



MAT Health and
Safety policy,
Responsibilities and
Arrangements- Veryan
School

June 2019



celtic cross
education

Celtic Cross Education

Health and Safety Policy and Index

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MAT Statement of Intent

Celtic Cross Education

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Multi Academy Trust's activities.
2. Is committed to ensuring, as far as is reasonably practical, 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 Multi Academy Trust's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are suitably skilled and experienced and given such information, induction, training and supervision as may be necessary to enable the safe performance of their duties.
6. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. Review of this policy will be carried out by the Chief Executive Officer, bi-annually or if a significant incident occurs.

Signed

Chief Executive Officer _____

Date _____

Chair of the Trustees _____

Date _____

Multi Academy Trust Responsibilities

It is recognised that individuals and groups of individuals all have responsibilities for health safety and welfare in the Multi Academy Trust (MAT). The individuals and groups identified below are expected to have read and understood the MAT'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 MAT is Celtic Cross Education. 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.

Board of 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 Resources Committee and Head of school, to prioritise resources for health safety and welfare issues.

The Board of Trustees have appointed the Premises, Health and Safety Committee (PHSC) to monitor Health and Safety on their behalf. **The CEO has been appointed as accountable for health and safety in the Trust.**

Chief Executive Officer

The CEO has responsibility for:-

- The management of all health safety and welfare matters in the MAT 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 Board of Trustees;
- Ensuring that action is taken on health safety and welfare issues;
- Carrying out accident investigations, ensuring these are done and reviewing them;
- Identifying and facilitating employee training needs with the training coordinator;
- Liaising with PHSC and the Heads 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 via checks on insurance, training etc;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

Whilst accountability for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this MAT some of these functions have been delegated to the Estates Manager and the Heads of School.

Competent Health and Safety Advice

The MAT recognises that it must have access to competent health and safety advice. The MAT's competent advisors are stated in Appendix 1.

Premises, Health and Safety Committee

The Premises, Health and Safety Committee is responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The PHSC will receive regular reports to enable them, in collaboration with the Estates Manager/ Head of school to prioritise resources for health safety and welfare issues.

A Health and Safety person in each school has been nominated to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Estates manager on health safety and welfare issues.

The Health and Safety person for each school is the Head of School.

MAT Local Roles and Responsibilities

Estates Manager

The Estate Manager has responsibility for:

- The management of all health safety and welfare matters in the MAT 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 Premises, Health and Safety Committee;
- 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 with the Head Of School and CEO;
- Identifying and facilitating employee training needs with the training coordinator;
- Liaising with PHSC and the Heads on policy issues and any problems in implementing the Safety Policy;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.
- Ensuring that all projects are undertaken in total compliance with the current CDM regulations.

Head of School

The Head of School has responsibility for: -

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy; including conducting site walkarounds, meeting with the Estates Manager and Site team regularly and ensuring that defects are actioned as soon as possible.

- Drawing up and reviewing departmental procedures regularly and ensuring the all staff have read and understand them
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk and ensuring that these risk assessments are reviewed on a regular basis to ensure they are as accurate and useful as possible.
- Carrying out regular inspections and making reports to the Estates Manager
- Ensuring action is taken on health safety and welfare issues as soon as practical;
- Arranging for employee training, information and instruction in conjunction with the Estates Manager and Central Team;
- Passing on health safety and welfare information received to appropriate people using the correct method, i.e phonecall or Parago helpdesk depending on urgency
- Acting on reports from employees, the PHSC 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 and kept clean and tidy
- 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;
- Reporting health and safety concerns immediately to the Head of School or Site Team.
- Reporting minor defects using the Parago helpdesk.

In addition, all employees have a responsibility to co-operate with the employer on matters of health and safety, and this is vital to the success of the Health and Safety Policy.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the Trust's policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

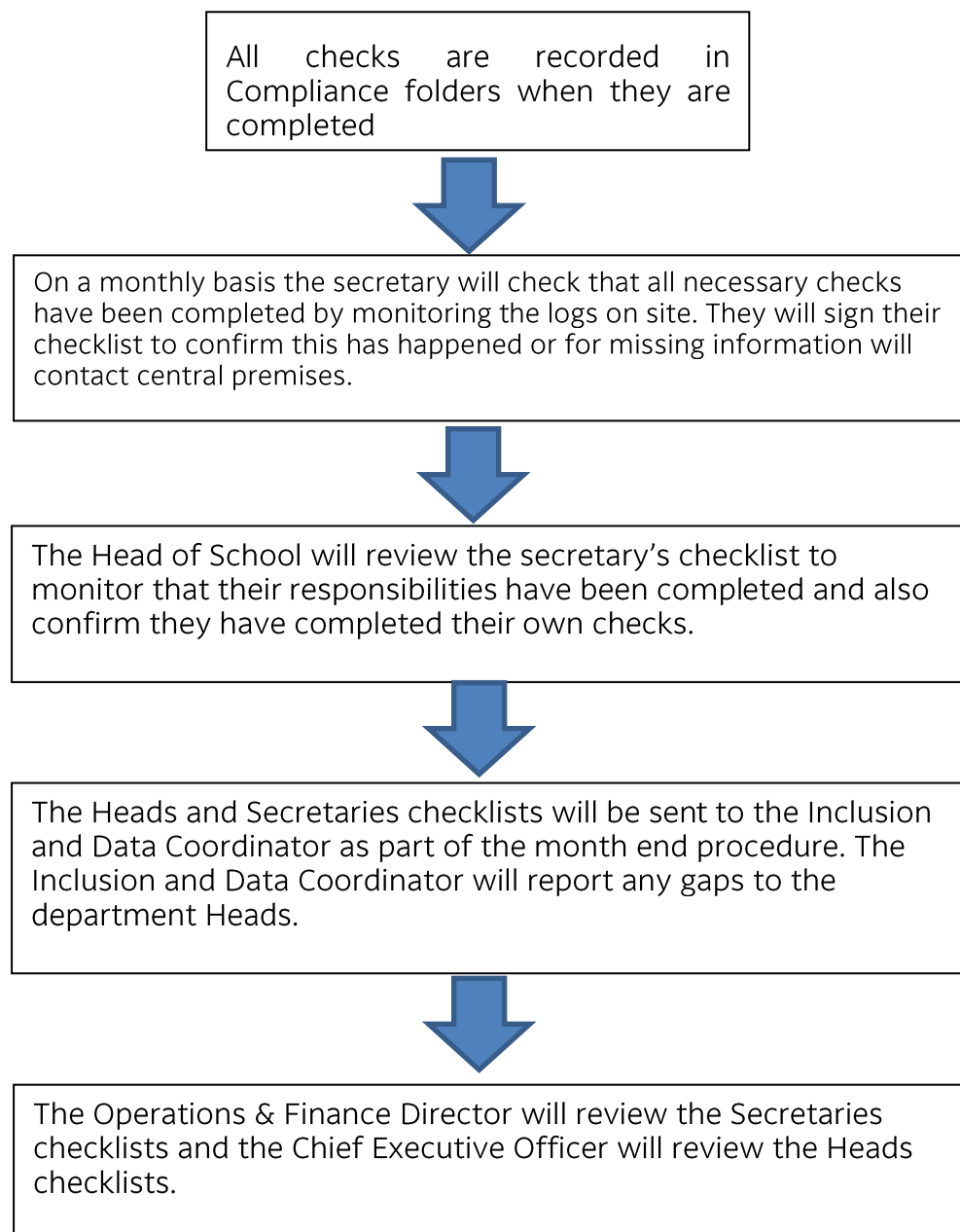
Volunteers are also expected to act only under the supervision of a qualified employee.

Monitoring of health and safety functions

The Head of School has on site responsibility for the Health and safety checks. However, these can be delegated to a nominated person (i.e Secretary or site team member).

The responsible people must ensure that all of the functions they have responsibility for are being completed. The procedure for monitoring this is through a checklist system detailed below. Any gaps in checks being completed will be highlighted through this system.

The central team will independently monitor that the schools are completing all of their Health and Safety functions by reviewing Parago software entries, checking paperwork and completing site inspections when visiting schools.



Procedures for Health and Safety functions

This section of the policy details the Trust procedures for managing Health and Safety. School specific information is detailed in the appendices.

1. Reporting defects

For any urgent health safety and welfare defects staff are required to inform the Head or a member of the site team immediately. Depending on the defect this may require an additional member of staff to remain in the area to warn others of the issue.

If a health and safety defect falls into any of the below criteria then remedial action/ a phone call must be made immediately:

- Risk to life
- Major security breach
- Total loss of communication ie phone lines down
- Immediately dangerous situation
- Broken window
- Flood

For any other defects staff must report these on the Parago helpdesk system. All staff are able to access this through Sharepoint and their computer desktops. The tickets are then received by the site team, the estates manager and premises and operations co-ordinator who will ensure that they are actioned.

The Parago system allows responses to be sent so staff are aware that the issue is being resolved. If the staff member is not confident that the issue is being resolved they must inform the Head of School. The Head of School will escalate the issue to the Estates Manager.

2. Inspections/Site walkarounds

A detailed site walkaround must be completed on a regular basis. The Head of School is responsible for ensuring this is completed. The Head of School will complete their inspection on a termly basis as a minimum. A weekly inspection must be completed although this can be delegated to the site team/secretary.

The list above must be referred to decide whether defects must either be resolved immediately or reported on Parago.

3. Arrangements for the Supervision of students

The school opening times are given in Appendix 2. Between these times supervision will be provided. Students will not be allowed on site outside of these times.

After School Lettings

Unless specifically agreed in the Lettings Agreement the school does not provide supervision for any groups using it's facilities as part of a letting/hiring agreement.

4. First Aid

Assessment of needs

An assessment of first aid needs has been carried out to identify the required numbers of first aid trained staff in school. The results of this assessment can be found in Appendix 3.

First Aid Appointed Person

The First Aid Appointed Person for each school is identified in Appendix 1. They are responsible for overseeing the arrangements for first aid in the school. The First Aid Appointed Person's duties include ensuring that:-

- First Aid equipment is available at strategic points in the school and these are kept fully stocked and these locations are listed on First Aid Posters throughout the school.
- In conjunction with the training co-ordinator a sufficient number of personnel are trained in first aid procedures.
- First Aid qualifications are, and remain, current.

The First Aid Appointed Person will also check first aid logs for indications of recurrent or frequently reported types of injury on a termly basis. Any findings must be reported to the Head of School. The First Aid Appointed Person is responsible for calling an ambulance in an emergency.

First Aiders

A first aider is someone who is qualified to give first aid treatment in the event of an injury or illness. The first aiders will provide first aid treatment for school staff or pupils on site during the school day and may assist others injured whilst on the school site. 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 aid cover must be provided by the organiser in these circumstances

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).

The school's first aiders are identified in Appendix 3.

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 NHS urgent care helpline

Telephone 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 Trust, 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) by the school secretary or Head/Lead teacher

Escorting Pupils to Hospital

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

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

5. Pupils with Medical Needs

The Trust 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/suppor-ting-pupils-at-school-with-medical-conditions.pdf)

Responsible Person

The responsible person is to ensure that the arrangements below are effectively implemented and maintained. The responsible person is identified in Appendix 1.

Medicine in School

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

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

Medication brought into school must be clearly labelled with the child's name, dosage, method of administration and be in date. Medication will be available to identified students at all times of the school day.

Training

The Head and Training Coordinator will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

The responsible person will keep a record of all medical needs training.

Sharing of Information

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

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

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

Individual Healthcare Plans

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

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

Risk Assessment

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

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

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

Unacceptable practice

To prevent unacceptable practice the responsible person will ensure that:

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

Complaints

Parents/carers are encouraged to contact the school's responsible person 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 which can be found on the Trust website.

6. Accidents/Incidents

Reporting Officers

Nominated members of staff in each school have access and authority to report accidents and incidents, they are identified in appendix 1.

The Reporting Officer will record incidents using the systems below. The Head of School will review all reports.

Accident/Incident Reporting Systems

This Trust records all significant accidents and incidents using the AssessNet Online Health and Safety management system provided by Cornwall Council. A significant accident is:-

Any incident resulting in an injury to a member of staff

Any incident resulting in an injury to a visiting member of the public

Any incident resulting in an injury to a contractor on the school site

Any incident resulting in an injury to a student which was (or might be) due to

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision
- The level or quality instruction or training provided

Any “Dangerous Occurrence” as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any “Occupational Disease” as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive by the Head of School.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple “Day-Log” which will be kept in the school. This will be reviewed by the Head of School on a monthly basis

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	Within 24 hours unless there are extenuating circumstances

Accident/Incident Investigation

All incident reports will be reviewed by the Head and Estates Manager who will decide if an internal investigation is necessary. All Heads will be trained in accident investigation. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by the Head of School) will be reported to the CEO and also the Estates Manager.

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

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. They will also highlight if an incident/accident is reportable under RIDDOR. The Estates Manager/ CEO will decide how this will be investigated.

The Estates Manager or Premises and Co-ordinator will review all incident reports and prepare reports for the PHSC. This will include the breakdown by school and type of incident. The committee will question and discuss any incidents that have resulted in serious injury, happen on a regular occasion or are a cause for concern. The Estates Manager and CEO will be responsible for providing details of any investigations that have occurred and any actions/change in procedure that have been implemented to reduce the risk of further occurrence.

Procedures for dealing with near misses are given in Appendix 4.

7. Training

Identification of Training Needs

The central office has carried out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments was used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place where the evaluation identifies a need. High risk training will be completed first, ie. First aid/fire warden.

The Training Co-ordinator is responsible for carrying out the evaluation of training needs and presenting recommendations to the Head/Chief of Operations. Heads of Schools also have a responsibility to highlight any training needs.

The Trust recognises that staff being away from school due to training impacts the provision of education to it's children. Therefore where possible training will be arranged to minimise this impact ensuring:

- several staff are not out of school at the same time
- that training provided is accurate, relevant, necessary and useful

Staff Responsibilities

Staff must attend all health and safety training provided by the academy.

8. Risk Assessment

Risk Assessment

Each 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 the Trust's current risk management software.

Each school will nominate a staff member who is responsible for reviewing the risk assessment process and producing relevant reports for the Head. This person is identified in appendix 1.

Schools must record that staff have read and understand the relevant risk assessments.

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.

The Head is responsible for ensuring that risk assessments are reviewed regularly (at least annually or when there is a change to the activity/children attending)

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 schools nominated person. These will be reviewed by the members of staff completing the risk assessed activity and any necessary changes to the risk assessment will be fed back to the nominated person promptly. The risk assessment will then be reviewed and updated.

9. Fire

Evacuation procedures

Each School has their own evacuation procedures which will be displayed in reception and are given in Appendix 5. This contains the escape routes and details of the fire wardens and their assigned areas.

The Head of School is the responsible person for fire in their school and they will nominate a deputy who will be responsible in their absence.

Responsible Person

The Head of School 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 (checking that testing is completed as required- 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 Estates manager/ CEO on issues of significance.
- Ensuring the evacuation procedure is reviewed and remains accurate. This must be reviewed if there are any changes to the building that will affect evacuation routes. This includes PEEPs.
- Ensuring that all visitors to the site are made aware of the evacuation procedures.

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 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 or block escape routes (items left in corridors or hanging from walls and ceilings)
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety to the Head of School or Site Team
- Report any fire hazard to the Head of School or Site Team.

Personal Emergency Evacuation Plans (PEEPs)

PEEPs will be written for any person (child, staff or visitor) who requires additional support when evacuating the building. The Head of School must ensure that these are completed and reviewed regularly.

Fire Wardens

Each school will nominate and train fire wardens, these are identified in appendix 6.

Fire Wardens have received training in fire prevention, the principles 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 by:-

- Checking that their assigned areas have been evacuated (if it is safe to do so)
- Supervising and directing students and staff to areas of safety.

Site checks

Periodically Heads of Schools/Site team will carry out inspections of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Site Team/ Estates Manager for action.

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site and will be serviced by a qualified contractor annually.

In accordance with the Regulatory Reform (Fire Safety) Order 2005 fire wardens have been given training in the use of first aid firefighting equipment. It is the policy of the school to evacuate the building and not to fight a fire. However, fire wardens have been trained in case of emergency i.e fire blocking the only escape route.

Fire alarm/Emergency lighting equipment

The fire alarm will be tested weekly by a member of the school staff that the Head nominates. There will be a number of staff trained to ensure that alarms are still tested in the nominated persons absence. The fire alarm system will be serviced on a 6 monthly basis and the emergency lighting will be tested 6 monthly (1 hour and 3 hour tests).

10. Electricity

School Owned Portable Appliances

The Trust will undertake to inspect and test all its portable electrical appliances by a suitably trained and qualified person on a yearly basis.

Tests will be carried out by companies who have been checked and authorised by the Estates Manager.

All test Certificates will be kept for the duration of the life of the appliance. The most recent certificate will be stored in the school compliance folder and previous certificates will be stored electronically in the central office.

The Head of School is responsible for ensuring that all equipment is available for testing on test days including staff laptops.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment may only be bought into the school/academy by prior agreement.

Each school 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 Estates Manager is also responsible for ensuring that a fixed wiring inspection is carried out for premises every 5 years by an authorised contractor.

11. 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 COSHH coordinator identified in Appendix 1.

Staff Responsibilities

Staff shall not use any hazardous substance without first having read and signed 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

Each school will nominate a member of staff who 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.

12. Display Screen Equipment

Workstation Assessment

The person identified in Appendix 1 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. Information on the correct use of DSE can be found on Sharepoint along with the assessment form that staff need to complete initially. If staff suffer from any musculoskeletal problems or have a change in role or office environment they should complete the assessment again.

Eye Tests for Display Screen Equipment Users

All academy employees who are defined as DSE users are entitled to a free eye test and special glasses for use with DSE. The academy operates a voucher scheme for eye tests and these can be requested by contacting the DSE assessor.

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).

13. Work Equipment

The Estates Manager is responsible for overseeing the purchase of all work equipment to be used by the Site team. Heads of School are responsible for overseeing the purchase of all work equipment to be used in school.

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.

14. Management of Contractors

The Estates Manager is responsible for overseeing the management of all contractors on site in conjunction with the site team.

Selection of Contractors

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 in compliance with the current CDM regulations.
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public liability insurance
- All contractors will consider and complete the academy's 'Contractors rules' form, prior to commencement of their activities.

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 or site staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer and confirmation from the Head of School that these checks are satisfactory.

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).

Heads are responsible for ensuring that all contractors follow the correct signing in procedure. On their first visit to the site contractors must be given details of fire procedures and safeguarding information.

If a contractor is found to be working in a manner that is unsafe or against procedure they will be instructed to stop work immediately. The Head/ Estates Manager must investigate and will either ensure changes are made so that they can safely continue working or the contractor will be asked to leave the school 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 in conjunction with CDM (2015) regulations.

15. Personal Protective Equipment

Academy 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 academy has a duty to ensure that PPE is used effectively. Managers will be expected to monitor and record 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

Each school will nominate a member of staff who 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, this person 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.

16. Working Alone

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

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

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Head of School/ Estates Manager.

Buddy System

The Trust operates a buddy system to ensure that anyone who is lone working is safe whilst completing their work (either in school during holidays or traveling to meetings). The member of staff is responsible for arranging their own buddy in their school/team who they will inform when they have finished work and are safe. If the buddy is not contacted by an agreed time they must initially call their buddy and if they receive no response contact the Head/Estates Manager (depending on the situation) immediately.

School Security

The Head of school is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

The Site Manager/Site Team is responsible for carrying out checks of the premises during holiday periods.

The School Security company will respond to all out of hours callouts on the schools behalf. Should any issues be found they will report them to the Estates Manager.

School Staff/ Responding to Call-Outs

The Estates Manager & Site team nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. The Schools security company will respond to all callouts initially and meet the keyholder on site if required.

Two Persons Attend

The Trust is to ensure there are enough key holders to ensure that at least two persons will attend site together or will meet a representative of the security company on site.

17. Violence

Zero Tolerance

Violence is not tolerated in this academy. 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 academy'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/academy]'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 Head of School is responsible for ensuring that all:-

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

Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Each school will have a number of team teach trained staff dependent on numbers on roll (appendix 7)

Each school has their own specific policy and procedures aimed at the control of students which has been adopted.

18.Working at Height (WAH)

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. '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.

It is the policy of the Trust that only staff trained in correct WAH techniques and procedures will do so. Trained members of staff are identified in appendix 8.

Before carrying out any WAH task those carrying it out must carry out a risk assessment and follow the steps identified by the HSE at <http://www.hse.gov.uk/toolbox/height.htm>.

Before working at height work through these simple steps:

- **Avoid** work at height where it's reasonably practicable to do so
- where work at height cannot be easily 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

School staff are authorised to use a two step ladder or elephants foot step stool when it is necessary to reach higher heights. Each school has access to these so there is no need for staff to stand on tables, chairs or other equipment.

If staff are unable to reach the required location by using the 2 step ladder they must request a working at height trained member of staff to complete the task for them or re-evaluate the task.

In case of doubt refer to <http://www.hse.gov.uk/work-at-height/index.htm> and the academy responsible person named in Appendix 1 to the arrangements.

19. Asbestos precautions

The Trust has a responsibility for the management of asbestos in all its premises in order to prevent exposure to employees, contractors and all other persons who might be affected by its work.

The Control of Asbestos Regulations 2012 have been published including an Approved Code of Practice as HSE L143 (Second Edition) published 2013.

An Asbestos Management Plan (AMP) for each site is held in the school office and must be viewed by all contractors before starting work on site. Viewing the AMP is acknowledged by signing the access sheet in the AMP.

The Head of School responsible for the AMP and the control of asbestos risks in this academy.

No one is to disturb any area identified as containing asbestos materials without suitable and sufficient controls and authorisations being in place.

Any known asbestos on site will be monitored monthly by the Site Team and annually by an external contractor.

Even if there has been no asbestos found on site schools cannot assume that there is none. If an unidentified material is found it should be assumed to be an asbestos containing material until tested by a qualified contractor.

If asbestos is disturbed on site the procedures on how to proceed are clearly listed in the asbestos folder.

If any asbestos is to be removed this will be done by a licensed and fully checked contractor.

20. Radon precautions

Cornwall Council [CC] has a RADON Policy that acknowledges the responsibility to occupiers of buildings concerning exposure to Radon. Exposure will be controlled within CC properties in order to conform to the Health and Safety at Work (etc) Act 1974 and the Ionising Radiations Regulations [IRR].

CC has published Radon Rules that should be used for guidance of academies to satisfy the regulatory requirement.

The Trust employs an external contractor to meet their regulatory requirement for the monitoring of Radon. If a school is found to have high levels a risk assessment will be completed and mitigation installed.

If a school has radon mitigation installed this will be serviced on an annual basis.

Appendix 1: Veryan Primary School Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
Competent Health & Safety Advice	Cornwall Council	N/A
First Aid Appointed Person	Caroline Jarrett (Head of School)	Errin Allan (School Secretary) Emeline Goodall (Teacher)
Responsible person for pupils with medical needs	Caroline Jarrett (Head of School)	Errin Allan (School Secretary) Emeline Goodall (Teacher)
Accident reporting officers	Caroline Jarrett (Head of School)	Errin Allan (School Secretary)
Risk Assessment manager	Caroline Jarrett (Head of School)	N/A
COSHH coordinator	Caroline Jarrett (Head of School)	Errin Allan (School Secretary)
DSE Assessor	Caroline Jarrett (Head of School)	Rebecca Bishop (Premises and Operations Co-ordinator)
PPE coordinator	Caroline Jarrett (Head of School)	Errin Allan (School Secretary)
School Security Company	PJI Security	N/A

Appendix 2 Arrangements for the supervision of students

Opening times

The School will be open from:-

7.45 am for Breakfast Club. 8.30am for all other students.

And will close to students at:-

3.15pm or 4.15pm for After School Club attendees.

Supervision arrangements

Breakfast Club supervision from 7:45am 1 member of staff to 12 children
Children to be dropped off in the main school office.

Morning supervision from 8.30am - 2 members of staff on playground
Children to be left at the main entrance gate and welcomed by member of staff into playground (for wet morning play each teacher/TA will be in own classroom to supervise own class group – children will be dropped off in the main reception area of school.)

Morning break time supervision – 2 members of staff on playground with walkie talkie contact.

Lunchtime supervision – 2 members of staff in lunch hall until 12.30pm & 2 members of staff on duty in playground with walkie talkie contact from 12.30pm.

After School Club supervision – Staff with maximum group of 30 children. Walkie Talkie contact if on playground or village hall to second staff member. 2 members of staff if club takes place at sports field offsite. Collection point agreed at point of club sign up. Usually 4pm collection time.

If a child is not collected from school at the agreed time, 2 members of staff should remain in school with the child and contact should be made with all parent/emergency contacts on list. Both staff to remain in school until the child is collected. If emergency contacts cannot be reached and the child remains uncollected by 5pm the Head of School should be notified (if not present) who will inform the CEO. Police will then be informed.

Pupils will be expected to be in their classroom during lesson times, unless specifically requested to work in the library/sensory room where they can be seen and/or monitored by a member of staff. The staff room is out of bounds to children unless working within a small group or one-one with a member of staff.

Pupils are encouraged to use the toilet during break and lunchtimes and must ask permission to leave the playground/lunch hall to use the toilet and staff should remain vigilant to their absence/return. Pupils requiring use of the toilet during lesson times must ask permission and will use either the KS1 toilets in Carne or the KS2 toilets in the lower part of school. Staff will remain vigilant to their absence/return.

Appendix 3 First Aid needs/Procedures

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is required:-

First Aid at Work Qualified: 1

Emergency First Aid Qualified: 1

Paediatric First Aid Qualified: 5

Appointed Person: 1

Notifying parents

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

- A telephone call

Records of notification by telephone to parent/guardians will be kept by the reporting first aider/school secretary. Copies of written notification are held on the incident/accident slip in the first aid folder in staff toilet or in medical file in main office.

Medicine in School

The School does not keep or dispense any other medication.

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 main school office in or on top of the small fridge.

All medicines must be signed in in the Medicines Log.

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

Facilities for Medical Procedures

The room provided for medications and medical treatments to be administered are the main school office or staff room as appropriate.

List of first aiders

Name of employee	Training course completed	Course date	Expiry date
Errin Allan	First Aid at work	March 2019	13/3/2022
Errin Allan	Paediatric First Aid	January 2020	27/01/2023
Laura Blayney	Paediatric First Aid	June 2018	12/06/2021
Emeline Goodall	Paediatric First Aid	May 2018	1/05/2021
Rachel Hawkins	Paediatric First Aid	July 2016	12/06/2021
Susan Hocking	Paediatric First Aid	July 2016	30/06/2019

Caroline Jarrett	Emergency First Aid	January 2019	00/01/2022
Demelza Spears	Paediatric First Aid	May 2018	01/05/2021
Emeline Goodall	Outdoor learning First Aid	January 2020	22/01/2023

Appendix 4- Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss Log

The Near Miss Log is kept by the Head of School in the main school office.

The Near Miss Log will be reviewed periodically by the person identified in Appendix 1 in order to identify any areas of concern which may require attention.

Appendix 5- Evacuation and Registration Procedures

This details the fire and emergency evacuation procedures for the premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

On discovering a fire, raise the alarm at the nearest break glass call point.

1. ACTION WHEN THE FIRE ALARM SOUNDS

- The office staff will call the emergency services.
- Head Teacher/Fire Marshall will conduct a sweep of the building to ensure the building is evacuated, and to re-direct the evacuation if necessary. They will also close the fire doors in the corridors. In the event of their absence, the sweep is conducted by the Lead Teacher and the school secretary.

2. EVACUATION PROCEDURES

The signal to evacuate the building is a continuously ringing bell. All members of staff will take responsibility for the evacuation of the building in the following way:

- Keep pupils calm.
- All pupils must be quiet and walk, not run, during the evacuation.
- Pupils must be led quietly to the nearest exit indicated on the plan. Pupils/staff should not stop to pick up belongings.
- If possible, classroom doors & windows should be closed.
- Teaching Assistant for each year group to check the toilets.
- Follow the 'Green Exit' signs, or use the nearest available exit.
- Pupils line up in silence at the far corner of the school playground* (near exit gate facing away from the building in the designated class lines. The fire register is called out by a member of staff from each class.
- Office staff carry out: the visitors book, fire registers, telephone number contact sheets and the signing in book.
- After the roll call, children will be led in their class lines out of the playground exit gate to the ramp in the village hall car park and a second register called. Please remain silent and await further instructions. Do not re-enter the building until you are told by the Head Teacher or Fire Brigade that it is safe to do so.
- The Head Teacher will then inform the Chair of SMC, Central Office and the Local Authority.

*Or for alternative evacuation exit – the children will line in class lines adjacent to the public toilets.

2. ROLL CALL

- Pupils line up and teachers check the register and report to the Head Teacher as correct, or the names of missing pupils. This is cross referenced with the other registers before a search is organised.
- Teachers also check that all adults assigned to their class that day are present, e.g. students, volunteers, visitors and TAs.
- Office staff check visitor attendance/staff log in and report to Head Teacher/Lead teacher as correct or the names of any missing people.
- The office staff check attendance for kitchen staff.
- The Head Teacher must inform Fire Brigade personnel that roll call is complete.

3. Breakfast and After School Clubs

- Adults running/leading activities out of normal school hours must maintain a register of all children attending so that a roll call can be made in the event of emergency evacuation.
- Club/activity leaders to ensure that all adult helpers are accounted for.

- Evacuation points as above.

4. DISABLED PERSONS

- Disabled pupils are the responsibility of a designated teaching assistant or teacher and must have a Personal Evacuation Plan in place, which is developed as part of the Fire Risk Assessment procedures when they are admitted to the school.
- Disabled pupils will be evacuated through the nearest designated fire exit.
- Disabled visitors are the responsibility of the member of staff who they are visiting. They will be evacuated through the nearest designated fire exit.
- Disabled staff are the responsibility of designated colleagues. They will be evacuated through the nearest designated fire exit. Disabled staff must also have a Personal Evacuation Plan in place.
- The evacuation from the building of any disabled person will be given priority.

5. ACTION ON DISCOVERING A FIRE

On discovering a fire:

- Raise the alarm by breaking the glass at the nearest 'fire call' point.
- Do not attempt to put out a fire using the fire extinguishers. The priority is to evacuate the building.
- All other staff will then follow the procedures detailed under Section 2.

6. SUMMONING THE FIRE & RESCUE SERVICE

- The office staff will dial 999 to call the fire service. Other emergency services will be called if necessary.
- The School Fire Marshal will meet the emergency services.
- In the event of any casualties, these will be looked after by first aiders and the Designated First Aider in the Workplace will have the responsibility for liaising with the ambulance service.

7. FIRE DRILLS

- Evacuation drills should be carried out once each half term.
- The Head Teacher has responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
- The first drill of the year should be carried out as soon as possible at the start of the autumn term so that all new pupils and staff are aware of the procedures.
- Arrangements are made to vary the drills so that as many scenarios as possible are rehearsed.

8. VISITORS, CONTRACTORS and LETTINGS

- All visitors and contractors must report to the office, signing in the appropriate book on arrival and before leaving the premises. All visitors/contractors should wear identity badges either provided by the school or their company/organisation.
- Contractors will be asked to sign the register of maintenance/works on arrival at the office.
- In the event of a fire evacuation, the person hosting the visitor is responsible for escorting him/her to the fire assembly point.
- Contractors working on the premises, shall be informed of the fire and emergency procedures that apply including: -
 - action to be taken on hearing the fire alarm or discovering a fire;
 - fire evacuation procedures including means of escape, location of the fire assembly points and name of the person in charge of evacuation procedures;
 - the location of fire fighting equipment and fire alarm call points in relation to the area of their work.

- Contractor's employees working on the premises when full time staff are absent (e.g. at night or at weekends), shall have adequate fire evacuation arrangements in place and know how to call the fire & rescue service.
- The risk of fire arising out of the work of any contractor at the premises will be assessed and appropriate precautionary measures put in place. Advice will be sought from the school's appointed property maintenance consultant as required.
- Persons who hire the school premises for events will be given written instructions as regards what action to take in the event of discovering a fire or on hearing the fire alarm sounded and will be given copies of relevant Fire Risk Assessments by the Premises Manager and School Business Manager. School admin staff are to inform Academy Business Manager about all new lettings.

9. EVACUATION ROUTES



- Evacuation routes will be kept free from obstruction and adequately and clearly marked with correct signage.
- All staff are responsible for ensuring that emergency exits and evacuation routes are kept free from obstruction.
- Sufficient notices are displayed at appropriate places; these will indicate the action to be taken on discovering a fire or upon hearing the fire alarm.
- Fire doors identified with this symbol must NEVER be propped open.



10. FIRE ALARM TEST

- The fire alarms should be tested once a week by the school office/ premises team and records are kept.
- The emergency lighting will be tested monthly by the school office/ premises team and records are kept.
- Staff are responsible for reporting any defects to The Premises Manager who will ensure they are repaired.

11. FIRE FIGHTING EQUIPMENT

- Firefighting equipment will be examined and tested at least once a year by a competent service engineer.
- On no account should fire extinguishers be removed from wall brackets or moved from their position unless they are needed for fighting a fire.

12. FIRE RISK ASSESSMENTS

- The Head Teacher is responsible for ensuring that appropriate risk assessments are undertaken when required, particularly when there are significant changes in staffing or pupils, such as a new member of staff or pupil with disabilities or changes to the buildings.
- The findings from any fire risk assessments undertaken by external consultants will be presented to the Directors' Premises, Health & Safety Committee.
- Fire Risk Assessments are undertaken by the Premises Manager and Headteacher as required for lettings and events such as school discos, Fetes, Parents Evenings. These risk assessments will be discussed with staff as necessary so they are aware of their responsibilities.

13. STAFF TRAINING

- Rachel Hawkins is the designated Fire Marshal. All new staff, volunteers and students will, as part of their induction, be made aware of and given a copy of this plan.

14. EVENTS

Parents Evenings

Teachers are responsible for escorting parents in their classrooms to the nearest fire exit and to the assembly point.

Performances in the hall

The Head Teacher (or leading teacher) will remind the audience of evacuation procedures and exit routes prior to the start of the performance.

Review Date: April 2020

Off site - Evacuation and Registration Procedures

Evacuation routes for each room / area of the building are displayed in all classrooms. The building evacuation procedures are displayed with the signing in book at the school reception/entrance.

A further off-site evacuation point in case of emergency requiring greater distance from the building (eg: bomb threat, gas explosion) is at the Veryan Social Club.

Emergency contact details are kept in the emergency grab bag stored in the school office. Children must all line up in their registration groups. A child from each class should be sent to the responsible person (wearing a tabard) to collect their register. The register must be taken and all children visually accounted for by the adult responsible for each class.

Visitors to the school must also report to the responsible person (wearing a tabard).

In the event of a major emergency the school will evacuate to either the village hall or outside the public conveniences opposite the school entrance, using the safest route possible. In the event of a suspected bomb/gas explosion the evacuation point will be Veryan Social Club.

Appendix 6- List of Fire Wardens

Name of employee	Training course completed	Course date	Expiry date
Rachel Hawkins	2/9/2016	2/9/2016	1/9/2019
Caroline Jarrett	26/03/2018	26/03/2018	25/03/2021
Sue Hocking	01/09/2018	01/09/2018	31/08/2021

Appendix 7- List of Team Teach trained staff

Name of employee	Training course completed	Course date	Expiry date
Errin Allan	15/01/2019	15/01/2019	15/01/2021
Rachel Hawkins	15/01/2019	15/01/2019	15/01/2021

Appendix 8- List of Working at Height trained staff

Name of employee	Training course completed	Course date	Expiry date
Gary Standing	Working at height	26/04/2018	26/04/2021
Jason Gordon	Working at height	26/04/2018	26/04/2021