

## PENRYN COLLEGE

### Health and Safety Policy

**Approved by:** Full Governing Body

**Reviewed and Adopted:** Finance & Premises Committee

**Responsible SLT member:** Operational Manager

**To be reviewed:** February 2022

**Published:** Virtual School/Website

## **Statement of Safety Policy For Penryn College**

1. Penryn College recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
2. The Academy is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School. The academy will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the Academy's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The Academy will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section.
7. The Academy will ensure, as far as is reasonably practical, that this policy and its supporting documents is kept up-to-date. A review and re-adoption of this policy will be carried out no later than February 2019.
8. The Academy expects staff to use common sense to inform their actions alongside agreed and accepted practice as contained in this policy. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

### **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the academy. The individuals and groups identified below are expected to have read and understood the Academy's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

#### **Governors**

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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 policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is still to be determined.

#### **Headteacher**

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The Headteacher has responsibility for:-

- Day-to-day management of all health and safety matters in the academy in accordance with the Health and Safety Policy;

- Ensuring regular inspections are carried out;
- Submitting inspection reports to governors;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the academy health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors on policy issues and any problems in implementing the Health and 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 and safety matters;
- Where contracts are negotiated directly between the academy and the contractor, the Headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's Health and Safety Policy is complied with;
- Ensure that the annual medical needs/asthma audit is updated annually or when an in-year child is admitted and that all medical information is passed on to the following teacher.

\*Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff (i.e. the school's "Safety Manager"). In this school these functions have been delegated to:

**Operations Manager**

**All functions detailed above.**

### **Senior Management & Faculty/Department Heads**

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Senior Management Staff and Faculty/Department Heads have responsibilities for:-

- Day-to-day management of health and safety in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the Headteacher and/or Operations Manager;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Headteacher, the Operations Manager or Governors;
- Ensuring health and safety issues are reported by staff and discussed at departmental meetings, and reporting them to SLT;
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda);
- Ensuring that all risk assessments are reviewed periodically (as indicated by the EEC software) or following incidents or significant changes in workplace or systems of work.

### **All Employees**

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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 classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Ensuring that they undertake all relevant risk assessments involving the children in their care, support staff, themselves and where relevant members of the public;
- Participating in inspections and meetings of 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**

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Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the academy's policies and procedures for health and safety 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 permanent member of staff and to read and implement the code of practice supplied to them.

## **Specific Health, Safety and Welfare Policy and Procedures**

### **First Aid**

The academy has assessed the need for first aid provision and has identified that 4 fully qualified first aiders holding the First Aid at Work Certificate and 16 personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover. Further staff hold first aid qualifications as required by additional activities undertaken.

#### **Coordinator:**

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**Julia Bissett, Parent and Pupil Support Officer** is responsible for overseeing the arrangements for first aid within the academy. The duties include ensuring:-

- That first aid equipment is available at strategic points in the academy
  - Pupil Support Office x 2
  - PE Office x 2
  - Main Office x 1

- Science Prep Room x 1
- Technology Prep Room x 1
- that the correct level of first aid equipment is maintained in each first aid box;
- regularly checking first aid logs for indications of recurrent or frequently reported types of injury;
- undertakes the annual medical needs/asthma audit.

The Operations Manager is responsible for ensuring that a sufficient number of personnel are trained in first aid procedures, and that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

**First Aiders:**

Name	Date Valid From	Expiry Date	Qualification
Jake Ash	08/08/2017	07/08/2020	Paediatric First Aid
Isabel Bennetts	14/12/2016	13/12/2019	First Aid at Work
Adrian Bick	24/02/2016	23/02/2019	Emergency First Aid at Work
Jo Binny	24/06/2016	23/06/2019	Emergency First Aid at Work
Julia Bissett	01/12/2016	30/11/2019	First Aid at Work
Kate Blackburn	21/01/2015	20/01/2018	HSE Emergency Aid in the Workplace
David Chanter	25/11/2015	24/11/2018	First Aid & Safety for the Outdoors
Tracy Charles	22/10/2013	31/10/2019	First Aid at Work
Adam Cheetham	25/01/2017	24/01/2020	First Aid at Work - Outdoor
Tony Ede	16/10/2014	15/10/2017	Outdoor First Aid and Emergency Care
Naomi Edgell	09/03/2016	08/03/2019	Emergency First Aid at Work, Outdoors
Sarah Foreman	28/02/2017	27/02/2020	Emergency First Aid at Work
Ceri Guimaraes	10/06/2016	09/06/2019	First Aid at Work
Janet Heard	16/11/2016	15/11/2019	Emergency First Aid at Work
Mark Holmes	16/06/2016	15/06/2019	Emergency First Aid at Work
Joseph Ludlow	25/01/2017	24/01/2020	First Aid at Work - Outdoors
Daniel Lugg	15/07/2015	14/07/2018	First Aid at Work
Stacey Marsh	06/11/2017	05/11/2020	Emergency First Aid at Work
Alison McGee-Harrison	05/11/2015	04/11/2018	HSE First Aid at Work
Christopher Reade	24/05/2017	23/05/2020	Emergency First Aid at Work, Outdoors
Maureen Robshaw	06/11/2017	05/11/2020	Emergency First Aid at Work
Laura Salmon	28/01/2015	27/01/2018	First Aid at Work
Debbie Stokes	03/06/2015	02/06/2018	First Aid at Work
David Stringer	06/11/2017	05/11/2020	Emergency First Aid at Work
Angela Walker	09/03/2015	08/03/2018	Emergency First Aid at Work
Elizabeth Westhead	25/03/2015	24/03/2018	Emergency First Aid at Work

Those employees due to expire in Spring 2018 have been booked on courses to renew their qualifications.

**First Aiders**

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

- trips & visits;
- extra-curricular activities organised by the academy (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.).

First aid cover is not provided for:-

- contractors
- events organised by third parties (fundraising activities, after school clubs)

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)

### **Allergies**

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All staff and children who suffer from allergies will be recorded in the medical conditions annual audit with treatments specified. Emergency actions for severe cases will be posted on the notice board in the staffroom, all relevant training taken by staff, and all staff expected to be familiar with procedures. Parent/carers of children new into the school will have to disclose all relevant medical needs of their child.

### **Treatment of Injuries**

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The Academy 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 will 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:-

NHS DIRECT                      0845 4647

and, in the case of pupil injuries, with the parents or legal guardians.

### **Suspected Head, Neck & Spinal Injuries to Pupils**

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In the event of a suspected head, 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, 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 pupil's wellbeing, the first aider is expected to contact NHS Direct for advice or telephone for an ambulance as appropriate.

### **Other Significant Injuries**

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

In addition to the procedures above, the Academy will notify parents/legal guardians of any other significant injury by way of either:

- a telephone call;
- a letter;
- or a form.

## **Escorting Pupils to Hospital**

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When it is necessary for a pupil to be taken to hospital, if the parent/guardian cannot be in attendance within the necessary time frame, the pupil will be accompanied by a member of staff.

The member of staff may travel to the hospital in their own vehicle unless the pupil is overly distressed or confused. This decision will be made in consultation with the attending paramedics and parent/guardian if she/he is immediately contactable. The member of staff will meet the pupil when she/he is admitted to casualty.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

## **Medicines in School**

The Academy follows DfE guidance on the dispensing of medicines in school.

This Academy will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

This Academy will dispense non-prescription medication to pupils only if it supplied by a parent/guardian with written instructions for its use

The Academy does not keep any other medication.

### **Dispensing of Medicine**

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All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or guardian.

**Tracy Charles** is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

**Julia Bissett** will deputise where necessary.

All medication will be kept in the **Pupil Support Office**

### **Medical Log**

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Consent forms will be kept in the Medical Log and will be kept for the duration of the pupil's attendance at the school.

The Medical Log will also contain a log of medications dispensed which will include:-

- Name of pupil;
- Name of medication;
- "Use-by" date;
- Dose;
- Time;
- Date;
- Signature of dispenser;
- Comments/reactions.

## **Medical Procedures**

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The Academy has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

## **Insurance**

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The Academy indemnifies all its staff against claims being brought by third parties who allege that the employee was negligent during the course of his or her duties. An officer administering medical treatment in good faith, especially if their actions were in line with the DfE'S guidelines on managing medicines in schools, would be covered by this indemnity. There is no question of an employee being made personally liable under these circumstances, the claim would be handled by the Academy's Insurers.

## **Training**

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The Royal Cornwall Hospitals NHS Trust confirms that appropriate training may be provided, on request, by either a community paediatrician employed by the Royal Cornwall Hospitals Trust or a school nurse employed by Cornwall Healthcare Trust/Primary Care Trust. In some cases the child's general practitioner or other specialist medical and nursing staff may offer further advice and guidance on the management of the child's medical needs in school.

## **Off-Site Activities**

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The school has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip.

# **Accidents**

## **Reporting Officer**

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**Julia Bissett, Parent and Pupil Support Office**, is responsible for the collection of information and the completion of the On-Line Accident Report on the Cornwall Council Accident Reporting system. In her absence, this role will be fulfilled by **Tracy Charles, Parent and Pupil Support Office**

All accidents must be reported to the Reporting Officer.

The Reporting Officer will record all accidents. The following incidents will be recorded and reported using the On-Line Accident Reporting System:-

- Specified Dangerous Occurrences (refer to <http://www.legislation.gov.uk/uksi/1995/3163/schedule/2/made> for list);
- Specified diseases (<http://www.legislation.gov.uk/uksi/1995/3163/schedule/3/made> for list);
- All employee accidents
- All contractor accidents;
- All accidents to members of the public/visitors;



- Accidents to pupils which result in a major injury or death;
- Accidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital;
- Accidents to pupils which may have resulted from a premises/equipment defect;
- Accidents to pupils during structured activities;
- Accidents to pupils where first aid treatment has been provided.

All other incidents will be recorded in SIMS or the school's electronic Incident Log (accidents to staff).

### **Accident Investigation**

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All accident reports will be seen by the Operations Manager who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Major incidents will be reported to the Headteacher and the Health and Safety Governor.

### **Accidents Reportable to the Health and Safety Executive**

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Reports of fatalities, major accidents and over-three-day incidents are forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

## **Fire**

### **Fire Officer**

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The person responsible for organising the school's fire precautions is the Premises Manager (**Alex Cocks**). In his absence, **John Evens or Ian Gerrard**, will fulfil this role.

A member of the SLT will on hearing the alarm go to the Hockey Pitch and open the gate.

A member of the SLT and Fire Officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical);
- Recording the significant results of the fire evacuation drills.

The Fire Officer is responsible for ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.).

### **All Staff**

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All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding. Silence should be maintained by students and staff during the evacuation and once on the Hockey Pitch unless staff are directing students.

This Policy will form part of the Induction for new staff and will be issued by email to all staff at the beginning of every term. Additionally, a single briefing will be held at the start of every term to remind staff of the procedures. A register will be taken at the briefing to ensure all staff are present.

### **Evacuation and Registration Procedures**

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**Administration staff** bring registers and distribute to Heads of Year/House. The **Receptionist** brings the Visitor book (file). **Admin Staff** bring the Fire Box, Lunch Pass List (lunchtime only) and the STP key.

**Personnel Staff** bring the Absence Diary. The Fire Phone will be given to the Operations Manager. The **Attendance Officer** will take the off-site list.

Line Up	Evacuation of	Checked by	Reported to	Position
Hockey Pitch	Pupils/Tutors (inc P/T tutors) Lunchtimes – Lunch pass lists (CB to give to HoH for cross ref)	Heads of Year/House (in their absence their SLT link will fulfil this role)	Headteacher	By Hockey Gate
Hockey Pitch by the front gate.	Post 16	Head of study support (JA2)/ (SM1)	Headteacher	
Hockey Pitch Top Goal Area	Teaching Staff (Not Tutors)	Assistant Headteacher (KO)	Operations Manager	By Hockey Gate
	Student Teachers	ITT Coordinator (DM)	Operations Manager	
	Learning Support Staff	SEN Administrator (VC1)	Operations Manager	
	Lunchtime Supervisors	Office Manager	Operations Manager	
	Administration Staff and Visitors (SE/CB)	Office Manager	Operations Manager	
	Finance and Technicians	Office Manager	Operations Manager	
	Caretakers	Premises Manager	Operations Manager	
	Kitchen Staff	OPERATIONS MANAGER	Headteacher	
	Cleaners	Premises Manager	Operations Manager	

### Fire Exits

All fire exits are signed. All classrooms display the table of exit routes along with the evacuation procedure. The assembly area is the Hockey Pitch. Pupils line up in tutor groups.

Wheelchair users notify a member of the Senior Leadership Team (usually **Mr Harvey** or in his absence **Mr Mather**) of their exact location in school (they have a radio for this purpose) and they proceed to the staff member/pupil/s.

If the wheelchair user is on the ground floor the Class Teacher or Learning Support Assistant (“LSA”) will push the chair to the nearest exit, where they will be met by the Senior Leader, who will then take the wheelchair user to the front of the school or the Hockey Pitch, whichever is the nearer.

If the wheelchair user is upstairs in the main block the Class Teacher or LSA will take them to the ‘Safe Haven’ and will be met by the Senior Leader. There are four ‘Safe Havens’ – the landing at the top of the Science staircase, the top of the Maths staircase, top of the Cyber Cafe staircase and the landing outside the Craft Block.

If the wheelchair user is upstairs in the new block they are taken to the lobby outside Room 43 (exterior flat roof outside Geography), and are met by the Senior Leader.

**Lifts are not to be used under any circumstances.**

Room	Exit Route	Room	Exit Route
S1, S2, S5 S6, Prep Room & Office	Use Staircase to Exit (A) Via Gravel Path to STP	E2, E3, E6, Staff Base	Use Exit (Q) External Staircase to STP
S3, S4, S7	Use Staircase to Exit (B) Via Gravel Path to STP	E4, E5, ICT2	Use Exit (B) Via Gravel Path to STP
M1, M2, M3, M4, M5, M6, Maths Staff Base	Use Staircase to Exit (O) External Staircase to STP	ICT1	Use Exit (B) External Staircase to STP
IT Tech, IT Office, IT3	Use Staircase to Exit (B) Via Gravel Path to STP	Dining	Use Exit (L) External Staircase to STP
LRC/Careers	Use Staircase to Exit (B) Via Gravel Path to STP	Main Hall	Use Exit (H) or (L) External Staircase to STP
All SLT	Use Link Corridor to Exit (R) Via path by kitchen garden to STP	Staff Room	Use Exit (N) External Staircase to STP
MFL 1, 2, 3, 4 MFL Staff Base E1	Use Exit A Via Gravel Path to STP	Drama	Use Exit (G) or (H) External Staircase to STP
VOC 2, 3	Use Exit (P) External Staircase to STP	Dance, Multi Media	Use Exit (G) or (H) External Staircase to STP
VOC 4, 5	Use Exit (O) External Staircase to STP	Music Class Rooms Practice Rooms	Use Exit (J) External Staircase to STP
VOC 7, 8	Direct Exit to Play Court External Staircase to STP	Gen Office Admin Repro Pupil Support Offices Interview Rooms	Use Exit (G) External Staircase to STP
Hall Change Sports Staff Room PE1 Activities Suite Fitness Suite	Use Exit (F) External Staircase to STP	Sports Hall	Use Exit (C) or (D) Via Gravel Path to STP
H1, H2, H3 Staff Base	Use Exit (W) to External Staircase Via Gravel Path to STP	H4, H5, DT7	Use Staircase to Exit (T) Via Gravel Path to STP
H6, H7, H8, A1, A2	Use Exit (X) to Staircase via bus bay. External Staircase to STP	DT2, DT3, DT Prep	Use Exit (S) Via Gravel Path to STP
ARB Classroom DT1, DT Office,	Use Exit (T) Via Gravel Path to STP	ARB IT Room ARB Office	Use Exit (T) via bus bay External Staircase to STP

DT Staff Base		L/S Office L/S Classroom DT5, DT6	
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### **Additional Information/Responsibilities**

- Break/lunch time – leave by the nearest available exit;
- Staff who are in school outside their normal working hours to sign in and out of school;
- HoH - If not enough staff to take fire registers enlist a member of staff not doing anything provided they have been accounted for first;
- All visitors (people not on our staff list) to sign in and out, no matter how long they are going to be in school, eg: connexions, police, EWO, sports coaches and any visitors in for appointments;
- JPH responsible for study support & pupils who are in building before and after school;
- JPH/DM to supervise pupils who are unable to walk;
- Bottom left hand corner of Tutor file is Fire assembly point
- Formal notice to move from Premises Manager to Headteacher
- Headteacher to inform students of the reason for the drill/evacuation

**Heads of Department** to do a check of their own areas as they are leaving the building and report to the Headteacher that it has been done. Heads of Department should appoint a Deputy to carry out this role to cover situations when the HOD is absent.

### **Senior Leadership Team**

SLT will be at the following areas during the evacuation and then once the building is clear will make their way to the Hockey Pitch

Paul Walker	Front of School
Tamsin Schouten	Street/MFL/TIA
John Harvey**	Vulnerable pupils – either Safe Haven or front of school
Dan Mather**	Vulnerable pupils – either Safe Haven or front of school
James Lushington	TISA/Outdoor area on route to Hockey Pitch
Gill Harries	Hockey Pitch
Sasha Wilkinson	Hockey Pitch

### **Procedures to be followed in the event of external Examinations taking place**

The students taking exams will be told to leave everything on their desks and proceed in silence with one (or more) of the Invigilators to the North Playground. The Exams Officer will lock the room(s) being used for exams and proceed to the North Playground. The Exams Officer will then liaise with the invigilators to ensure all students are accounted for and will ring the Fire Phone number (07595647652) to confirm.

The Exams Officer and Invigilators will remain with the students, to ensure there is no talking etc, until being advised they can re-enter the building.

**During internal assessments the students will proceed to the Hocket Pitch as usual.**

**Dismissal** from the Hockey Pitch will be led by Headteacher, Paul Walker or Assistant Headteacher, James Lushington.

### **Out of School hours procedures**

School hours are 8:45 – 3:25. Outside of these hours all personnel on the school site will evacuate the building and meet at the fire assembly point outside the main entrance to the College (by the amphitheatre). Staff should have signed into school by the iPad and this will be checked by a member of SLT.

Before school pupils on site will have signed in and this be checked.

After school it is the responsibility of the club/activity leader to register all pupils attending the session and ensure all pupils are accounted for.

No one is to re-enter the school site until permission has been granted by the Premises Manager or one of his team.

## **Electricity**

The school will undertake to inspect and test all portable electrical appliances by a competent person at least once every two years.

The school has arranged for these tests to be carried out by **Cornwall Council or its contractor through a Service Level Agreement.**

All test certificates will be kept in the **Premises Manager's Office** for the duration of the life of the appliance.

### **Coordinator**

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

The coordinator is also responsible for liaising with contractors to arrange for a whole school fixed wiring inspection.

### **Personal Items of Equipment**

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Personal items of electrical equipment **should not** be brought into the academy for use by staff or pupils.

If a personal item is required to be used in the academy for a one off type event then permission must be sought from the equipment safety coordinator and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

## **Work Equipment**

The Premises Manager, and Network Manager (when relevant), will be 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 storage of the equipment;
- Maintenance requirements (contracts & repairs);
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given.

### **All Staff**

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All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to the Premises Manager, **Alex Cocks**, for repair/replacement.

## **Working Alone**

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

Individuals who intend to work on their own should follow the Lone Working Procedure which is held by each faculty. In such circumstances, the Academy/individual will assess the risk to these individuals using the EEC Risk Assessment Software 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 staff room, the Operation's Manager office and the Premises Manager's office.**

Any staff wishing to work outside normal school hours must have prior agreement/permission from **Paul Walker, Headteacher, or, in her absence, Tamsin Schouten, Deputy Headteacher. They will also notify the Premises Manager as work may be planned for the same period. Anyone wishing to work during the school holidays should inform the Operations Manager.**

## **Violence**

The school follows Cornwall Council's policy and guidance on violence at work. Separate Violence Policy has been adopted; available to all staff in Staff Shared area.

**Tamsin Schouten** is responsible for ensuring

- All staff are aware of the policy;
- All staff are aware of the procedures for avoiding violence at work;
- All staff are aware of the procedures for dealing with violent incidents;
- All staff are aware of the procedures for reporting violent incidents;
- All staff are aware of the support facilities available to victims of violence at work

## **Arrangements for Supervision of Pupils**

The academy will be open from **8.30** am to **3.15** pm on weekdays during term times. Between these times supervision will be provided, pupils should not be on site outside of these times unless they are attending an adult supervised activity.

Staff on bus duty are required to wear high visibility jackets for their own safety. Pupils are directed to use paths where possible. For the afternoon buses pupils line up, in front of the school, in order of the buses under the direction of the duty staff. The Head of Year/House in charge of the duty determines when it is safe to allow buses to move off. All issues relating to buses are referred to the Operations Manager for onward referral to the Cornwall Council transport team.

The bus, break and lunch duty rotas are managed by an Assistant Headteacher. Each duty location displays the rota and the nature of the duty.

Pupils are only allowed off site with parental permission. Pupils are not allowed to play in the bus or car parks. At certain times of year, the fields are made out of bounds at break and lunchtime and pupils are notified through Tutor time.

After school clubs and activities will usually run from 3.30pm – 5pm with supervision ratios appropriate to the activity. Although some extended services activities operate until 7pm.

Parents and guardians are asked not to bring vehicles onto the school site between the hours of 8.15am and 9.00am and again between 3.00pm and 4.00pm, and to use the car park only at all other times.

## Risk Assessment

The Academy will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software.

The software indicates when risk assessments need to be reviewed. Risk assessments are also reviewed following incidents or significant changes in personnel, workplace or systems of work.

The Operations Manager is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and the Governors.

The Premises Manager, **Alex Cocks**, is responsible for ensuring risk assessments are carried out for all site related activities.

The **Education Visits Coordinator (EVC)** is responsible for over-seeing and co-signing the safety of Educational Visits out of schools, individual teachers in charge will clear their RAs with EVC.

The EVC will have his/her RAs checked and signed by the Headteacher.

**Departmental Heads** are responsible for ensuring that risk assessments are carried out in their departments where there is more than a general risk.

Technicians may assist in the risk assessments but the responsibility remains with the Head of Department.

Copies of risk assessments are available from **the Department, the Premises Manager and the Operations Manager**.

### Safe Working Procedures

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The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from Departmental Heads, the Premises Manager and the Operations Manager.

## Personal Protective Equipment

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.

### Assessment of Need

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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**

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Heads of Department 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.

In addition, Heads of Department will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

## **Staff and Student Responsibilities**

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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.

## **Display Screen Equipment**

Relevant staff will be issued with a DSE self-assessment form to be completed when starting employment in the Academy, together with DSE guidance. The assessment will be followed up by the school DSE assessor for comments and recommendations, and forwarded to Line Manager, who will note actions planned and taken.

Assessments will be reviewed following significant changes, incidents or cases of DSE-related ill health. DSE guidance is available to all staff in Staff Shared Area. This guidance is also applicable for staff working at home and should be followed when setting up the workstation.

## **Working at Height**

### **General requirements**

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

**Stepstools** in the school must be at one of the minimum standards or class:

- BS 7377;
- EN 14183;
- GS Approved;
- Have a maximum capacity rating of 150kgs.

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

- BS 1129 / Class 1 (wood);
- BS 2037 / Class 1 (metal);
- BS EN 131 (wood, metal & glass fibre);
- GS Approved (wherever this marking/standard is used).

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



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

## **Training**

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

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

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

**Step Stools** - A simple instructional training brief is to be given by Premises Manager to all users.

**Stepladders** - Where low risk work at height may be required to be undertaken using stepladders, staff members must be trained first by Premises Manager; alternatively, this training may be provided by any external competent training course provider. This training will cover:

1. The school's work at height policy requirements;
2. HSE Working at heights guidance information;
3. Specific safe working procedures and risk assessment;
4. School safe working procedures for work at height.

**Ladders and stepladders (high risk)** – For accessing roofs and stage lights and, relevant staff must attend a formal stepladder and ladder safety training course.

In addition, all staff are expected to be familiar with school safe working procedures for using stepladders and putting up displays.

Operations Manager will maintain a record of all instruction and training given to members of staff.

## **Maintenance & inspections**

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Departments where access equipment is used on a regular basis are required to maintain a safety checklist, and to ensure the equipment is checked before/after each use. Access equipment is also checked regularly as part of termly safety survey. Records are kept by Premises Manager. At no time are any items of access equipment (including stepladders and ladders) to be loaned (even for a short period), borrowed or hired out to non-employees.

Any maintenance needed is to be reported to Premises Manager. Where any access equipment fails a periodic formal inspection or user's pre-use check, it should be clearly marked or tagged as defective and removed from service.

## **The Control of Hazardous Substances**

All substances which may be considered hazardous to health have been assessed using Cornwall Council's COSHH Database (except in Science – these are covered by the CLEAPSS Hazard system). Assessments have been returned to the school and copies are available in the COSHH file from **Alex Cocks**

## **COSHH Co-ordinator**

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The responsibility **of the COSHH Co-ordinator has been delegated to departmental heads**. Alex Cocks and Science, STEAM and Art Departments' Heads are each responsible for ensuring that, before any new substance/chemical is used in their area, a COSHH assessment has been obtained from the Council.

These staff are responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the product/substance.

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

The Premises Manager 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 on site or the storage of such substances/materials may need to be controlled.

In addition, any hazardous substances / materials being used by artists, crafters etc must have appropriate COSHH assessments before being used in the academy.

## **All Staff**

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All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

# **A Manual Handling**

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

The Academy will prevent musculo-skeletal injury to staff as a result of manual handling by reducing the risk to the lowest level possible.

The assessment and reduction of risks from manual handling aims to achieve:

- A safe working environment;
- Suitable and sufficient equipment to reduce manual handling risk;
- Well trained staff who take care of their own health and safety and that of others.

## **Avoidance of risk**

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

## **Assessment of risk**

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The risk to staff will be assessed and documented where manual handling operations cannot be avoided.

## **Responsibilities**

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The Operations Manager, acting on behalf of the Headteacher and Governors, will ensure:

- Manual handling risk assessments have been carried out and updated as necessary;

- Following risk assessments, a remedial action plan has been documented and acted upon in the given timescale;
- Employees are monitored to check safe systems of work are being followed;
- Employees have received relevant level of manual handling training and records of attendance are kept.
- Manual handling accidents or incidents are fully investigated and followed up as necessary.

All employees must:

- Be aware of their responsibilities under the Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992;
- Attend manual handling training sessions provided by the Academy;
- Seek assistance and extra training if their level of knowledge is insufficient for a new situation;
- Be aware of their individual capability for manual handling and not exceed it;
- Report all manual handling accidents, injuries or near misses.

## **Management of Contractors**

The Premises Manager is responsible for overseeing the management of all contractors on site.

### **Selection of Contractors**

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The Academy 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**

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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.

All contractors will be required to read (and to confirm they have read) the Academy Contractor Induction document.

All contractors will be required to sign in and out on daily basis.

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

### **Construction Works**

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