

# PENRYN COLLEGE

## Health and Safety Policy

**Approved by: Full Governing Body**

**Date approved: December 2022**

**Responsible SLT member: Sally Price**

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## Penryn College

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by Penryn College'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 Penryn College'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 in December 2023

## 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 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 The School Trust. 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 Head Teacher, 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 Karen Hunt

### 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;
- 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;
- Act 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. school the following functions have been delegated to:-

Function	Delegated to
Day to day health safety and welfare management	Operational Lead
Regular inspections	Premises Manager/supervisor
Accident Investigation	EST and Operational Lead
Chairing Health and Safety Committee	tbc
Employee training needs	HR Manager/Operational Lead
Contractor management	Systems Manager

### Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The 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 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, the [Head Teacher/Principal]; 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 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.

## Organisation and Arrangements for Health Safety and Welfare.

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

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## 1. Arrangements for the Supervision of Students

### Opening Times

The school will be open from 8.20am and will close to students at 4.25pm 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

- Before lesson start times, students are directed outside and in the event of poor weather, outside their first lesson. This area is supervised by the lesson teacher.
- During break and lunchtimes and generally outside lesson times students are directed outside where the weather permits, although specific areas indoors are dedicated for each year group.
- In general, however, a rota of areas to be supervised and by whom is produced by SLT each day.

Students arrive at the school via bus, taxi, bicycle, parent drop off and walking. The drop off and pick up is supervised where possible by a member of staff, but this is to facilitate traffic management rather than student supervision.

### 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	[4]
Emergency Aid Qualified	[16]

### First Aid Coordinator

**Joanne Binny** 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
  - Pupil Support Office x 2
  - PE Office x 2
  - Main Office x 1
- A sufficient number of personnel are trained in first aid procedures

Name	Date Valid From	Expiry Date	Qualification
Jake Ash	12/06/2019	11/06/2022	First Aid at Work to book
Jake Ash	12/11/2021	11/11/2024	Paediatric First Aid
Adrian Bick	28/04/2022	27/04/2025	Emergency First Aid at Work
Jo Binny	04/05/2022	03/05/2025	Emergency First Aid at Work
Cameron Bidgood	02/10/2020	01/10/2023	Emergency First Aid at Work
Julia Bissett	20/11/2019	19/11/2022	First Aid at Work
Kate Blackburn	10/05/2021	10/05/2024	HSE Emergency Aid in the Workplace
Tracy Charles	23/06/2021	23/06/2024	First Aid at Work
Adam Cheetham	20/05/2022	19/05/2025	First Aid at Work – Outdoor –
Tony Ede	17/03/2022	16/03/2025	Outdoor First Aid
Naomi Edgell	17/03/2022	16/03/2025	Outdoor First Aid
Renata Frucella	30/03/2021	29/03/2024	HSE Emergency Aid in the Workplace
Ben Gillo	14/06/2021	13/06/2024	Emergency First Aid at Work
Ceri Guimaraes	04/05/2022	03/05/2025	First Aid at Work
Janet Heard	26/11/2019	25/11/2022	Emergency First Aid at Work
Mark Holmes	11/06/2019	10/06/2022	Emergency First Aid at Work to book
Sophie Jermyn	20/07/2022	19/07/2025	Emergency First Aid at work
Georgia Lane	24/04/2019	23/04/2022	Emergency First Aid at Work to book
Stacey Marsh	02/10/2020	01/10/2023	Emergency First Aid at Work
Alison McGee-Harrison	10/11/2021	09/11/2024	HSE First Aid at Work
Astrid Mifsud	26/11/2019	25/11/2022	Emergency First Aid at Work
Laura Morrissey	02/02/2022	01/02/2025	Emergency First Aid at Work
Esther Oldrieve	06/02/2019	05/02/2022	Emergency First Aid at Work – Maternity Leave

Georgie Phipps	28/04/2022	27/04/2025	Emergency First Aid at Work
Charlie Richards	20/07/2022	19/07/2025	Emergency First Aid at Work
Laura Salmon	23/04/2021	23/04/2024	First Aid at Work
Cuthbert Shepherd	02/10/2020	01/10/2023	Emergency First Aid at Work
Kim Snowdon	28/04/2022	27/04/2025	Emergency First Aid at Work
Charlotte Travell	19/10/2021	18/10/2024	Emergency First Aid at Work
Richard Tucker	07/06/2021	07/06/2024	Emergency First Aid at Work
Liza Wayland-Edgson			Course is on 13 <sup>th</sup> , 14 <sup>th</sup> & 15 <sup>th</sup> September
Elizabeth Westhead	07/06/2021	07/06/2024	Emergency First Aid at Work
Nicole Williams	22/06/2022	22/06/2025	Emergency First Aid at work

- First Aid qualifications are, and remain, current where listed.

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

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



In the event of 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 telephone call
- A letter
- A form

Records of notification by telephone to parent/guardians will be kept by the Pupil Support Office, as are copies of written notifications.

### **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 may travel to the hospital in their own vehicle (rather than in the ambulance with the student unless the student is overly distressed/confused). This decision should be made in consultation with the attending paramedics and the parent/guardian if he or she is immediately contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the student as they are admitted to casualty.

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

#### Responsible Person

Fiona Williams is responsible for ensuring that the arrangements below are effectively implemented and maintained.

#### Medicine in School

Medicines will only be administered at the 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

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

This school does not allow students to carry or manage their own medication.

#### Storage of Medicine

Medicines will be securely stored in the Pupil Support Office

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 a member of staff who is First Aid trained.

#### Facilities for Medical Procedures

A suitable room has been provided for medications and medical treatments to be administered.

#### 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 consider 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 the school for normal 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 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 Fiona Williams 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 school's complaint procedure.

## 4. Accidents/Incidents

### Reporting Officers

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

Joanne Binny

Charlotte Travell

Hannah Laughher

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 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 on the premises.

### 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 in the front office

The Near Miss Log will be reviewed periodically by Sally Price 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 Cornwall Council Health and Wellbeing Support Team who will decide if an internal investigation is necessary. Investigation reports will be entered onto Assesnet. Significant incidents (as determined by Sally Price) will be reported to the Head Teacher and the Health and Safety Governor.

All reports submitted via Assessnet are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. Sally Price will decide if this investigation takes place.

## 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.

The HR manager is responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher 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 Operational Lead is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Copies of risk assessments are available from the Assessnet system, or paper copies can be requested from the Operational Lead and Heads of Department.

### **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.

Department/Faculty Heads are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

### **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 school normal operating procedures.

Copies of safe working procedures are available from the Operational Lead or Department Heads.



## 7. Fire

### Fire Officer

The person responsible for organising the school fire precautions is Keith Williams, Assistant Premises Manager.

Members of the Premises Team 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 Head Teacher 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 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: -

Ian Gerrard

Gary Webber

Alex Cox

### Evacuation and Registration Procedures

The Fire Evacuation Plan is detailed in Appendix A

## 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 once a year.

Tests will be carried out by a third-party contractor, arranged by Corserv, the school's Facilities Management provider.

All test Certificates will be kept in the electronic Premises filing system 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.

### Coordinator

Keith Williams 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 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 the Assistant Premises Manager.

### 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

The Assistant Premises Manager 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

The Operational Lead is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

### Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

### Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

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

In the event employee needs to request an eye test related to DSE use, then they must contact the HR manager in the first instance.

## 11. Work Equipment

The Assistant Premises Manager 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

The Assistant Premises Manager 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

The Assistant Premises Manager 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 Assistant Premises Manager 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 Assessnet and in the caretaker's office.

Any staff wishing to work outside normal school hours must have prior agreement/permission from their line manager.

### School Security

The on-duty member of the premises team 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.

The nominated on-duty member of staff 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.

Kestrel Security are the school's nominated representatives who will respond in an out-of-hours call out. Kestrel Security have the appropriate skills, qualifications and expertise to manage these risks.

Kestrel Security will contact the nominated out of hours representative to meet them at the premises if needed.

A member of staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

No member of staff is expected to enter a building where it is believed that there is a significant risk.

### 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.



A copy of the procedures introduced to control these risks will be kept in electronic files in the Premises folder. Following an event, the risk assessment and procedures should be reviewed and further controls implemented if appropriate.

## 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 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 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

The HR Manager 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