



St Francis
CofE Primary School



Health & Safety Policy

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Statutory or Best Practice Policy	Statutory
School or Trust Policy	School

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.

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Kernow Learning

Statement of Health and Safety Policy

St Francis CE Primary School:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the 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 St Francis CE Primary School. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

The employer

The employer in this school is 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. The academy'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 school 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.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade union	Name of health and safety representative
NEU	Gwyn Gowing

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 the academy'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:-

8:00am for those pupils attending Breakfast and After-School Club (BASC)

8:40am for pupils arriving for the start of school in KS2

8:40am for pupils arriving for the start of school in EYFS and KS1

And will close to pupils at:-

3:15pm for pupils in EYFS and KS1

3:15pm for pupils in KS2

5:30pm for pupils attending BASC (4:30pm on a Friday)

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

All pupils enter their classrooms from 8:40am where the class teacher and is present.

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

Playtimes

Staff Ratios

KS1 – 3:120

KS2 – 3:120

Lunchtimes

There are 14 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 8:40am. Parents can wait with their children.

If a pupil has not been collected at the appropriate time they are asked to wait by the school office 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 has identified that the following numbers of trained staff is required:-

First Aid at Work Qualified	1 (Trust Estates Lead)
Emergency Aid Qualified	6
Paediatric First Aid Qualified	8

First Aid Coordinator/Headteacher

The school Office Manager and a named lead is responsible for overseeing the arrangements for first aid with the school. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the school and the correct level of in date equipment is maintained in each first aid box. Orders for replenishing stock are made as necessary.
 - First Aid Room
 - All Classrooms
 - Portable set for educational visits
- A sufficient number of personnel are trained in first aid procedures
 - Octavia Carey – Level 3 Paediatric expires December 2028
 - Suzzane Lawler – Level 3 Paediatric expires December 2028
 - Leanne Brandrick – Level 3 Paediatric expires December 2028
 - Christine Evans – Level 3 Paediatric expires December 2028
 - Laura Federici – Level 3 Paediatric expires December 2028
 - Karen Finn – Level 3 Paediatric expires December 2028
 - Kathryn Simpkin – Level 3 Paediatric expires December 2028
 - Zoe Tresidder – Level 3 Paediatric expires December 2028
 - Abbie Finn – Emergency First Aid expires July 2026
 - Suzanne Johnson – Emergency First Aid expires July 2026
 - Poppy Morris – Emergency First Aid expires July 2026
 - Katie Probert – Emergency First Aid expires July 2026
 - Kerri Thomas – Emergency First Aid expires July 2026
- First Aid qualifications are, and remain, current.

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

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 the 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 (fetes, evening clubs, etc.)

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

Treatment of Injuries

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

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

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline

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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:

Hannah Stevens – Headteacher

Zoe Tresidder – Senior Office Administrator

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/Day Log is kept in a locked filing cabinet in the school office.

The Near Miss Log/Day Log will be reviewed periodically by the 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 our Estates Lead will be reported to the Head Teacher and the to the LGB.

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. The headteacher is responsible for carrying out the evaluation of training needs.

Staff Responsibilities

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

6. Risk Assessment

Risk Assessment

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

Risk Assessment Process

The school will carry out risk assessments using AssessNET. The 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 Officer

The person responsible for organising the school's fire precautions is the headteacher. The Head of School or Deputy 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 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:-

- Hannah Stevens
- Hannah Crewdson
- Nicky Sleeman
- Zoe Tresidder
- Kerri Thomas
- Aidan Harrison

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:-

All staff have covered this training through Fire Awareness training.

Evacuation and Registration Procedures

St Francis School - Fire Evacuation Plan

The overall aim is to save life, therefore evacuation is of paramount importance. Evacuation should be completed as quickly and as safely as possible.

Staff are not expected to fight fire nor should they go back into the building.

The Headteacher and office staff will close all corridor, office and toilet doors when the alarm sounds. Teachers are responsible for closing their main classroom door before exiting the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest

alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

WARNING Alarm sounding continuously.

PROCEDURE

On hearing the alarm:

- Direct children to walk quietly to the nearest exit, do a headcount to make sure all children are accounted for and then walk quietly in single file to the assembly points on the playgrounds.
- On leaving the building immediately assess the route ahead for any obvious signs of danger e.g smoke, smell or sound of burning. Use this information to decide on the most suitable route for getting to the assembly points.
- Ensure that the classroom is empty before leaving. Close the main classroom doors and windows.
- Everyone on site, children and adults, must leave by the nearest exit.
- Staff based near communal areas must check they are evacuated e.g ensure that no children are left in cloakroom and toilet areas.
- SLT or one of the Admin team will call the fire brigade (although all telephones will immediately connect to 999)
- Once gathered at the assembly point the teachers will roll call all classes to ensure all pupils present using the yellow registers.
- The admin staff will check signing in book for visitors
- All visitors must report to admin staff at the front of the building
- The admin staff will check the parents' signing out of pupils book and liaise with relevant teachers
- The Headteacher or designated member of staff (Fire Warden) will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register is completed online, it is important that a laminated copy is also completed and available to use for roll call. Therefore it must be kept in an accessible place (immediately obvious to all, including supply teachers) e.g blu-tacked to the wall above the teacher's desk. Please ensure this copy of the register is updated if a child arrives some time later in the day.

At Breaktime

When alarm sounds

Children on Reception garden

- All children must remain on the playground until directed otherwise by staff
- Staff on duty to blow whistle and assemble children in classes
- Teachers direct children to assembly point, deciding which way to go after assessing safe route (using all available information e.g smell, sight, sound)

Children the playgrounds

- All children already on particular playgrounds must remain there
- Staff on playground duty to blow whistle and assemble children in classes
- Teachers evacuate and join their class

Indoors

- Everyone must evacuate through the nearest exit
- Staff on First Aid duty must check that cloakrooms and toilets are clear
- Staff passing communal areas must check they are clear

At Lunchtime

When alarm sounds

In relevant class zones

- Supervising adult will direct children to evacuate and assemble in their relevant playground
- All kitchen staff evacuate and assemble in the top overflow playground

On the top and bottom playgrounds

- Children remain on that playground
- Supervising adult will blow the whistle and assemble children in classes

On the Reception playground

- Supervising adult will blow the whistle and assemble children in classes.
- Supervising adult will direct children to assembly point (either top or bottom playground), deciding which way to go after assessing safe route (using all available information e.g smell, sight, sound)

In First Aid

- Any children receiving first aid will be with an adult and that adult will lead the child to the closest exit and relevant assembly point.

On the field

- Supervising adult should blow the whistle and direct all children to the bottom playground where they must line up in classes.

In the Adventure Play Area

- The adventure playground will not be in use

All other adults evacuate as soon as possible and join their class to check all are present and accounted for

ASSEMBLY POINTS

It is important to note that routes to assembly point must be clear and therefore those outlined below are recommended but exact routes will need to be decided upon at the time

SCHOOL AREA	ASSEMBLY POINT
Hall and kitchen	Front of the building – report to Office staff
Smiling Faces Preschool	Mongleath Road end of pathway
Classes Frogs, Owls, Leopards	Either Top playground or bottom playground. To make the decision which – go to the Top playground if you have not received any information to stop you from doing so e.g been told that there is a fire in the kitchen or signs of fire are visible when exiting the building
KS2 classes	Bottom playground
Old staff room upstairs	Front of the building – report to Office staff
Admin and Head teacher's office	Front of the building – report to Office staff

Evacuation from School Site

Should it be necessary for the whole school to evacuate from the school site, classes will be walked to St Marys Catholic school, Mongleath Road (approx. distance 400 metres). Similarly we are an external evacuation assembly point for St Marys. We will walk in our designated groups, observing 2 meters distancing wherever possible.

General Points

Teachers should be mindful of any child that may have been taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

Visiting Staff

All regular visiting staff e.g Kernow Learning staff, must be made aware of this policy.

Review

This Policy must be reviewed after every time the fire bell is sounded. A record of this is kept in the school's "Fire" folder.

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 by the Estates Lead.

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 academy.

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 St Francis CE Primary 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

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

The school will only select contractors to carry out work who have demonstrated:-

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public 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 Academy 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

St Francis 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 Estates Lead 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 Estates Lead 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 academy. 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.