Health and Safety Policy

**Review**

Review Body: Business and Enterprise Committee

Leadership Group Responsibility: Headteacher

Type of Policy: Statutory

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# Statement of Health and Safety Policy

Penair School (an Academy Trust):-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the academy’s activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the academy’s activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students’ Parents/guardians or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health, safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A copy of the index to the current Health & Safety Manual is attached to this policy, a copy of the manual will be provided if requested. A formal review and re-adoption of this policy will be carried out by no later than June 2022.

**Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the academy. The individuals and groups generically identified within this document and detailed in Appendix 1 are expected to have read and understood the academy’s policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

**The Employer**

For the purposes of this policy the employer at Penair School is the Academy Trust. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

**Governors**

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

The Governors will appoint a Safety Governor (detailed in Appendix 1) to receive information, monitor the implementation of policies, procedure and decisions, carry out periodic inspections of the academy site and feed back to the Governing Body on health, safety and welfare issues.

**Head Teacher**

The Head Teacher has responsibility for:-

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

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff.

This Academy will delegate a coordinating role for these functions to the Business Manager, supported by the Site Supervisor (and Deputy as required) as identified with others with specific functions generically throughout this document and detailed in Appendix 1.

**Competent Health and Safety Advice**

The academy recognises that it must have access to competent health and safety advice. This academy’s competent advisors are;

The Health, Safety and Wellbeing Services Team, Cornwall Council

**Senior Management and Faculty Heads**

Senior management and faculty heads have responsibilities for:-

* Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
* Drawing up and reviewing departmental procedures regularly;
* Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
* Carrying out regular inspections and making reports to the Head Teacher;
* Ensuring action is taken on health safety and welfare issues;
* Arranging for employee training, information and instruction;
* Passing on health safety and welfare information received to appropriate people;
* Acting on reports from employees, the Head Teacher, the Governors and the Local Education Authority.

**All Employees**

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:-

* Checking that classrooms/work areas are safe;
* Checking equipment is safe before use;
* Ensuring safe procedures are followed and having regard for their own safety and that of others;
* Ensuring protective or other safety equipment is used when needed and not misused or otherwise interfered with;
* Participating in inspections and any Health and Safety Committee or other staff meetings if appropriate;
* Bringing problems to the relevant manager’s attention;
* Cooperating with the employer on matters of health and safety and attending any training as required.

**Volunteers**

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the academy’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 and attend any training as required.

Approved and adopted by:

|  |  |  |
| --- | --- | --- |
| Mr. Elizabeth Seale |  | Mr. James Davidson |
| Chair of Board of Trustees |  | Head Teacher |

On: June 2019

# Arrangements for the Supervision of Students

**Opening Times**

Penair School will be open to students from:-

**[08:00am-16:00pm]**

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times unless as part of a prearranged and organised activity.

**Supervision arrangements**

During the course of a normal working day dedicated teams of staff are on duty across the school as part of their ‘Directed time’ activity. This includes time before the school day starts (an identified team of staff are on duty from 8.15am until 8.30am across the school); during morning break and after school. During the lunch time an additional team of staff are present on site in order to help oversee and supervise students. These are our team of lunchtime supervisors. Information is contained in the appendix which reflects the deployment of various teams of staff in supervising students during the course of the day.

All members of teaching staff as part of the Teachers Professional Standards are expected to:

1 Set high expectations which inspire, motivate and challenge pupils

* establish a safe and stimulating environment for pupils, rooted in mutual respect

2 Manage behaviour effectively to ensure a good and safe learning environment

* have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school’s behaviour policy.

Where activities have been organised by members of staff they will be responsible for informing Parents/guardians of the end of their activity so that Parents/guardians are aware that it is their responsibility to collect them from an agreed location. This will either be at the bus bay or the front entrance of the school. Should a child not be collected by the agreed time they are to go to the front reception area where arrangements will be made for contact with a named family adult to collect them.

With there being 103 staff and 923 pupils there is a ratio of approximately 1:9 in the supervision of students during the course of a normal school day. Where pupils may be taken out of school this is done in accordance with Local Authority and government guidelines (HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS: a good practice guide):

**After Normal Hours Lettings**

All lettings will be in accord with standard letting procedures set by the Business Manager and unless specifically agreed in the Letting Agreement this academy does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

# First Aid

**Assessment of Needs**

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

* First Aid Appointed Person
* First Aid at Work Qualified
* Emergency Aid Qualified
* Paediatric First Aid Qualified
* Other Specialist Trained

**First Aid Coordinator**

This academy has appointed the Business Manager as the lead First Aid Coordinator supported by assistants (detailed in Appendix 1) with collective responsibility for overseeing the arrangements for first aid within the academy]. The First Aid Coordinator’s duties include ensuring that:-

* First Aid equipment is available and maintained at strategic points in the academy
  + Reception
  + Astro pitch
  + Sports changing rooms
  + SWO office
* A sufficient number of personnel are trained in first aid procedures and their details made known to users of the academy
* First Aid qualifications are, and remain, current.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

**First Aiders**

The first aiders detailed in Appendix 1 will provide first aid treatment for anyone injured on site during the academy day. They will also provide, as appropriate, first aid cover for:-

* Trips and visits
* Extra-curricular activities organised by the academy (e.g. sports events, after school clubs, Parents evenings, academy organised fund raising events etc.)

First aid cover is not provided for:-

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

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents/Incidents section).

**Treatment of Injuries**

The academy will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or 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 by calling

111

and, in the case of student injuries, with the Parents/guardians or legal guardian.

**Treatment of known conditions**

Details of any potential allergic reactions or other health conditions requiring support suffered by staff or students will be recorded in the medical needs register for reference by appointed first aiders as required.

**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 academy, in addition to the normal first aid procedures, that the student’s parent/guardian is contacted and informed of the injury.

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

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

**Other Significant Injuries**

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

In addition to the procedures above the academy will notify Parents/guardians of any other significant injury by telephone and a written follow up if required.

Records of notification to parents/guardians will be kept as part of normal first aid treatment recording with any written communication kept within relevant student records.

**Escorting Students 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.

# Medicines/Medical Condition Support

Please refer to our separate policy entitled “Supporting pupils with medical conditions”

# Control of infectious diseases

In addition to this policy document – please refer to Public Health England Guidance on infection control in schools, Penair Post Covid Action Plan and Covid 19 risk assessment in a school environment.

<https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf>

**Purpose and rationale**

To provide a guide for action should an infectious disease surface in the school and/or community. The policy allows for two types of situations:

* A non-widespread disease that is, nevertheless, infectious and dangerous – e.g. chickenpox, meningitis.
* A widespread disease that is infectious and dangerous.

When a case(s) is confirmed at Penair we will seek advice taken from Public Health England or the Local Authority as to whether we should close, partially close or remain open.

* We will notify parents by letter/email/text that a case is confirmed.
* If the advice is that Penair remains open, children or staff showing symptoms will be excluded for 7 days/for at least 3 days after symptoms subside – whichever is the longer.
* Where a case is confirmed in a parent/carer they will be unable to come onto the school site for 7 days/for at least 3 days after symptoms subside – whichever is the longer. If the student is not showing any symptoms they will still be able to attend school if brought in by a well relative or friend, unless medical or Public Health England advice excludes them.
* In a Covid 19 type pandemic, self-isolation periods would extend to 14 days and if one member of the household was showing symptoms of the virus the whole family would have to self-isolate for 14 days. Pupils would not be permitted to attend school.
* We will continue to keep our website updated with the latest information

**Phone numbers:**

Public Health England – South West: 0300 303 8162

Cornwall LA: 02083592000

Non-Emergency NHS: 111

**Action plan**

Infection identified

Head to contacts Cornwall Council /Public Health England & request specific advice for vulnerable groups e.g. Pregnant staff, children with immune system-suppressing medication.

ONLY Head or DHs may decide

School remains open School closes

Head contacts Chair of Governors

Head/DHs identify and amend letters to parents

Head’s PA co-ordinates sending letters home by paper, email and text

Emergency Staff meeting in Main Hall at **first opportunity**

If during exams period, Exams Officer contacts AQA for advice.

DH and Exams Officer liaise with AQA for alternative arrangements

DH composes letter to parents

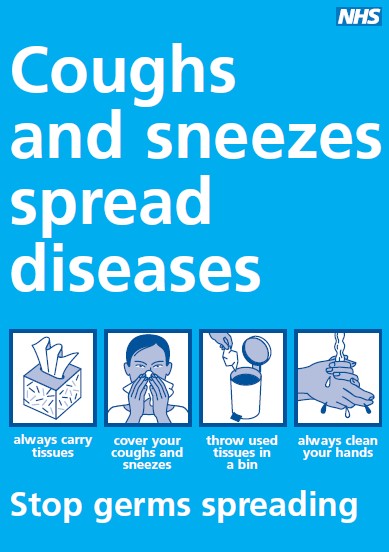
Improved Hygiene Actioned (BM) Head, DH & BM Handwash gel; tissues in all rooms; co-ordinate gradual sending home. Consider social distancing. Display posters

If appropriate reassurance assemblies Curriculum Leaders co-ordinate held either via Online broadcast or in Hall. programme of home learning

SWO co-ordinates work sent home for Curriculum Leaders update home ill students. learning programme following daily update from Head

Start phased return on advice of Government and PHE

**Example posters**



# Reporting of Accidents/Incidents

**Reporting Officers**

This academy has nominated a Reporting Officer and deputies (detailed in Appendix 1) to have access and authority to report accidents and incidents.

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

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

The Reporting Officer or deputy will record incidents using the systems below.

**Accident/Incident Reporting Systems**

This academy records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

* Any incident resulting in an injury to a member of staff
* Any incident resulting in an injury to a visiting member of the public
* Any incident resulting in an injury to a contractor on the academy 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.

The Online Accident Reporting System will automatically forward a report to the Health and Safety Executive where the description of the accident/incident meets the criteria set out in RIDDOR.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple “Near Miss” log which will be kept in the academy.

**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

This academy will nominate a Near Miss Recording Officer (detailed in Appendix 1) to coordinate the Near Miss Log.

The Near Miss Log will be reviewed periodically by the Head Teacher and the Business Manager in order to identify any areas of concern which may require attention.

**Reporting Timescales**

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

**Accident/Incident Investigation**

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

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

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

# Training

**Identification of Training Needs**

This academy will carry out an evaluation of the health and safety training needs of staff utilising the Cornwall Councils training matrix as a starting point for reference.

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

**Induction**

As part of its coordinated training programme this academy will provide to all staff, volunteers and any others as indicated by risk assessment or training needs evaluation a comprehensive induction. This will include sufficient information to enable duties to be carried out in a safe and effective manner.

**Arrangements**

The Business Manager will liaise with the Head Teacher to carry out the evaluation of health and safety training needs and the creation of a training plan/programme.

**Staff responsibility**

All staff will participate in any training provided to meet their health and safety requirements.

# Risk Assessment

**Risk Assessment**

The Academy 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 academy will carry out risk assessments using Assessnet Risk Management Software. Science risk assessments may be informed by the CLEAPSS system and follow that format.

The Business Manager is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

**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.

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

**Safe Working Procedures**

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the academy’s normal operating procedures. Copies of safe working procedures are available from the Business Manager.

**Person Specific Risk Assessments**

Whilst all risk assessments will need to consider the ability and capability of those undertaking tasks and activities there are some groups that may by virtue of permanent or transient conditions require specific consideration. Such conditions may be the result of age, pregnancy, health related or other infirmity or impairment and require a person specific risk assessment.

The academy will ensure such assessments are completed and are referenced against any relevant task or activity assessments such as to inform any required additional controls.

# Fire

The Academy’sFire Officer is the **Business Manager.** The Premises Manager is the Site Team Fire Coordinator and the Catering Manager is the Catering Fire Coordinator.

**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)
* Nominating a member of the site team to act as a Fire Monitor with a deputy to cover absences
* Recording the significant results of the fire evacuation drills
* Ensuring that the Fire Log is kept up-to-date (arranging for the alarm tests every week, emergency lighting test every month, fire extinguisher checks, etc.)
* Liaising with the Fire Coordinators to ensure fire management systems are current and reflect the needs of the academy
* Ensuring that a fire risk assessment is carried out and kept up-to-date
* Reporting to the Head Teacher and Board of Governors on issues of significance.

**Fire Coordinators** will act as the “Responsible Persons” for fire in their respective departments or faculties in order to provide competent advice related to their work areas to support the academy’s fire safety processes.

Will ensure routine overview checks of their departments or faculties are undertaken with regards to fire safety (including ensuring any fire risk assessment is relevant, up to date and adequately reflects current need) with any concerns reported to the Fire Officer.

**Fire Monitors** will update the Fire Log and carry out the following duties amongst others;

* Testing the fire detection and alarm system every week
* Testing the emergency lighting every month
* Visual checks of fire extinguishers every week
* Periodic checks of any doors or other devices installed to contain the spread of fire or smoke
* Periodic checks of any automatic doors or locking systems
* Report any fire safety concerns

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

* Co-operate with management arrangements for fire prevention in the academy and follow any instructions and training related to fire safety
* Do not obstruct or store combustible materials in escape routes or against sources of combustion and generally practice good housekeeping
* 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.
* Raise the alarm on discovery of a fire

**Fire Fighting Equipment**

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

Whilst this academy does not expect members of staff to fight fires it recognises that to facilitate escape or control a greater risk it may be appropriate for suitably trained staff to use extinguishing equipment.

Following a risk based approach the academy will ensure that key staff in high risk areas will receive training in appropriate use of firefighting equipment. Such trained staff are detailed in Appendix 1.

**Evacuation and Registration Procedures**

Please see Evacuation plan (issued to staff as part of Induction process).

# Electricity

**Academy Owned Portable Appliances**

This academy will undertake to inspect and test all its portable electrical appliances by a competent person at least once a year

Tests will be carried out by the Portable Appliance Tester detailed in Appendix 1.

All test Certificates will be kept in the school office for the duration of the life of the appliance.

**Personal and Privately Owned Portable Appliances**

Personal items of electrical equipment should not be bought into the academy for use by staff or students.

If a personal item is required to be used in the academy for a one off event then permission must be sought from the Site Supervisor who will arrange for the equipment to be tested prior to usage. Any such equipment should be used with a Residual Current Device (RCD).

**Voltage reduction**

Where possible this academy will mitigate the risk from electricity by using the lowest voltage appliance possible with preference given to mitigating any risk from trailing leads as well by using battery powered equipment.

**Responsibilities**

The Business Manager will assess any reports to inform a rectification action plan if needed for submission to, and approval from, the Board of Governors.

The Site Supervisor will keep an up-to-date inventory of all relevant electrical appliances and ensure that all equipment is available for testing. He will also ensure that a fixed wiring inspection by a competent person with written report is carried out for the premises at least every five years and any findings passed to the Business Manager.

All Staff will, prior to using any electrical equipment carry out a visual inspection for any obvious defects of the equipment and any leads.

Defective equipment should not be used and should be taken out of use, labelled and disabled such as to prevent use and reported to the Site Supervisor.

# The Control of Hazardous Substances

**Hazard Assessment**

All substances within the academy which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations will be assessed using Cornwall Council’s COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations will be used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central record of COSHH assessments will be kept by the Site COSHH Coordinator and a record or file of Hazcards and any Science related COSHH assessments will be kept by the Science COSHH Coordinator.

**Arrangements**

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazcard in Science).

The Faculty Head for Science will appoint a Science COSHH coordinator detailed in Appendix 1).

The Business Manager will appoint a Site COSHH Coordinator (detailed in Appendix 1) for the rest of the academy.

Staff will inform the relevant COSHH Coordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

All staff must make their Coordinator aware of any substances that any visitors intend using so that the appropriate sharing of any risk information can take place.

Teaching staff will ensure full integration of any relevant COSHH management processes, information and control measures into lesson plans and schemes of work.

**COSHH Coordinators**

The Science COSHH Coordinator is responsible for ensuring that, before any new substance/chemical is used within the Science faculty, a Hazcard is obtained from the CLEAPSS database, if such a card is not available they must consult with the Site COSHH Coordinator to obtain a COSHH assessment from Cornwall Council.

The Site COSHH Coordinator is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The Coordinators are responsible for ensuring that COSHH assessments (or Hazcards in Science) are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinators are also responsible for ensuring that any updated COSHH assessments (or Hazcards in Science) received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file (Inventory or Hazcard file in Science) is kept up-to-date.

The Site COSHH 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 on 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 academy.

# Science

This academy recognises that the Science Faculty by virtue of chemicals, materials and processes essential for effective demonstration and interactive learning requires a more robust management system to ensure the safety of both staff and students. To this end whilst adhering to all the principles contained in this policy the Science Faculty will in order to inform specific faculty arrangement adopt the CLEAPSS standard Health and Safety Policy suitably adapted to meet Faculty need.

The Faculty Head will appoint a Radiation Protection Supervisor (RPS) to be the person responsible for managing the safe storage, use and monitoring of radioactive sources in the Science department.

The Faculty Head will liaise with the Science Risk Assessment Coordinator, the Science COSHH Coordinator and the RPS to ensure validity and suitability of Hazcards, risk assessments and safe working procedures.

Teaching staff will ensure full integration of any risk management processes, information and control measures into lesson plans and schemes of work.

Design Technology and PE do not follow a personalised policy and they therefore should follow the main Health & Safety Policy.

# Work Equipment

The Business Manager is responsible for overseeing the purchase of all work equipment. The Head Teacher, Faculty Heads, Catering Manager, The Site Supervisor and the IT Manager (detailed in Appendix 1), will all collectively ensure equipment is procured, maintained and stored such as to facilitate safe operation.

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 and ensuring the necessary arrangements are in place
* Levels of Noise and Vibration
* Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given and must report any defects or malfunction.

# Display Screen Equipment

Display Screen Equipment (DSE) is work equipment that normally has a visual display and requires input from staff members such as personal computers and laptops but could encompass many other devices as well.

A DSE user is normally defined as a person who, as part of their work uses display screen equipment for continuous or near continuous spells of an hour or more at a time, and do this more or less daily.

The Business Manager and the IT Manager will liaise to ensure all staff considered DSE users carry out an assessment of their work station, taking into account the DSE, the furniture, the working environment and the task undertaken to inform any necessary measures to remedy any risks found as a result of the assessment.

All staff will complete a DSE assessment if requested and report any specific needs or concerns.

**Eye Tests for Display Screen Equipment Users**

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

DSE users are defined as:-

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

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

# Lifting Equipment

Lifting equipment is usually defined as any plant certified for lifting either people or loads and this may include lifts, hoists, cranes, forklifts and pallet trucks etc. Lifting equipment can either be powered or driven by hand and may include the need for lifting accessories such as slings or chains.

Lifting equipment needs to meet the general needs of work equipment as laid out above but may additionally require specific maintenance, service or thorough examination/certification as well as being used in accordance with an appropriate risk based plan or safe system of work.

The Site Supervisor will ensure the appropriate systems and controls are in place and effective together with maintaining a register of lifting equipment.

Lifting operations require specific planning; this academy will ensure its risk assessments reflect this need and that all staff follows any information, training or instruction and report any defects or unsafe conditions.

# Noise and Vibration

Power tools and other equipment or machinery can give rise to harmful levels of noise and vibration. This academy will ensure by its stated risk assessment process that users of any equipment likely to cause excessive noise or vibration have carried out a risk assessment mindful of the legislative limits for both noise and vibration to adequately manage any risk of harm to all those persons who may be exposed.

The Site Supervisor and any relevant Risk Assessment Coordinator will liaise to ensure the appropriate systems and controls are in place and effective.

All staff will follow any information, training or instruction and report any defects or unsafe conditions.

# Access Equipment

Access equipment can cover a wide range of equipment from a simple “kick-step” through stepladders, ladders and scaffolds to powered mobile elevating work platforms. This academy will generally restrict the use of all but the simplest equipment to the site team. All access equipment needs to meet the general needs of work equipment as laid out above but may additionally require specific maintenance, service, certification, inspection and instruction/training for use as well as being used in accordance with an appropriate risk based plan or safe system of work.

The Site Supervisor will ensure the appropriate systems and controls are in place and effective together with maintaining a register of access equipment to document any inspections.

For tasks of low risk and short duration, ladders and stepladders can be a sensible and practical option. If the risk assessment determines it is correct to use a ladder, the risk should be further minimised by;

* Using the right type of ladder for the job
* Ensuring staff are competent (consider adequate training and/ or supervision to help)
* Using the equipment provided safely and following a safe system of work
* Ensuring full awareness of the risks and measures to help control them

All staff will follow any information, training or instruction and report any defects or unsafe conditions.

# Personal Protective Equipment

Personal Protective Equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided this academy will 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**

Faculty Heads together with the Site Supervisor will be responsible for the purchase of PPE for their work areas 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.

They will also 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.

# 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 academy on their own.

In such circumstances the academy 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 accessible from the relevant Risk Assessment Coordinator.

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

# Security

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

The Site Supervisor is responsible for carrying out checks of the premises during holiday periods.

**Academy Staff/Governors Responding to Call-Outs**

Staff nominated as out-of-hours key holders (detailed in Appendix 1) are required to attend site following the activation of the alarm. In all cases of alarm activation the Police will attend. The members of staff who are alerted will be done so in accordance with the priority key holders.

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

**Call Out Arrangements**

This academy 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.

In any call out situation academy staff will meet the police or other first responders at the site entrance or other prearranged location before travelling to the site. This ensures that there will be at least two people present on site with a direct link to support should it be required.

Staff will not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

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

# Violence

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 academy.

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 will be reported to the police.

Violence between students will normally be dealt with using the 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.

**Arrangements**

The Head Teacher, Faculty Heads, The Business Manager and the Site Supervisor are 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, Assessnet

The Head Teacher will ensure there are suitable student behavioural policies and procedures and that they are shared across all staff.

**Team Teach**

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this academy staff trained in Team Teach techniques are detailed in Appendix 1.

# Manual Handling

Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

This academy will ensure by its stated risk assessment process that the following hierarchy is followed;

* Avoid manual handling operations so far as is reasonably practicable,
* Assess the risk in any manual handling operations that cannot be avoided and;
* Reduce the risk of injury so far as reasonably practicable

**Arrangements**

Faculty Heads and the Site Supervisor are responsible for ensuring that manual handling risk assessments are completed for their work areas and appropriately shared considering the Task, the Individual, the nature of the Load and the Environment.

All Staff Will;

* Make themselves aware of the contents of relevant risk assessments or other instruction and follow any safe system of work
* Not undertake a manual handling activity when a reasonable alternative exists
* Use mechanical aids where provided
* Undertake any required training
* Report any incidents or unsafe systems of work
* Make the academy aware of any personal issues that may affect manual handling capability

# Working at Height

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.

This academy will ensure by its stated risk assessment process that work at height will be properly planned, supervised and carried out by competent people. This will include using the right type of equipment for working at height and observing the following hierarchy;

* Avoid working at height
* Prevent falls occurring
* Minimise the distance and/ or consequences of a fall

Generally work at height will be carried out by the site team or specialist contractors and other staff should contact the Site Supervisor prior to any work at height.

**Arrangements**

Faculty Heads and the Site Supervisor are responsible for ensuring that work at height risk assessments are completed considering the hierarchy above for their work areas and appropriately shared.

All Staff will;

* Make themselves aware of the contents of relevant risk assessments or other instruction and follow any safe system of work
* Not undertake a work at height activity when a reasonable alternative exists
* Use appropriate equipment identified in the risk assessment or safe system of work
* Undertake any required training
* Report any incidents or unsafe systems of work

# Transport/Driving

This academy recognises that driving at work whether for the purpose of individual transport or for the purpose of student transport can be a significant safety issue. This will be managed using the academy risk assessment process to consider amongst others;

* The competency, training, fitness and health of any drivers
* The suitability, condition, fitted safety equipment (seat belts etc) of any vehicle
* The routes, scheduling, time, distance and weather conditions associated with any journey
* Insurance cover

**Arrangements**

The Business Manager, Faculty Heads and the Site Supervisor will all liaise to ensure appropriate risk assessment processes are followed to inform suitable safe working procedures with regards to all aspects of driving at work.

Staff required to drive at work will;

* Only drive for work with the academy’s consent and following any rules, advice, information, and training given by the academy
* Hold the required class of valid driving licence ( the academy may hold a copy of this and other relevant documentation) and declare any driving convictions
* By reasonable checks ensure any vehicle is adequate for purpose and mechanically sound and roadworthy with current MOT test certificate (if applicable)
* Have business use insurance cover if driving own vehicle
* Comply with traffic legislation, be conscious of road safety and demonstrate safe driving
* Not be under the influence of drink or drugs (including prescription medication)
* Stop after any road traffic collision
* Ensure any student code of conduct is enforced

# Legionella

This academy recognises the potential risk of harm associated with colonisation of the hot and cold water systems within the academy by Legionella bacteria.

Temperature control is the traditional strategy for reducing the risk of legionella in hot and cold water systems.  Cold water systems should be maintained, where possible, at a temperature below 20°C.  Hot water should be stored at least at 60°C and distributed so that it reaches a temperature of 50°C within one minute at the outlets.

This academy will appoint a specialist contractor as named in Appendix 1 to carry out a specific risk assessment to inform an action plan for suitable control measures.

The primary control measure will be thermal disinfection that will require outlet temperature monitoring at monthly intervals.

**Arrangements**

The Business Manager will liaise with the Site Supervisor to consider the risk assessment and inform and maintain a suitable action plan.

The Site Supervisor will appoint a suitably competent Legionella Monitor (detailed in Appendix 1) to carry out monthly outlet temperature checks and record the details in the legionella log.

# Radon

This academy recognises that geographically the academy is in a high risk area for Radon gas and that exposure to Radon gas at high concentrations can result in ill health.

To mitigate this risk this academy has engaged the services of a suitably competent contractor (detailed in Appendix 1) to test the academy premises work areas for Radon ingress.

In accord with legislation this academy will, if any areas are found to be above the action levels of 400bq/m³ take specialist advice and carry out a risk assessment process to inform control measures to achieve mitigation. Any required mitigation will be proven by a continued monitoring process and a system of recorded routine checks.

In accord with advice from the Health and Safety Executive and Public Health England any areas found to be substantially below the action level will be re-monitored on a ten year cycle.

The Business Manager and the Site Supervisor will liaise to ensure appropriate arrangements are made and report any concerns to the Board of Governors.

# Contractors

Contractors are generally defined as persons carrying out works on behalf of the academy but not in their direct employment, and will usually be procured by contract or other formal trading agreement.

In order to ensure the safety of all academy occupants the intended works of any contractors and their safety management arrangements need to be fully integrated into the academy’s safety management system. To sensibly achieve this any academy procurement arrangements will include amongst others;

* Ensuring contractors have a suitable safety management system (normally defined in their health and safety policy) such as to facilitate safe working practice and ensure legal compliance (contractors may have accreditation of health and safety management systems from an independent body such as the Safety Schemes In Procurement SSIP register or ISO OHAS 18001)
* Checking any records of contractor health and safety performance (previous incidents, prosecutions, notices from the HSE, references etc.)
* Contractors submitting to the academy any relevant risk or COSHH assessments, safe working procedures, safe systems of work, method statements etc. prior to the commencement of any works
* Contractors ensuring competence of any staff on site and that levels of supervision are adequate
* Contractors’ ensuring all equipment is suitable for purpose and maintained/certified as required
* Contractors collaborating and liaising with the academy with regards to all aspect of any works including planning, asbestos management, noise and dust management, access arrangements, integration with normal academy operations, safeguarding, first aid and welfare, incident reporting, permits to work etc.
* Making contractors aware of the content of this policy and agree to its requirements

**Arrangements**

The Business Manager will evaluate and appoint contractors on behalf of the academy and will have the authority of the Board of Governors and Head Teacher together with the Site Supervisor to request action from any contractor in order to address safety concerns.

The Site Supervisor will manage and monitor contractors on site to ensure safe practice and establish and maintain adequate routes of communication and information sharing.

Contractors will comply with academy policy, cooperate with the Site Supervisor and use the academy permit to work system.

Contractors will report any incidents to the academy.

Academy staff will report any unsafe practices or observed concerns to the academy Site Supervisor.

# Permits to Work

Where proposed work is identified as having a high risk, strict controls are required. The work must be carried out against previously agreed safety procedures, a “permit-to-work” system.

The permit-to-work is a documented procedure that authorises certain people to carry out specific work within a specified time frame. It sets out the precautions required to complete the work safely, based on a risk assessment. It describes what work will be done and how it will be done; the latter can be detailed in a “method statement”.

This academy will operate a permit to work system for works as defined by the Site Supervisor and risk assessment but will include any hot works, working at height, working on the electrical supply system, working on the gas supply system and any works involving chemicals or materials identified as hazardous.

**Arrangements**

The Business Manager will oversee the academy permit to work system.

The Site Supervisor will establish, maintain and operate the permit to work system.

All contractors or staff undertaking applicable works will contact the Site Supervisor prior to commencing any such works.

# Catering

This Academy outsources it catering provision to Chartwells which is a subsidiary of The Compass Group and whilst kitchens can be high risk areas the general principles detailed in this policy supported by the principles and processes contained in the Food Standards Agency guidance “Safer food better business” will facilitate suitable risk based management of

* Food Safety
* Equipment
* Ventilation Systems
* Fire Safety
* Slips, Trips and Falls
* Chemical safety
* Manual Handling
* Cuts and skin disorders

**Responsibilities**

Chartwells will appoint a competent Catering Manager (detailed in Appendix 1) and ensure any kitchens are registered as required with the local Authority and that suitable arrangements are in place for maintenance and any required inspections of equipment.

The Catering Manager will ensure suitable and sufficient risk and COSHH assessments are in place, shared with all kitchen staff and any identified control measures understood and followed. He will also carry out routine checks and inspections and report any concerns.

All kitchen staff will make themselves aware of any risk assessments or other safe systems of work and follow any information, instruction or training and report any unsafe practices or defective equipment.

# Appendix 1 List of Nominated Post Holders

|  |  |
| --- | --- |
| **Responsibility** | **Post Holder** |
| **Chair of Board of Governors** | Elizabeth Seale |
| **Head Teacher** | James Davidson |
| **Health and Safety Governor** | Jackie Parker |
| **Business Manager** | Gill Hakin |
| **Site Supervisor** | Luke Withecombe |
| **Assistant Site Supervisor** | Mark May |
| **First Aid Coordinator** | Nick Cartmill |
| **Assistant First Aid Coordinator** | Administrative team |
| **Medicines Coordinator** | Nick Cartmill |
| **Assistant Medicines Coordinator** |  |
| **Staff Trained to Administer First Aid (state Qualification)** | Ali Toms |
| **Staff Trained to Administer First Aid (state Qualification)** | Liam Trivett |
| **Staff Trained to Administer First Aid (state Qualification)** | Julie Schofield |
| **Staff Trained to Administer First Aid (state Qualification)** | Connor McDonagh |
| **Staff Trained to Administer First Aid (state Qualification)** | Jo Bales |
| **Staff Trained to Administer First Aid (state Qualification)** | Nicola Hinton |
| **Staff Trained to Administer First Aid (state Qualification)** | Joe Hocking |
| **Staff Trained to Administer First Aid (state Qualification)** | Fiona Gaslonde |
| **Staff Trained to Administer First Aid (state Qualification)** | Ian Jones |
| **Incident/Accident Reporting Officer** | Gill Hakin |
| **Assistant Incident/Accident Reporting Officer** | Administrative Team |
| **Near Miss Recording Officer** | Gill Hakin |
| **Risk Assessment Coordinator** | Gill Hakin |
| **Faculty Head (name faculty)** | Joe Hocking (PE) |
| **Faculty Head (name faculty)** | Kate Finlay (Science) |
| **Faculty Head (name faculty)** | Claire Trevennen (DT ) |
| **Faculty Head (name faculty)** | Sarah Stephens (Maths) |
| **EVC** | Kate Finlay |
| **Fire Officer** | Gill Hakin |
| **Deputy Fire Officer** | Rob Sharpe |
| **DT Faculty Fire Coordinator** | Nick Cartmill |
| **Science Faculty Fire Coordinator** | Katherine Annette |
| **Fire Monitor** | Luke Withecombe |
| **Assistant Fire Monitor** | Mark May |
| **Staff Trained to use Firefighting Equipment (state equipment)** | Mark May |
| **Staff Trained to use Firefighting Equipment (state equipment)** | Luke Withecombe |
| **Staff Trained to use Firefighting Equipment (state equipment)** | Nick Cartmill |
| **Staff Trained to use Firefighting Equipment (state equipment)** | Katherine Annette |
| **Portable Appliance Tester** | Tony Hill/Contracted |
| **Science COSHH Coordinator** | Katherine Annette |
| **Site COSHH Coordinator** | Luke Withecombe |
| **Radiation Protection Supervisor** | Adam Burnett (Science) |
| **Catering Manager** | Alison Powell (Chartwells) |
| **IT Manager** | Josh Hosking (iCT4) |
| **Out of Hours Key Holder** | Luke Withecombe |
| **Out of Hours Key Holder** | Mark May |
| **Out of Hours Key Holder** | Rob Sharpe |
| **Positive Handling Trained Staff** | James Davidson |
| **Positive Handling Trained Staff** | Rob Sharpe |
| **Positive Handling Trained Staff** | Melloney Eastburn-Cutts |
| **Positive Handling Trained Staff** | Kate Finlay |
| **Positive Handling Trained Staff** | Nicola Hosking |
| **Positive Handling Trained Staff** | Mark Withecombe |
| **Positive Handling Trained Staff** | Julie Schofield |
| **Positive Handling Trained Staff** | Ian Jones |
| **Positive Handling Trained Staff** | Fiona Gaslonde |
| **Positive Handling Trained Staff** | Ali Toms |
| **Asbestos Competent Person (or contractor)** | Luke Withecombe |
| **Legionella Competent Person (or contractor)** | Luke Withecombe/Churchills |
| **Legionella Monitor (or contractor)** | Luke Withecombe/Churchills |
| **Radon Contractor** | Cornwall Council |