



# Health and Safety Policy

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|-----------------------------------|--------------------------------|
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| Statutory or Best Practice Policy | Statutory                      |
| School or Trust Policy            | School                         |

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## **Mabe Primary School**

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

[Mabe Primary School]:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Mabe 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 Mabe 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 at Mabe 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 Mabe Primary School 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.

### 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;
- 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. Mabe 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 Head Teacher;
- 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'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 representatives. 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.

There are currently no members of staff who are health and safety representatives for any recognised trade unions

### **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 Mabe 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:-

7:30 for those pupils attending Breakfast and After-School Club (BASC)

8:45 for pupils arriving for the start of school in KS2

8:45 for pupils arriving for the start of school in EYFS and KS1

And will close to pupils at:-

3:15 for pupils in EYFS and KS1

3:15 for pupils in KS2

3:15 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**

KS1 pupils enter the school towards the back of the school by the gate to the Community centre and go straight to their classroom door where the class teacher and teaching assistant are present and will welcome them.

KS2 pupils go to their respective classroom doors from the front of the school where there is a SLT member of the team on duty.

### **Playtimes**

Staff Ratios

KS1 – 3:120

KS2 – 3:120

### **Lunchtimes**

There are 2 Lunchtime Supervisors (as of spring term 2026). Most of our teaching and support staff stay on the premises at lunchtime. There is also always a member of SLT available to support at lunchtimes. Radios are used as an effective means of communication.

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

Parents are made aware that there is no supervision for KS2 pupils before 8:45 and no supervision for KS1 pupils before 8:45. Parents can wait with their children.

If a pupil has not been collected at the appropriate time they are asked to wait in reception (or after school club) and the office staff are informed. If the parent still has not arrived 10 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 has identified that the following numbers of trained staff is required:-

|                                |     |
|--------------------------------|-----|
| First Aid at Work Qualified    | [2] |
| Emergency Aid Qualified        | [7] |
| Paediatric First Aid Qualified | [3] |

### First Aid Coordinator/Headteacher

The first Aid Coordinator – Sophie Prime - is responsible for overseeing the arrangements for first aid with at Mabe Primary School he 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.
  - Year 1 – at the back of classroom next to the sink
  - Year 2- at the back of the classroom next to the sink
  - Year 3- on the work top (on the left-hand side of the classroom)
  - Year 4- the wooden box which is on the wall outside of year 4
  - Year 5- in the classroom next to the sink
  - Year 6- in the cupboard (back right-hand side of the classroom near the fishtank)
- A sufficient number of personnel are trained in first aid procedures, paediatric in the workplace
  - Jo Champion Maya Brown - May 2024
  - Sophie Prime, Sophie McCartney, Esme Philpott – November 2024,
  - Sue Furness, Elaine Cavill, Anna Pye – April 2025
  - Andy Watkins, Steve Cruse, Julia Pearce, Tom Webster, Teddy Ford, Laura Gough, Caitlin Carbis, Sarah Cruse, Cassie Kent, Katie Robinson, Denise Young – Level 3 paediatric first aid – Nov 2025.
- 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.

If this role is not undertaken by the headteacher, the nominated person is: Sophie Prime (teaching assistant)

### 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 Mabe Primary School (e.g. sports events, after clubs, parents' evenings, 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**

The Mabe Primary School we 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 (our internal logging system manager).

### **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 should 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**

At Mabe Primary School, we recognise that pupils with medical needs are entitled to full access to education and school life and that appropriate arrangements must be made to support their health, safety and wellbeing.

The school will ensure that pupils with medical conditions are properly supported so that their medical needs do not limit their participation in school activities. This includes educational visits, physical education and extra-curricular activities, where reasonable adjustments can be made to ensure inclusion and safety.

#### **Individual Healthcare Plans (IHPs)**

Where a pupil has a medical condition that requires ongoing support, an Individual Healthcare Plan (IHP) will be developed and implemented. IHPs will be drawn up in consultation with parents or carers, the pupil (where appropriate), relevant healthcare professionals and school staff.

IHPs will clearly set out:

- The pupil's medical condition and symptoms
- Required medication and dosage
- Arrangements for administration and storage of medication
- Emergency procedures and actions
- Roles and responsibilities of staff
- Any specific adjustments or support required in school

IHPs will be reviewed regularly and updated as necessary, particularly if the pupil's needs change.

#### **Administration of Medication**

Medication will only be administered in school where it is essential for the pupil's health and where it cannot reasonably be taken outside school hours. Written parental consent will be obtained before any medication is administered.

All medication will be stored safely, clearly labelled and easily accessible when required. Records will be kept of all medication administered, including the date, time, dosage and the name of the member of staff who administered it.

Staff will receive appropriate training where required to ensure medication is administered safely and correctly.

#### **Roles and Responsibilities**

The Governing Body will ensure that appropriate policies and arrangements are in place to support pupils with medical needs.

The Headteacher is responsible for ensuring that this policy is implemented effectively and that staff are aware of their responsibilities.

Staff are expected to:

- Be familiar with pupils' medical needs and IHPs where relevant
- Act in accordance with agreed procedures
- Respond appropriately in emergency situations

Parents and carers are responsible for:

- Providing accurate and up-to-date information about their child's medical needs
- Supplying necessary medication and equipment

- Informing the school of any changes to their child's condition

### **Emergency Procedures**

Clear procedures will be in place to manage medical emergencies. All staff will be made aware of pupils with medical needs and the appropriate actions to take in an emergency.

In the event of a medical emergency, staff will follow the guidance outlined in the pupil's Individual Healthcare Plan and will seek immediate medical assistance where required. Parents or carers will be informed as soon as practicable.

## **4. Accidents/Incidents**

### **Reporting Officers**

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

Andy Watkins – HT

Steve Cruse – AHT

Julia Pearce - AHT

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**

Mabe Primary 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.

### **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/Day Log' is kept by Paula Weller (administrator) in the main office.

The 'Near Miss Log/Day Log' will be reviewed periodically by Andy Watkins (Headteacher) 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 (as determined by the headteacher or First Aid Co-ordinator) will be reported to the sites premises manager for Kernow Learning (Malcolm Goodwin).

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**

Mabe Primary 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 where the evaluation identifies a need.

Sophie Prime (First Aid Co-ordinator) is responsible for carrying out the evaluation of training needs and presenting recommendations to the Headteacher and/or Local Governing Body.

### **Staff Responsibilities**

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

## 6. Risk Assessment

### Risk Assessment

Mabe Primary 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

Mabe Primary School will carry out risk assessments using AssessNET

Andy Watkins (Headteacher) 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 Officers

The person responsible for organising the school's fire precautions is Andy Watkins (HT); Steve Cruse (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 (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Head Teacher/Local Governing Body 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 all areas of the school:-

Andy Watkins – Headteacher.

Steve Cruse – Assistant Headteacher

The 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:-

Andy Watkins

Steve Cruse

### **Evacuation and Registration Procedures**

Attach the school's evacuation plan here – to include:-

#### **Evacuation and Registration Procedures**

Alarm system details:

- Fire alarm is raised by breaking the nearest break-glass call point.
- The alarm is a continuous sounding siren.
- Any pupil discovering a fire must inform a member of staff immediately.
- The discovering member of staff will raise the alarm and notify the school office.
- The school office will call the Fire Brigade by dialling 999.

Exit routes:

- On hearing the alarm, pupils stand still and await instructions.
- Teachers lead pupils out in single file and orderly manner.
- Two classes may walk side by side if unavoidable (e.g. by the top gate near the field)
- Children in Reception evacuate via their garden gate to the field.
- Routes used depend on the location of the fire and are displayed on fire signage Appendix

Assembly points:

- All classes on the field regardless of weather

Signage:

- Fire instructions are displayed in:
- All classrooms
- Strategic points throughout the building

Contingency arrangements if return to building is prohibited:

- Staff and pupils remain at the assembly point.
- The Headteacher/SLT will liaise with Fire Brigade.
- Decision made regarding dismissal, relocation or shelter based on emergency services advice.
- Parents will be contacted via agreed school communication systems.

Arrangements for taking registers:

- Teachers take registers at the assembly point.
- Missing pupils/staff reported immediately to SLT.
- Information relayed to Fire Brigade if necessary.

Arrangements for other people on site (contractors, visitors, etc.):

- Visitors and contractors evacuate via nearest exit.
- They report to the main assembly point.
- Office staff bring visitor signing-in record to check attendance.

**Emergency contacts & mobile phone:**

- School office holds emergency contact numbers.
- Headteacher/SLT carry mobile phones during evacuation.
- Phone kept available at reception for incident updates.

**Arrangements for contacting emergency services:**

- School office contacts emergency services by dialling 999.
- Fire Brigade called immediately upon confirmed fire.

**Arrangements for liaising with emergency services on arrival:**

- Headteacher/SLT greet Fire Brigade at main entrance.
- Fire Wardens wait outside with Fire Folder from office.
- Fire panel must not be reset before Fire Brigade arrive.

**Arrangements for evacuating disabled people (PEEPs):**

- Individual PEEPs in place for staff/pupils with mobility needs.
- Assigned staff support evacuation as per individual plans.
- Personal equipment used if required.
- Plans reviewed annually or when needs change.

**Arrangements for evacuation to an off-site location:**

- If site is unsafe:
  - SLT will decide relocation point
  - Parents informed
  - Staff supervise pupils at all times
  - Transport arrangements coordinated if required.

**Other emergency evacuations (flood, bomb threat, etc.):**

- Same evacuation procedures used unless directed otherwise.
- SLT follow LA and emergency service guidance.
- Lockdown procedures used where evacuation is unsafe.
- Parents informed as soon as it is safe to do so

## **8      Electricity**

### **Portable Appliance Equipment Testing**

The Central Estates Team will organise PAT Testing of [school/academy] portable electrical appliances to be carried out by a nominated contractor organised on a three-year cycle.

Any ad hoc appliance testing in between the inspection period will be carried out by the Central Team premises Manager as and when required.

### **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 on Assessnet.

### **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 of Mabe Primary School's 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

The 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

Mabe Primary 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 employees 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 Mabe Primary School's staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

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

### **Construction Works**

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

## **13 Personal Protective Equipment**

### **Mabe Primary 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**

The Headteacher 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, the Headteacher 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 at Mabe Primary School. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to the 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.