



Health and Safety Policy

(Statutory)

Reviewed: Autumn

Next Review: Autumn 2026

Equality Impact Assessment - Policy Review

In reviewing this policy, we have tried to make a positive impact on equality by considering and reducing or removing inequalities and barriers which already existed. We have ensured that this policy does not impact negatively on the dimensions of equality.

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1. Abbreviations used in this Policy

CEO	Chief Executive Officer
CLEAPSS	Consortium of Local Education Authorities for Provision of Science Services
COSHH	Control of Substances Hazardous to Health
DSE	Display Screen Equipment
GDPR	General Data Protection Regulations
HSE	Health and Safety Executive
HSO	Health and Safety Officer
LOLER	Lifting Operations and Lifting Equipment Regulations
MSDS	Material Safety Data Sheet
PAT	Portable Appliance Testing
PPE	Personal Protective Equipment
PUWER	Provision and Use of Workplace Equipment Regulations 1998
RIDDOR	Reporting of Incidents, Disease and Dangerous Occurrence Regulations
SLT	Senior Leadership Team
TRMAT	The Roseland Multi Academy Trust

2. Statement of Safety Policy

It is the intention of The Roseland Multi Academy Trust (TRMAT) to provide all sites with a high standard of health, safety & welfare for its staff, pupils & visitors beyond the legal minimum; and wherever practicable, to implement good industry practice;

- TRMAT recognises its legal and moral responsibilities to persons who may be adversely affected by activities across the trust.
- TRMAT 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 trust. TRMAT will seek to ensure that its legal duties and policy objectives are complied with at all times.
- All foreseeable risks associated with the trust's activities will be identified and removed or controlled through a process of risk assessment and management with the aim of preventing accidents and cases of work related ill health
- The trust will ensure all employees are competent to do their tasks and to this end, they will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
- The trust will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
- The arrangements for specific health, safety and welfare matters are detailed in this document.
- TRMAT will ensure, that this policy and any supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than **1st September 2026**, and reviewed annually by the Business & Finance Committee
- TRMAT will consult with our employees on matters affecting their health and safety.

3. Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the trust. 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.

Trustees

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

The Trustees have appointed a Health and Safety Link Trustee (Mr Paul Grayston) to receive information, monitor the implementation of policies, procedures and decisions and feedback to the Business & Finance Committee on health, safety and welfare issues.

It is the Trustees responsibility to organise, plan and implement health and safety in the trust. The Board of Trustees will also measure and review health and safety performance.

Chief Executive Officer (CEO)

The CEO has responsibility for the following but will delegate this responsibility to the Trust's HSO on a day to day basis: -

- Day-to-day management of all health and safety matters in the trust to deliver the aims and objectives of the health and safety policy;
- Ensuring regular audits are carried out; (an audit is an inspection against standards – the Trust's, HSE or whoever we specify/scope)
- Submitting audit reports to Board of Directors;
- 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 and acting on the findings/actions;
- Identifying and facilitating staff training needs;
- Liaising with Directors 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 trust and contractors, the CEO is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

- Ensure a 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 relevant staff.

Headteacher, Senior Leadership Team and other Management Staff

- The Headteacher, SLT and other Management staff have responsibility 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 audits and making reports to the CEO;
- 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 CEO or Directors.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda)

All Employees

All employees have a general responsibility to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

In particular, employees have a responsibility for: -

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures and working methods are followed (e.g. not standing on chairs to reach high displays);
- Ensuring that they undertake all relevant risk assessments involving their children, support staff, themselves, and where relevant members of the public.
- 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 trust'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 qualified teacher or other relevant paid member of staff.

Volunteers are also expected to read and implement the code of practice supplied to them.

Contractors

Site Managers and other linked staff, under the overall management of the HSO are responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

The HSO is appointed with the authority of the CEO to request action from the Contractor where conditions are considered to be unsafe.

Persons responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled is the site supervisor.

The person appointed with the authority of the CEO to request action from the Contractor where conditions are considered to be unsafe is the Headteacher.

4. Induction training.

As part of an induction process all new employees will receive Health and Safety Induction training, this will include as a minimum Health & Safety Awareness and Fire Awareness training, together with the School's Fire and Welfare procedures.

5. Welfare Provision

Toilets; rest areas (Staff room) and catering is provided in accordance with relevant legislation. Where students bring their own food (packed lunch) this should be consumed only in Restaurant/cafeteria or outside if weather permits.

Extra provision will be made available where needed to vulnerable groups such as SEND; pregnant women and new mothers.

6. Consultation with employees

Employees will be consulted, including any union-appointed representatives. Consultation with employees is provided by:

- CEO
- Headteacher
- Health and Safety Officer
- Senior Leadership Team

7. Arrangements for the Supervision of Students

Opening Times

The School will be open from: - 08:10

And will close to students at: - 15:15

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times unless for specific activities such as residential or extended services.

Supervision arrangements

A system of staff rotas is arranged to provide adequate supervision through the school in addition to the staff in offices and classrooms. A copy of these rotas is available from the Deputy Headteacher.

Students who need to leave the school during the school day for any authorised reason must sign out through Student Services and present themselves at reception, where they will be allowed to leave the building as long as parents have given clear direction that this is the case.

Students arriving at school during the day for any reason must enter by reception and then make their way to Student Services who will initiate the system for registration.

Where a student stays at school for an activity the accompanying teacher should be assured that the child has means of returning home safely.

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. The Sports Hub are responsible for lettings, alongside the appropriate checks.

8. First Aid

Assessment of Needs

The school has assessed the need for first aid provision and has identified the number of qualified first aiders holding either the First Aid at Work Certificate or the Emergency Aid (appointed persons) Certificate required for adequate cover. This includes all classroom teachers.

Within the academic year, all required numbers will be trained to maintain numbers of trained staff based on assessed need. A list of these is available from the First Aid Co-Ordinator.

First Aid Coordinator

The First Aid Coordinator is a senior leader and is responsible for overseeing the arrangements for first aid with the School. The First Aid Coordinator's duties include ensuring that there are people assigned, trained and responsible for:-

First Aid equipment is available at strategic points in the School

- Student Services – Medical room
- Main office
- Science main prep room N22 and prep room P5
- DT room
- Sports Hall
- Sport Hub

First Aid qualifications are, and remain, current. The training log is kept with the Assistant Headteacher responsible for CPD.

That the correct level of first aid equipment is maintained in each first aid box

That orders for replenishing stocks are made

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury. This is then reported to the Head, governors and Trustees.

First Aiders

The first aiders 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 specifically not provided for: -

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.)

In these instances, the emergency services will need to be contacted if required by the third parties, unless the school is able to do so.

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). First Aiders are also responsible for replenishing first aid kits should equipment be used, or notifying the delegated person responsible for this.

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

NHS HELPLINE: 111

Suspected Head, Neck and Spinal Injuries to Students

In the event of any 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, 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. The parents will be invited to attend school to check the child should they wish.

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline 111 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/carers of any other significant injury by way of a telephone call.

Records of notification to parents/carers will be kept by Office and Reception staff and recorded on the MIS System.

Local Hospitals

The nearest (3 minutes driving time) Minor Injury Unit is located at: -

Falmouth Hospital
Trescobeas Road
Falmouth,
Cornwall,
TR11 2JA
01326 430000

The nearest (25 minutes driving time) Full Accident and Emergency Department is located at: -

Royal Cornwall Hospital
Treliske
Truro,
Cornwall,
TR1 3LQ
01872 250000

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.

For Secondary School students the attending 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/carers if they are 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.

If a student is taken to hospital in a member of staff’s car, two adults must be present, the driver plus one other.

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

Staff may only use their own cars if covered by suitable Business Insurance.

9. 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

SENDCO 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 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.
- 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.

Dispensing of Medicine

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.

The reception team are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

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 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
- have an asthma care plan (completed by parent/guardian)

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.

Emergency Epi-Pen (Adrenaline Auto-injector (AAI))

Staff authorised to dispense this medication have been given instruction in the recognition of the symptoms of an anaphylactic shock and the appropriate procedures to follow.

The emergency Epi-Pen will only be available to students who have been

- diagnosed with serious allergy and prescribed an Epi-Pen OR
- have an allergy care plan (completed by parents)
- In addition, parental consent must be obtained for use of the emergency Epi-Pen.

The school keeps a register of students who have been diagnosed with serious allergy or prescribed an Epi-Pen.

The emergency Epi-Pen will be stored and managed in the same way as any other prescription medication following the procedures above.

The school does not keep or dispense any other medication.

Storage of Medicine

Medicines will be securely stored in First Aid Room.

All medicines must be signed in to the Medicines Log.

Any medicine given out or administered must be recorded in the Medicines Log.

Medicines can only be given out by Office and Reception staff.

Medication for personal use by members of staff must also be kept in a secure location. E.g. handbags etc. containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

Facilities for Medical Procedures

A First Aid room has been provided for medications and medical treatments to be administered as part of the reception and office area.

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. In all cases due care is to be used to ensure confidentiality and compliance to GDPR.

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 SENDCO 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 Trust's complaint procedure.

10. Accidents/Incidents

Reporting Officers

All members of staff have access and authority to report accidents and incidents using the Every software

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This School records all significant accidents and incidents using the Every 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 Operations Team within the Trust.

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 also be logged on Every.

Near Misses

Where an incident occurs which could have resulted in injury – but didn’t – a record will be kept in the online system. So that any patterns can be analysed and any remedial action taken to prevent an injury from occurring.

Safety Concerns

An email reporting system will allow staff and students to register safety concerns as they may become evident. HSO will investigate these concerns and undertake such corrective actions that removes the concern before it becomes an incident or accident. Explicit opportunities are given during weekly briefings for staff to raise Health and Safety concerns with the HSO as it is a recurring agenda item.

The Near Miss and Safety Concerns Logs will be reviewed periodically by the HSO and the central team in order to identify any areas 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 Health and Safety Officer 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 Health and Safety Officer) will be reported to the Headteacher and the Health and Safety Link Trustee.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Operations Team within the Trust.

Health and Safety Officer and/or the Trust will recommend an independent investigation of the accident/incident if the review indicates a need.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents must be forwarded to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

11. Training

Identification of Training Needs

The School will carry out an evaluation of the health and safety training needs of staff. The training matrix available from the Trust's Operations Team 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 Health and Safety Officer is responsible for overseeing training needs, with faculty heads responsible for analysing the training needs of their departments. The Health and safety officer will present hazards recommendations to the Headteacher, Business & Finance Committee via the CEO and the Trust Board.

Staff Responsibilities

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

12. Risk Assessment

Risk Assessment

The School will seek to identify all activities and situations where there is a likelihood of significant risk. Significant hazards 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 the Trust's Risk Management Software.

The Health and Safety Officer is responsible for managing the risk assessment process and producing relevant reports for the Headteacher and Trustees.

Copies of risk assessments are available from the online system or from the risk assessment folder.

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, Trip and activity leaders, 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's normal operating procedures. Copies of safe working procedures are available from the Health and Safety Officer, and Heads of Departments, and are also located in all classrooms.

13. Water.

All hot water taps will be fitted with a suitable device to control the temperature of the water delivered.

A Risk Assessment will be carried out in regard to Legionella. All installations will be maintained at temperatures appropriate in order to control Legionella infections. The action plan will be monitored by the Health and safety officer and progress reported to the Headteacher.

14. Fire

Fire Officer

The person responsible for organising the school's fire precautions is the Health and Safety Officer.

The Assistant Head teachers 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.
- Feeding back the school's performance during evacuation drills to management and other relevant persons.
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Headteacher, and or the MAT CEO 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

Fire Wardens have received training in fire prevention, the principals of fire safety, safe use of firefighting equipment and effective evacuation procedures.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises.

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate points around the site.

In accordance with the Regulatory Reform (Fire Safety) Order all staff have been given training in the use of firefighting equipment.

Evacuation and Registration Procedures

Please see separate Evacuation Procedures sheet.

15. PEEPs – Personal Emergency Evacuation Plans

Staff, students and visitors with reduced mobility (either permanent or temporary) will be assessed for a PEEP by the SENCO. This will ensure their safety if an emergency evacuation of the site(s) is required. The PEEPs will be tested during fire drills.

16. Electricity

Fixed wiring safety

The school site will be regularly inspected by competent authority to ensure that the fixed wiring system is in good condition. The Senior site team member will monitor the outcomes.

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: -

- All items are currently tested on an annual basis.

Tests will be carried out by a known provider following gathering of three quotes and securing references from other users.

All test Certificates will be kept electronically by the health and Safety Officer for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances

Where personal items of electrical equipment are bought into the school they must be PAT tested before use.

PAT Coordinator

The site manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. Where practicable portable appliances will be allocated to a room location, if moved then IT should be informed so that the inventory can be adjusted. This allows for management of valuable assets and appliance testing to be carried out in a more efficient manner.

The Coordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

17. Fuel and heating.

The school will engage a competent company to supply and service fuel and heating systems.

18. 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 the 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 Health and Safety Officer.

A copy of COSHH assessments and associated Material Safety Data Sheets (MSDS) is also kept at Reception for use by emergency services if called to attend site.

Staff Responsibilities

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

A Health and Safety Officer - Responsible for ensuring that, before any new substance/chemical is purchased, a COSHH assessment has been obtained from Cornwall Council.

The Heads of subjects are 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.

19. Display Screen Equipment

Workstation Assessment

The Headteacher's PA 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; defined as more than 60 minutes per day, and
- Use DSE for continuous or near continuous periods of an hour or more; 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).

Employees may request an eye test from the Headteacher's PA.

20. Work Equipment

Leads of the areas (TTL, site manager) are responsible for overseeing the purchase of all work equipment, as defined by the Provision and Use of Workplace Equipment Regulations (PUWER 1998).

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.

21. Management of Contractors

The Site 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 employers and public insurance
- Empower all senior staff to stop any work if concern raised

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.

22. 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

Department and Faculty Heads 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 Department and Faculty Heads 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.

23. Working Alone

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations that 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 health and safety file.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Head. Please also refer to the Lone Working Policy.

24. School Security

A Site Team member 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.

A Site Team member is responsible for carrying out checks of the premises during holiday periods.

School Staff 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. In all cases the responder should assume that the alarm is real, not a false alarm, and therefore act accordingly.

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 Head and Deputy Heads are the 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.

Where there is a callout the Deputy Headteachers or Headteacher will attend. They should phone the other to inform them that they are attending a call-out. They will do an external check of the building first. If there are any signs that suggest risk they will call the security firm:

Kestrel Guards – 01209 313125

The police or fire service, or other contractor or individual, whichever is most appropriate. In this case the attending member of staff should inform the other keyholder of what has taken place.

If there is no sign of risk the person may enter the building to assess the reason for the call-out but should regularly inform the other keyholder of what is taking place.

25. 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

Assistant Head teacher (Welfare) 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

26. Vehicles.

All drivers of minibuses are legally required to have D1 on their personal driving licence should they drive a minibus of 3.5 tonnes in weight or more.

Where a light weight vehicle is being used (Minibus Lite), under the 3.5 tonnes limit the driver does not need D1 on their licence. However, every driver must have taken and passed a one day Minibus driver awareness course e.g. MIDAS, which is periodically renewed – normally every three years. Licenses are checked on MIDAS renewal/start. Minibuses are serviced at a regular interval, as well as a 12-weekly inspection check.

All drivers are required to inspect the vehicle before travelling using the supplied vehicle check sheet. All issues are to be reported immediately to the HSO in order that remedial action can be taken as soon as possible.

Use of personal vehicles for work

Where staff elect to use their vehicle for school based activities they must have business use insurance cover for their vehicle. This will not normally create any additional cost if undertaken at insurance renewal time.

Staff must also hold a valid driving licence. Staff will confirm they hold business insurance when completing the mileage claim form.

These will be checked by the Headteacher's PA.

27. Traffic Management

Traffic on site should be controlled as to create separation of pedestrians and vehicles. Where practicable deliveries should be arranged for times when students are in class.

28. Working at Height

Working at height applies to all staff. When working at height the correct equipment should be used at all times to mitigate the potential risk to health and safety.

No working at height should be undertaken when working alone.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you:

- are working on a ladder or a flat roof;
- could fall through a fragile surface;

- could fall into an opening in a floor or a hole in the ground.

Before working at height you must work through these simple steps:

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

You should:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects;
- consider your emergency evacuation and rescue procedures.

Equipment should meet the Class 1 or 2 standard:

Max Safe Working Load: 175 Kg (27.5 st) for Class 1 and 150 Kg for Class 2. For daily use where onerous conditions of use, carriage & storage occur.

Each ladder must clearly display an up to date safe to use ladder inspection tag and staff must only use ladders that have an in-date tag.

Even with a tag in place it is imperative for users to satisfy themselves that the equipment remains in good order before active use.

Any un-safe equipment or concerns about equipment should be reported to the appropriate Site Manager as soon as possible, and where equipment is damaged taken out of use immediately.

Ladders should be stored in a secure manner such as to prevent unauthorised use.

Staff should use a risk assessment of the work to be undertaken at height. If staff are unsure of what is the right equipment to use advice should be sought from the HSO.

Mobile towers are only to be used by staff who have completed the working at height training course and any excessive high-level work must only be undertaken by fully trained staff.

29. Lifts

A number of lifts and chair lifts are positioned at various points around the school. These should only be used by students and staff with reduced mobility, the personnel lifts must not be used to move equipment. A cargo lift is also provided for movement of equipment which should only be used by Site Services team members.

30. Lifting Equipment (LOLER)

Any lifting equipment (as defined LOLER, slings, harnesses etc. used by the site team or for medical reasons) will be regularly inspected and certified by competent authority. All equipment will bear a “tag number” to allow ease of identification and tracking. The senior site team member will hold the responsibility for checking and monitoring.

31. Version Control

<u>Version</u>	<u>Reason for change</u>	<u>Changed by</u>	<u>Date</u>
V1	Original	M Hickman	15/11/19
V2	Governor Edit	Rob Williams	19/11/19
V3	Add Abbreviations list and Local Hospital details	Rob Williams	21/11/19
V4	Add PEEPs; Legionella; traffic management	Rob Williams	2/12/19
V5	Add Responsible Governor	Rob Williams	2/12/19
V6	Amendments made following advice from Tony Broad at County	M.Hickman	06.1.20
V7	Update staff	J Price	4.7.24
V8	Reviewed	J Price	30.5.25