



# Health and Safety Policy

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Statutory or Best Practice Policy	Statutory
School or Trust Policy	Trust

We want to ensure that your needs are met.

If you would like this information in any other format, please contact us on  
01637 303106 or email [info@kernowlearning.co.uk](mailto:info@kernowlearning.co.uk).

### **Statement of Health and Safety Policy**

King Charles C of E Primary School:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the King Charles C of E Primary School's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the King Charles C of E Primary School's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out annually

## Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in King Charles C of E Primary School. The individuals and groups identified below are expected to have read and understood the [school/academy]'s policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

### The employer

The employer at King Charles C of E Primary School's is Kernow Learning. 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, volunteers 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 Trust Leadership Team to prioritise resources for health safety and welfare issues.

The Trustees have appointed a Safety Trustee to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Trust Leadership Team on health safety and welfare issues.

### Headteacher

The Headteacher, Lindsey Mackenze, 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;
- Provide information for regular health safety and welfare reports as requested for Trustees.
- 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 when directed by the Trust or Cornwall Council;
- Feeding into our Trust Health and Safety working group as necessary;
- Identifying and facilitating employee training needs;
- Liaising with our Trust 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;
- Check that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors alongside our trust Estates Team to ensure that the Health and Safety Policy is complied with;
- Report to our Estates Team where any contractor is found to be working in a manner which is considered to be unsafe.
- Consideration of Health and Safety Reports, including those from Trade Union Health and Safety Representatives. Acting on them when necessary.
- Ensuring that Health and Safety is a standing item at Staff and LGB Meetings.
- Ensure that the Health and Safety Poster is displayed in an easily accessible location.

### Competent Health and Safety Advice

Our Trust recognises that it must have access to competent health and safety advice. King Charles C of E Primary School's competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council

### **Senior Leadership Teams and Other Management Staff**

Senior Leadership Teams and Other Management Staff have responsibilities for:-

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

### **All Employees**

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

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Health and Safety working group if appropriate;
- Bringing problems to the relevant manager's attention.
- Ensure that they undertake all relevant risk assessments involving their children, support staff, themselves and where relevant, members of the public;
- Undertake health, safety and welfare training as allocated to them.

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/academy]'s policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Volunteers will receive a full induction and are expected to act only under the supervision of a qualified employee.

### **Union Health and Safety Representatives**

Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters.

Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. We will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. We will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to effectively undertake their role.

### **Health and Safety Working Group**

Our Trust will establish a Health and Safety Working Group to allow for Trust representatives and Trade Union Representatives to work together to ensure, not only compliance with the law, but also the development of a positive health and safety culture within the workplace. Our school recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

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

The following pages contain the specific arrangements and organisational details for ensuring that King Charles C of E Primary School's Health and Safety Policy is fulfilled.

**Procedure List**

1. Arrangements for Supervision of Students
2. First Aid
3. Pupils with Medical Needs
4. Accidents/Incidents
5. Training
6. Risk Assessment
7. Fire
8. Electricity
9. The Control of Hazardous Substances
10. Display Screen Equipment
11. Work Equipment
12. Management of Contractors
13. Personal Protective Equipment
14. Working Alone
15. Violence
16. Positive Handling
17. Working at Height
18. Stress

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

### **Opening Times**

The School will be open from:-

0800 for those pupils attending Breakfast and After-School Club (BASC)

0835 for pupils arriving for the start of school in KS2

0835 for pupils arriving for the start of school in EYFS and KS1

And will close to pupils at:-

1510 for pupils in EYFS

1515 for pupils in KS1 and LKS2

1520 for pupils in UKS2

1730 for pupils attending BASC

On weekdays during term time.

Between these times supervision will be provided. Pupils will not be allowed on site outside of these times unless for specific activities such as residential or extended services.

### **Supervision arrangements**

EYFS and KS1 pupils enter the school between 0835-0845 via the Albany Road gate and go straight to their classrooms where the class teacher and teaching assistant are present.

KS2 pupils enter the school between 0835-0845 via the Sunny Lane gate and go straight to their classrooms where the class teacher and teaching assistant are present.

Members of staff are on duty on the gates that provide entry to the school site.

### **Playtimes**

Staff Ratios

KS1 – 3:120

KS2 – 5:240

### **Lunchtimes**

There are 17 Lunchtime Supervisors. Most teaching staff and teaching assistants stay on the premises at lunchtime.

### **Supervision Before and After School Regarding Drop Off and Collection by Parents**

Parents are made aware that there is no supervision for pupils before 0835. Parents can wait with their children.

If a pupil has not been collected at the appropriate time they are asked to wait in the library and the office staff are informed. If the parent still has not arrived 15 minutes after the school finishing time, then a telephone call is made to the parent.

### **After School Lettings**

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

## 2. First Aid

### Assessment of Needs

An assessment of first aid needs has been carried out and the following numbers of trained staff are in place:-

First Aid at Work Qualified	2
Emergency Aid Qualified	20
Paediatric First Aid Qualified	9

### First Aid Coordinator/Headteacher

Lindsey Mackenzie, Headteacher, is responsible for overseeing the arrangements for first aid at King Charles C of E Primary School. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the school and the correct level of in date equipment is maintained in each first aid box. Orders for replenishing stock are made as necessary.
  - Dedicated first aid room
  - Each class have a first aid kit
  - First aid grab box on each playground
- A sufficient number of personnel are trained in first aid procedures
  - Trained first aiders are listed above, this is monitored and updated on the school's training matrix.
- First Aid qualifications are, and remain, current.

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

Stacey Lewin and Michelle Cox are responsible for maintaining and replenishing first aid kits and grab boxes.

### First Aiders

Members of staff that have undertaken first aid training 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 King Charles C of E Primary School (e.g. sports events, after school clubs, parents' evenings, school organised fund raising events etc.)

First aid cover is not specifically provided for:-

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

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

### Treatment of Injuries

King Charles C of E Primary 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 **any** knock or cut to the head, or a suspected neck or spinal injury to a pupil it is the policy of this school, in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider will complete the accident/head injury first aid form and then call the parent or carer. The attending first aider will inform the parents that it is school policy to inform of any head injury and relay to the parents how the injured child is presenting. The parents will be invited to attend school to check the child should they wish.

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).

Records of significant injuries are kept on AssessNET

### **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.

If travelling in a member of staff's car, two adults must be present, the driver plus one other. Appropriate insurance will always be in place.

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

### **3. Pupils with Medical Need**

Please refer to our supporting children with medical conditions policy.

### **4. Accidents/Incidents**

#### **Reporting Officers**

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

Lindsey Mackenzie, Headteacher

Susanne James, Assistant Headteacher

Victoria Krogh, Admin Manager

Staff are required to report all accidents/incidents to a reporting officer within a reasonable timescale.

The Reporting Officer will record incidents using the systems below.

#### **Accident/Incident Reporting Systems**

This school records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System (AssessNET). A significant accident is:-

Any incident resulting in an injury to a member of staff

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

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

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

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

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

Any “Occupational Disease” as listed in RIDDOR.

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

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 via the Duty Health and Safety Officer at Cornwall Council.

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

#### **Near Misses**

Where an incident occurs which could have resulted in injury – but didn’t – a record will be kept on AssessNET.

The Near Miss Log is kept by Lindsey Mackenzie and Susanne James on AssessNET.

The Near Miss Log will be reviewed periodically by Lindsey Mackenzie and Malcolm Godwin in order to identify any areas of concern which may require attention.

#### **Reporting Timescales**

	Reporting timescale
Children 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**

Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents are to be reported to the Head Teacher.

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.

Accidents reportable to the H&S Executive, reports of fatalities, major accidents and over three day incidents are automatically forwarded to the Health and Safety Executive (HSE) by the online system as required by the Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR). The Council's Health and Safety Team will liaise with the HSE on these incidents.

## 5. Training

### **Identification of Training Needs**

The School has carried out an evaluation of the health and safety training needs of staff. A prioritised plan for delivery of training will be put in place where the evaluation identifies a need.

Malcolm Godwin 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

Lindsey Mackenzie is responsible for managing the risk assessment process and ensuring there is a process in place at the school for appropriate sign off as necessary.

### 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.

## 7. Fire

### Fire Officer

The person responsible for organising the school's fire precautions are Lindsey Mackenzie and Peter Ketteringham.

Susanne James will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Head Teacher on issues of significance.

### All Staff

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

Staff are also responsible for ensuring that they:-

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

### Fire Wardens

The school has identified the following people as Fire Wardens for areas of the school:-

Lindsey Mackenzie  
Susanne James  
Heidi Harris  
Jessica Barnard

Fire Wardens have received training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures.

Periodically Fire Wardens will carry out inspections of their area of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Fire Officer or senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:-

- Checking that their assigned areas have been evacuated(if it is safe to do so)
- Supervising and directing students and staff to areas of safety.]

### **Fire Fighting Equipment**

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

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

Peter Ketteringham  
Lindsey Mackenzie  
Susanne James  
Heidi Harris

### **Evacuation and Registration Procedures**

# **King Charles C of E Primary School**

# **FIRE EVACUATION PLAN**

**January 2026**

#### **EXITING BUILDING:**



- ✓ Exit following signs and as per this plan
- ✓ Close doors (removing all wedges in place for ventilation) and windows (group lead to close these for the room they are working in)
- ✓ SLT (non-class-based) sweep toilets and work rooms on your exit route and close corridor doors, removing wedges
- ✓ Do not use lifts

#### **ASSEMBLY POINTS:**



Reception  
Years 1 & 2  
  
Years 3, 4, 5 & 6  
Kitchen Staff

KS1 Playground  
KS1 Playground  
  
KS2 Playground  
KS2 Playground

**Visitors to remain with the class visiting. If not with a class, assemble on the KS2 playground.  
(moving to field if distance from building required)**



**ROLL CALL:**

**Responsibility for roll call and numbers checks:**

- Susanne James - Old Building (*J Tiddy in SJam's absence*)
- Heidi Harris- New Building (*J Barnard in HHar's absence*)

- Vicky Krogh – Staff, Visitors and Kitchen team (*EWil/LBoo in VKro absence*)
- ✓ Complete Roll Call using Fire Register
- ✓ Hold Fire Register in air to signal 'all present and correct'
- ✓ Notify staff above of missing pupils using two-way radios
- ✓ All remain silent
- ✓ Await instructions from SLT or Fire Service – Do not return to building until instructed

**Office staff** will inform the Fire Wardens (**Lindsey Mackenzie and/or other SLT member** at Glass Corridor) using 2-way radios on completion of roll call that all are present and correct or if persons are missing. LBoo/EWil KS1 classes and visitors, VKrog KS2 classes and to all staff and other visitors on site.

**VKrogh (or LBoo/EWil in Vicky's absence)** – Take Emergency Procedures Files from Office to Assembly Point and 2-way radios and mobile phones and have visitor management system app available on a device.

**Libby Booth/Emma Williams** – Take two-way radio to Assembly Points.

**All visitors** should sign to say they are aware of the fire evacuation plan, via the visitor management system.

**Tackling the fire** – under NO circumstances must any member of staff tackle the fire.

**Action in the event of a fire:-**

**RAISE THE ALARM**

A pupil suspecting or discovering a fire should inform a member of staff, who will raise the alarm by breaking the panel on the nearest fire point. The alarm is the continuous sounding of the siren.

**FIRE WARDENS CHECK BUILDING**

Lindsey Mackenzie and/or other members of SLT (Fire Wardens) will check the building communicating using 2-way radios for signs of fire/alarm activation referring to the Zones board located in the main foyer alongside the Fire board.

Lindsey Mackenzie and/or SLT will check the building and wait to greet the Fire Brigade at the main entrance.

**ALERTING THE FIRE BRIGADE**

The member of staff discovering a fire must report the fire to the school office by telephone immediately. The office will inform the fire brigade by dialling **999**. The Designated Fire Warden(s) will await the arrival of the Fire Brigade outside the main entrance with the **Red Fire Folder located in the Office**. **The Fire Panel must not be reset before the Fire Brigade arrive.**

**A member of the admin staff** will remain with a phone awaiting the instruction from LMac or SLT in order to relay the outcome of the unannounced alarm to EMS Control – 'False Alarm' or 'Fire Service to Attend Site'. EMS will call on the activation of the alarm.

### **EVACUATE THE PREMISES**

On hearing the alarm pupils should stand where they happen to be: when instructed by the teacher/adult they should proceed in single file and in an orderly manner to evacuate the room using the following routes, (if the fire allows) to the designated fire assembly point. It is permissible for two classes to be walking alongside one another if unavoidable.

<b>EXIT ROUTES</b>	
<b>CREATIVITY HUB/BASC</b>	Exit through the back door into the outside play area, walk through the gate to the KS1 playground
<b>NEW BUILDING</b>	
<b>Reception Classes</b>	Exit through garden double doors then through the gate to the KS1 playground
<b>Year 1 Classes</b>	Exit through class veranda doors, along the veranda (left) through the gate to the KS1 playground
<b>Year 2 Classes</b>	Exit down the stairs nearest Y2 classrooms and exit through the fire exit and on to the KS1 playground
<b>Year 3 Classes</b>	Exit downstairs to the double doors by the ground floor toilets, up the steps and onto the KS2 playground.
<b>HALL</b>	Exit through the hall double doors and through the main double doors. Turn right along path to KS1 or KS2 playground. <b>Assembly</b> time in hall – KS1 exit via veranda doors KS2 exit via main double doors at front.
<b>KITCHEN</b>	Exit into car park, onto Western Terrace and enter the KS2 playground via the Sunny Lane gate.
<b>VISITORS</b>	Following green signs exit through nearest fire exit assembling on school field. <b>Remain with the class you are visiting.</b>
<b>SLT OFFICE, MUSIC &amp; STAR ROOMS</b>	Following green signs exit through the nearest fire exit. Exit building through glass corridor exit. Assembly point is on the school field.
<b>OLD BUILDING</b>	

<b>Year 4 Classes</b>	Exit via back stairs. Turn right and exit through main entrance. <b>Turn right onto ramp and exit through car park into Western Terrace and into KS2 playground through Sunny Lane.</b>
<b>Year Five (5J)</b>	Exit via the double doors, turn right up the steps onto the top playground.
<b>Year Five (5VH)</b>	Exit via the fire door in the classroom, turn right and access the KS2 top playground via ramp.
<b>Year Six Classes (inc. those in annex room)</b>	<b>Exit via the main staircase. Exit through double doors at bottom of stairs. Turn right, up the steps on to the top playground.</b>
<b>Staffroom</b>	Exit via the fire door in the staffroom onto the lower playground, access the KS2 top play groups via ramp.
<b>Library</b>	Exit into Year 5 Learning Zone and then exit under the main staircase. Turn right through the double doors. Turn right up the steps on to the top KS2 playground.
<b>School Office</b>	Exit through main entrance door. <b>Turn right onto ramp and exit through car park into Western Terrace and into KS2 playground through Sunny Lane</b>
<b>Disabled and Wheelchair users</b>	Exit via the car park. Proceed along Western Terrace to Sunny Lane. <b>If a disabled child is admitted to the school an individual fire evacuation plan will be made (PEEP).</b>

- Contingency arrangements if a quick return to the building is prohibited – see the school's Critical Incident Policy
- Arrangements for evacuation to a location off-site - see the school's Critical Incident Policy
- Arrangement for other emergency evacuation such as flood, bomb threat, etc. - see the school's Critical Incident Policy

## 8 Electricity

### Personal and Privately Owned Portable Appliance Equipment

Personal items of electrical equipment may only be brought into the school by prior agreement (i.e. phone chargers and Christmas lights). Brand New Equipment does not require testing however, any older personal equipment must be PAT tested prior to use; this can be organised through the Central Estates Administrator.

### Records and Inventories

The school is responsible for ensuring that all equipment is made available for testing by the nominated contractor once the inspection date is confirmed.

All test Certificates will be stored on Every in the Compliance Section and will be available for inspection on request for the duration of the life of the appliance.

### Five Year Fixed Wiring

The Estates Team are also responsible for ensuring that a five-year fixed wiring inspection is carried out for the school premises, and all remedial actions are completed by the inspecting contractor in order to obtain a Satisfactory Certificate of Compliance.

## 9. The Control of Hazardous Substances

### **Hazard Assessment**

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

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

A central copy of COSHH assessments is kept by Malcolm Godwin.

### **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**

Our Trust Estate's Lead 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 in the school.

## 10. Display Screen Equipment

### Workstation Assessment

Our Estates Lead 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 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.

Staff who are entitled to an eye test can request advice and guidance from our Trust HR Manager.

## 11. Work Equipment

Lindsey Mackenzie, Headteacher, 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.

## 12. Management of Contractors

Our Estates Team 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 public insurance

### **Management of Contractors**

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

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

All contractors will be required to carry visible identification.

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

### **Construction Works**

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

## **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/academy] 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**

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

### **Staff and Children Responsibilities**

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

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

## **14      Working Alone**

Please refer to our Trust Lone Working Policy.

## **15      Violence**

### **Zero Tolerance**

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school. Please see our Unacceptable Behaviour on School Sites Policy.

## **16      Positive Handling**

Please see our Positive Handling Policy.

## **17      Working at Height**

No member of staff should be working at height unless they have undertaken the appropriate training through our Trust Estates Team.

## **18      Stress**

As part of our commitment to promoting a safe and supportive working environment, the school partners with the Schools Advisory Service (SAS) to provide comprehensive wellbeing support for staff. SAS offers a range of mental health services designed to prevent and reduce staff absences due to stress, anxiety, and other wellbeing challenges.

These include:

- Unlimited, confidential counselling sessions with BACP-accredited therapists, accessible to named staff whether they are currently working or absent due to illness. No GP referral is required, and support is available for both work-related and personal issues.
- Mindfulness programmes based on evidence-based approaches such as Mindfulness-Based Stress Reduction (MBSR) and Mindfulness-Based Cognitive Behavioural Therapy (MBCT), aimed at helping staff manage stress and build resilience.
- Leadership wellbeing support, including critical incident response and tailored resources for school leaders facing high-pressure roles.

### [Staff Wellbeing - Schools Advisory Service](#)

In addition to external support, schools may also choose to implement the Health and Safety Executive (HSE) Talking Toolkit. This free resource is designed to help managers and staff have meaningful conversations about stress and mental health in the workplace. It encourages open dialogue, helps identify potential stressors, and supports the development of practical solutions to improve wellbeing. The toolkit can be used as part of regular staff check-ins or integrated into broader wellbeing initiatives.