Approval date: September 2026
Review date: September 2027
Committee: Curriculum & Standards

**Mylor Bridge School**

**Statement of Health and Safety Policy**

Mylor Bridge School:

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Mylor Bridge 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 Mylor Bridge 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.

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**Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the Mylor Bridge 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 Cornwall Council The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

**Governors**

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

The Governors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Governing Body on health safety and welfare issues.

The Safety Governor is Paul Dale

**Head Teacher**

The headteacher has responsibility for:

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school Health and Safety Committee;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this school the following functions have been delegated to:

| Function | Delegated to |
|---|---|
| Day to day health safety and welfare management | Mitie |
| Regular inspections | Mitie + resources committee |
| Accident Investigation | Headteacher |
| Chairing Health and Safety Committee (known as Resources Committee) | Jane Stevens |
| Employee training needs | Headteacher |
| Contractor management | PFI |

**Competent Health and Safety Advice**

The school recognises that it must have access to competent health and safety advice. The Mylor Bridge School's competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council

**Senior Management and Faculty/Department Heads**

Senior management and faculty/department heads have responsibilities for:

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections 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, the headteacher; the Governors and the Local Education Authority.

**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 Committee if appropriate;
- Bringing problems to the relevant manager's attention.

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 Mylor Bridge School's policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

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

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

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

**Procedure List**


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## 1. Arrangements for the Supervision of Students

**Opening Times**

The school will be open from:

8.45 am (breakfast club 7.30 am)

And will close to students at:

3.15 pm (After school wrap around provision run by Plymouth Argyle – 5.30 pm)

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times.

**Supervision arrangements**

Breakfast club drop off from 7.30 am ratios are maximum 1:30

Parental drop off at the school entrances @ 8.45 am – straight to class teachers.

In line with government guidance a 30:1 ratio of children to staff is the minimum requirement. In our school the ratio of staff to children is regularly higher than this.

**After school Lettings**

We let our facilities to Plymouth Argyle to run an after-school wrap around care.

## 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 All teachers and teaching assistants Emergency Aid Qualified All teachers and teaching assistants Paediatric First Aid Qualified 1 x qualified 1 x needs to be qualified.

### First Aid Coordinator

Sophie McGannity – secretary 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
    - Secretary's office/ quiet room/ staff room.
- A sufficient number of personnel are trained in first aid procedures
    - All teachers and teaching assistants to receive First Aid at work and emergency first aid training on
- 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.

### First Aiders

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

- Trips and visits
- Extra-curricular activities organised by the 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

0845 4647

And, in the case of student injuries, with the parents or legal guardian.

**Suspected Head, Neck and Spinal Injuries to Students**

In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

**Other Significant Injuries**

Any other serious injury will be notified to the parents/guardians by the quickest means possible (normally by phone).

In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of:

- A message on ClassDojo or a phone call if this is considered more appropriate
- A form

Records of notification by telephone to parent/guardians will be kept by Sophie McGannity – in the school office. Copies of written notification are held in the school office

**Escorting Pupils to Hospital**

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

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

3. **Pupils with Medical Needs**

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

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

**Responsible Person**
The Headteacher is responsible for ensuring that the arrangements below are effectively implemented and maintained.

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

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or

- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

The school does not keep or dispense any other medication [other than salbutamol for use with the emergency asthma kit (see below)].
Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.
Medication will be available to identified students at all times of the school day.

**Self-Management of Medication**

[In certain circumstances the school will allow students to manage their own medication. In each case this will be discussed with the parent/guardian and appropriate health professionals - and an assessment of risk will be completed.
The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication]

**Emergency Asthma Kits**

This Mylor Bridge School's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014__3_.pdf

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

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

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

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

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

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

**Storage of Medicine**

Medicines will be securely stored in the school office or dedicated medicines fridge
All medicines must be signed in in the Medicines Log.
Any medicine given out or administered must be recorded in the Medicines Log.
Medicines can only be given out by H Pallôt/ S McGannity/ K Mogridge/ K French/ L Short/ E Lloyd/ C Evans

**Facilities for Medical Procedures**

A room has been provided for medications and medical treatments to be administered – school office or quiet room.

**Training**

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

**Sharing of Information**

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

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

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

**Individual Healthcare Plans**

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

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

**Risk Assessment**

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

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

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

**Unacceptable practice**

To prevent unacceptable practice the responsible person will ensure that:

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

**Complaints**

Parents/carers are encouraged to contact the headteacher if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the Mylor Bridge School's complaint procedure.

## 4. Accidents/Incidents

**Reporting Officers**

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

S McGannity and H Pallôt

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

Students are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below.

**Accident/Incident Reporting Systems**

This school records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. 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.

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 in a Near Miss Log

The Near Miss Log is kept by the headteacher in HT's office

The Near Miss Log will be reviewed periodically by the headteacher in order to identify any areas of concern which may require attention.

**Reporting Timescales**

| | Reporting timescale |
|---|---|
| Students will report accidents/incidents to a member of staff | Straight away if possible and in any case on the same day as the incident |

| | |
|---|---|
| Staff will report accidents/incidents to a reporting officer | Straight away if possible and in any case on the same day as the incident |
| Reporting Officers will complete the online report | Usually within 48 hours and in any case within 7 days. |

**Accident/Incident Investigation**

All incident reports will be reviewed by the headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents as determined by the headteacher will be reported to the Health and Safety Governor.

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

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

## 5. Training

### Identification of Training Needs

The school will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

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

Headteacher is responsible for carrying out the evaluation of training needs and presenting recommendations to the headteacher and the Governing Body.

### Staff Responsibilities

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

## 6. Risk Assessment

### Risk Assessment

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

### Risk Assessment Process

The school will carry out risk assessments using AssessNet

The headteacher is responsible for managing the risk assessment process and producing relevant reports for the headteacher and the Governors.

Copies of risk assessments are available from Assessnet.com

### Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

Class teachers are responsible for Risk Assessments of trips/ visits.

### Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the Mylor Bridge School's normal operating procedures. Copies of safe working procedures are available from School office.

## 7. Fire

### Fire Officer

The person responsible for organising the Mylor Bridge School's fire precautions is Sophie McGannity

The 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 the headteacher on issues of significance.

### All Staff

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

Staff are also responsible for ensuring that they:

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

### Fire Wardens

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

Sophie McGannity

Sean Wilcox

Caz Evans

Hannah Pallôt

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:

S McGannity

Sean Wilcox

Caz Evans

Hannah Pallôt

**Evacuation and Registration Procedures**

**MYLOR BRIDGE SCHOOL**

Fire Action Plan (school hours)

**We will ensure a swift evacuation of the building**
**All staff are aware of the appropriate action that must be taken**
**All staff are aware of the fire exits, alarms and signs**

Action: Evacuation

- The fire alarm nearest to the smoke or fire will be activated
- Teachers will ensure that the children are silent and walk in an orderly manner to the nearest exit to the playground muster point and line up for registering
- On exiting the classrooms, the teacher or TA will collect the laminate register and take it with them outside
- Fire wardens will ensure that cloakrooms and classrooms are checked and clear
- Visitors must follow the instructions provided
- All doors must be shut after leaving a room
- All belongings are to be left

Action: Outside

- Mrs McGannity contacts fire brigade to confirm alarm
- Mrs McGannity takes Sign in ipad and Children In and Out Book to muster point
- Class Teachers complete head count and check In and Out Book if necessary
- Headteacher checks with class teachers that all are present
- Mrs McGannity checks that all visitors and staff are accounted for

Action: Office

Visitors Book and Children In and Out Book will be collected. Fire pack with mobile phone and contact details file will be collected and taken outside.

Action: Lunchtime

Lunchtime supervisors are briefed and up to date on procedures
LSA's responsible for evacuation until teachers are available

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No one is to re-enter the building until Headteacher gives permission

Action plan reviewed September 2025

## 8 Electricity

**school Owned Portable Appliances**

The school will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:

Mitie - PFI

Tests will be carried out by Mitie - PFI

All test Certificates will be kept in on Efile for the duration of the life of the appliance.

**Personal and Privately Owned Portable Appliances**

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

**Coordinator**

Sophie McGannity is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Mitie is responsible for ensuring that a fixed wiring inspection is carried out for the premises.

## 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 Mitie - PFI

### Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or CLEAPPS 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

Mitie PFI 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**

Sophie McGannity 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.

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

## 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

PFI/Mitie is 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 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**

Sophie McGannity 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 Student Responsibilities**

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

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

## 14 Working Alone

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

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

Any staff wishing to work outside normal school hours must have prior agreement/permission from PFi Mitie

### School Security

PFI Mitie is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

PFI Mitie is responsible for carrying out checks of the premises during holiday periods.

### School Staff/Governors Responding to Call-Outs

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

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

The headteacher and PFI Mitie are the Mylor Bridge School's nominated representatives who will respond in an out-of-hours call out.

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

### Call Out Arrangements

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided.

#### Security Firm Personnel Attendance

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and staff with the key holder whilst they check the site.

## 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.

### Violence towards Staff

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

Violence towards staff from students will be dealt with using the Mylor Bridge School's internal disciplinary procedures (which may include police involvement where appropriate).

### Violence towards Visitors

Violence towards visitors will be reported to the police.

### Violence towards Students

Violence between students will normally be dealt with using the Mylor Bridge School's internal disciplinary procedures (which may include police involvement where appropriate).

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

### Responsible Person

Hannah Pallôt is responsible for ensuring that all:

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

### Team Teach

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

H Pallot

S Shainberg

M Collinge

A specific policy and procedures aimed at the control of students has been adopted