
- Signage – Luminescent signs above doorways indication direction of evacuation
- Contingency arrangements - if a quick return to the building is prohibited, Boskenwyn walk to Gig club, Germoe walk to Germoe village Hall
- Arrangements for taking registers – secretary/office staff to take registers out
- Arrangements for other people on site (e.g. contractors, visitors, etc.) assemble with staff children
- Emergency contacts & mobile phone – Brian Toney (01326 221652) Paula Blackburn (07824 829787)
- Arrangements for contacting the emergency services – head/deputy or secretary to contact them
- Arrangements for liaising with the emergency services once they arrive on site – head/deputy/health and safety governor
- Arrangements for evacuating disable people – through hall door, hearing impaired will be given visual sign
- Forest school to contact school/staff member via mobile and remain int the forest.

- Arrangement for other emergency evacuation such as flood, bomb threat – see lockdown policy or follow same as fire procedure

9 Electricity

Owned Portable Appliances

The federation of Boskenwyn and Germoe Schools and Nysgerrig Kindergarten will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

Portable appliance testing

Tests will be carried out by Lorne Stewart

All test Certificates will be kept in health and safety file for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment should not be bought into the school/academy.

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

Site Supervisor

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

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

10 Water Safety

The federation of Boskenwyn and Germoe Schools and Nysgerrig Kindergarten will undertake to inspect and test all water supply sources in the building by a competent person.

Tests will be carried out by Lorne Stewart for temperature, legionella and this will also be checked weekly by school staff.

All test Certificates will be kept in Health and safety file/drawer and in Teams folder

11 Asbestos

The federation of Boskenwyn and Germoe Schools and Nysgerrig Kindergarten will undertake to inspect and test all asbestos sources identified in the building by a competent person

Tests will be carried out by Lorne Stewart

All test Certificates will be kept in Health and safety drawer/in Teams folder

Advise is available from the following document: Managing asbestos in your school

12 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 Health and safety file.

Staff Responsibilities

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

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

COSHH Coordinator

Paula Blackburn is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

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

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

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

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

13 Display Screen Equipment

Workstation Assessment

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

Equipment

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

Eye Tests for Display Screen Equipment Users

All employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

Ask Anita for a form for free eye test

14 Work Equipment

Paula Blackburn 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.

15 Management of Contractors

Paula Blackburn is responsible for overseeing the management of all contractors on site.

Selection of Contractors

The federation of Boskenwyn and Germoe Schools 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 public insurance.

Management of Contractors

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

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

All contractors will be required to carry identification.

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

Construction Works

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

16 Personal Protective Equipment

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

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

In addition Paula Blackburn 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.

See also PPE risk assessment in Premises management RA

17 Working Alone

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

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

Any staff wishing to work outside normal hours must have prior agreement/permission from head/deputy.

School Security

Darren Davies and Atlantic Cleaning Services are the appointed people responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

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

School Staff/Governors Responding to Call-Outs

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

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

Paula Blackburn/Anita Care are the federation's nominated representatives who will respond in an out-of-hours call out.

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

Call Out Arrangements

The schools 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.

Police attendance

In any call out situation it is preferable to meet the police at the site entrance or at the police station before travelling to the site. This ensures that there will be at least two people present on site with a direct link to support should it be required.

Or

Lone Person Attends

Where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact the police should the individual not return at a given time.

Keyholder should normally contact head on arrival at site, at regular intervals whilst on site, when leaving the site and when arriving safely home.

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

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

18 Violence

Zero Tolerance

Violence is not tolerated in this federation. 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

Paula Blackburn is responsible for ensuring that all:-

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

Team Teach

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

Paula Blackburn, Joanne Nicholas, Candice Brooks, Zoe Symons, Angie Larcombe

A specific policy and procedures aimed at the control of students has been adopted (see Physical Restraint policy)

19 Educational Visits

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

Responsible Person

The responsible person for school trips and off-site activities in this federation is Paula Blackburn. In addition, there is an Educational Visits Coordinator (EVC) Anita Care who completed relevant training in 2022 (Note this role is not statutory)

Parental Consent

Written consent from parents/carers is not required for pupils to take part in the majority of off-site activities organised by federation as most of these activities take place as part of the school day and within school hours. However, Boskenwyn and Germoe Federation does have to inform parents about where their children will be at all times and of any extra safety measures required.

Parental consent is required if children are taken out of school for a visit which extends beyond the normal school day and for activities that need a higher level of risk management.

The federation takes it's guidance for the supervision of children whilst on school trips from the Government's guidance on Health and Safety in schools.

Visits to Approved Educational Activities

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

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

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

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

The federation also has public liability insurance with Cornwall Council

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

Staff Pupil Ratios

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

This federation complies with recommended ratios from Cornwall Council (see educational visits file)

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

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

Staff attending should be made aware by the federation of their responsibility and duty of care towards the children in their care whist in a supervisory capacity. School trip and visits should enhance children's learning, build strong relationships and be exciting learning adventures; remember 'health and safety measures should help them to do this safely, not stop them.'

20 Work at Height

Within the school and its grounds, work at height should always be avoided where possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that lasts for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access.

- Stepstools in the school must be at one of the minimum standards or class:
- BS 3777
- EN 14183
- Have a maximum capacity rating of 150kgs

Stepladders and ladders in the school must be at one of the minimum standards or class:

- BS 1129/Class 1 (wood)
- BS 2037/Class 1 (metal)
- BS EN 131 (wood, metal & glass fibre)

Standing on tables, chairs or other furniture for any reason is strictly prohibited.

For anything other than low risk, short duration work at height, the work is to be done using a mobile tower.

All access equipment must be visually checked before use; as instructed in the Safe Working Procedure document.

All ladders and step ladders must be thoroughly checked once a term, using a checklist to ensure consistency of the inspection.

Training
It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Refresher training is required at least every three years.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct of safe use, then they are to contact the Head teacher/Site Supervisor prior to use.

The following sets out the minimum instructional training and/or training course requirements for access equipment used in the school:

Step stools – A simple instructional training brief is to be given by the Site Supervisor to all users.

Step Ladders – Where low risk at height may be required to be undertaken using stepladders, staff members must be trained first by the Site Supervisor.

Staff should read and sign the guidance from HSE Working at Height (staff noticeboard)

21 Manual Handling

- Avoidance of risk

The School will eliminate, as far as is reasonably practicable, the need for its employees to carry out manual handling tasks that involve a risk of injury.

- Assessment of risk

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are available on the Assessnet system. Safe working procedure for manual handling has been prepared and placed in the staff H&S file.

- Reduction of risk

The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when and by whom this should be implemented. The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of risk.

- Responsibility for assessment

School leaders have the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the School which are regularly reviewed.

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees "as it is reasonably practicable". Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

The School will ensure all employees receive information and training (in the form of HSE Guidance on Manual Handling on noticeboard) in manual handling. The purpose of this is to:

- Inform employees of legislation, policies and procedures they must follow to reduce the risk of injury.
- Inform employees of their responsibility to look after the health and safety and that of those who may be affected by their actions.
- Provide practical advice and training on best practice in manual handling.

Staff should read and sign the HSE Guidance in Manual Handling on the staff noticeboard.

Advisory Documents to support this policy:

HSE

- The Health and Safety at Work etc Act 1974
- Health & Safety Executive – Education
- Health and Safety Executive risk assessment and policy template link
- School trips and outdoor learning activities - Tackling the health and safety myths
- www.gov.uk/coronavirus
- www.publichealthengland.co .uk
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DfE Advice & Guidance

- Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies – February 2014
- First Aid in School Schools
- Supporting pupils at school with medical conditions - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England
- Emergency asthma inhalers for use in schools
- Automated external defibrillators (AEDs) in schools
- Building Bulletin 100: Design for fire safety in schools