PENAIR SCHOOL

DISCE UT VIVAS

Health & Safety Policy

Policy holder:	Business Manager
To be reviewed by policy holder:	Annually
Last reviewed by policy holder:	Autumn 2026
Next review by policy holder:	Autumn 2027
Reviewed by Board at:	Full Governing Board
Date approved by Board:	Autumn 2026
Next review by Board:	Autumn 2027
Version:	2

1 Contents

1 Contents 2
2 What has changed in this version of the policy 3
3 Statement of Health and Safety Policy 4
4 Arrangements for the Supervision of Students 6
5 First Aid 7
6 Medicines/Medical Condition Support 8
7 Reporting of Accidents/Incidents 11
8 Training 12
9 Risk Assessment 13
10 Fire 13
11 Electricity 14
12 The Control of Hazardous Substances 15
13 Science 16
14 Work Equipment 17
15 Display Screen Equipment 17
16 Lifting Equipment 17
17 Noise and Vibration 18
18 Access Equipment 18
19 Personal Protective Equipment 18
20 Working Alone 19
21 Security 19
22 Violence 20
23 Manual Handling 20
24 Working at Height 21
25 Transport/Driving 21
26 Legionella 22
27 Radon 22
28 Contractors 22
29 Permits to Work 23
30 Catering 24
31 Appendix 1 List of Nominated Post Holders 25

2 What has changed in this version of the policy

Page 8 - reference to pupil allergy policy (Sep 26)

Page 25-27 Updates to appendix 1 - nominated post holders (Sep 25)

Page 25 – 27 Updates to appendix 1 - nominated post holders (Sep 24)

Page 8 - reference to medicines and managing medicines/medical conditions (Sep 24)

Page 25-27 Updates to appendix 1 – nominated post holders (Sep 23)

Page 9 – reference to Administering paracetamol in the school setting procedure added (Sep 23)

Page 8 - reference to Supporting Students with Medical Conditions Policy (Sep 23)

Page 6 – staff to pupil ratios updated (Sep 23)

Page 7 – locations of defibrillators added (Jun 23)

Page 25 – Updates to appendix 1 – nominated post holders (Jun 2022)

Page 10 - Include antihistamine and paracetamol as medicines dispensed to students with prior parental approval (Jun 2022)

Page 15 – Use of portable heaters. (Feb 2022)

Page 16 – EECLive is no longer used and has been replaced with AssessNet. (Dec 2020)

3 Statement of Health and Safety Policy

Penair School (an School Trust):-

- Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
- 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.
- Will seek to ensure that its legal duties and policy objectives are complied with at all times.
- Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
- Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
- Will seek to inform students' Parents/guardians or guardian of any health, safety or welfare issues relevant to their child or children.
- Have detailed the arrangements for health, safety and welfare in the Organisation and Arrangements associated with this policy statement.
- Will ensure, as far as is reasonably practicable, that this policy is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than Autumn 2026.

3.1 Responsibilities

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

3.2 The Employer

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

3.3 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 school site and feed back to the Governing Body on health, safety and welfare issues.

3.4 Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health, safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school Health and Safety Committee 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 School will delegate a coordinating role for these functions to the Business Manager, supported by the Premises Manager (and Deputy as required) as identified with others with specific functions generically throughout this document and detailed in Appendix 1.

3.5 Competent Health and Safety Advice

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

The Health, Safety and Wellbeing Services Team, Cornwall Council

3.6 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.

3.7 All Employees

All employees have a general responsibility, as far as reasonably practicable, 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.

3.8 Volunteers

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

Volunteers are also expected to act only under the supervision of a qualified employee and attend any training as required.

4 Arrangements for the Supervision of Students

4.1 Opening Times

Penair School will be open to students from **8:10am-4:30pm** 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.

4.2 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:

- Set high expectations which inspire, motivate and challenge pupils
- establish a safe and stimulating environment for pupils, rooted in mutual respect
- 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 146 staff and 1234 pupils there is a ratio of approximately 1:8 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):

4.3 After Normal Hours Lettings

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

5 First Aid

5.1 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 First Aid Qualified
- Other Specialist Trained

5.2 First Aid Coordinator

This school 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 school]. The First Aid Coordinator's duties include ensuring that:-

First Aid equipment is available and maintained at strategic points in the school:

- Reception
- Student enquiries
- Technologies and Sciences departments
- All weather pitch
- Sports changing rooms
- SWO office

Defibrillators are located in the following locations:

- Receptions
- Science technicians' room
- All weather pitch lobby.

A sufficient number of personnel are trained in first aid procedures and their details made known to users of the school

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.

5.3 First Aiders

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

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

First aid cover is not 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). See also – Penair Accident Management Flow Chart

5.4 Treatment of Injuries

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

In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline by calling 111 and, in the case of student injuries, with the parents/guardians or legal guardian.

5.5 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.

Also see the supporting students with medical conditions policy

Also see the updated medicines procedures

Also see the new pupil allergy policy

5.6 Suspected head, neck and spinal injuries to students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

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

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

5.7 Other Significant Injuries

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

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

5.8 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.

6 Medicines/Medical Condition Support

This school recognises that some students will, at some point, require medication or other medical support during the school day or on organised activities. The school acknowledges the requirements to provide medical support within current legislation and the Department for Education's guidance on supporting pupils with medical conditions at school. This need will be met by a range of standard procedures together with individual procedures informed and supported by:

- Consultation with health and social care professionals, students and parents/guardians to ensure that the needs of children with medical conditions are effectively supported
- Appointment of a medicines coordinator (and deputies)
- The compiling and maintaining of a medical needs register for staff and students which will be reviewed and audited annually by the medicines co-ordinator
- Ensuring that sufficient staff are suitably trained with adequate cover for absences to cover both routine and emergency support
- Ensuring all relevant staff are made aware of the condition and symptom recognition of any student requiring support that will include briefings for supply teachers and volunteers etc.
- Prompt access to medication in an emergency situation (e.g. EpiPen Auto-injectors for treatment of anaphylactic shock)
- Risk assessments for school visits and other school activities outside of the normal timetable
- Monitoring of individual healthcare plans

Medicines Co-ordinators role is to ensure that the standard procedures below are followed and maintained.

6.1 Standard Procedures

Medicines

The school will dispense medication to students as long as:

- It is clearly labelled prescription medication which has been prescribed by a medical practitioner with written instructions for use; or
- It is clearly labelled non–prescription medicine which has been supplied by the parent guardian with written instructions for use

This School does not keep or dispense any other medication other than antihistamine, paracetamol or salbutamol for use with the emergency asthma kit. Prior consent will be sought from a parent/guardian before antihistamine or paracetamol is dispensed to a student. During residential trips and visits, additional medications will be carried by staff. Parents/carers will be given the medication list and asked to provide additional consent, where appropriate.

See also - Updated medicines/medical information forms

See also – Administering paracetamol in the school setting procedure

Dispensing Medicines

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

The Medicines Coordinator (and deputies) will be responsible for receiving medicines, checking consent and dose information, checking "use by" dates and dispensing medication.

All medication will be kept in a secure location and in the conditions required by the medication supplier in the first aid treatment room or the main school office.

Medication will only be dispensed by Medicines Coordinators (or other suitably trained staff to cover emergency situations). A record will be kept of all medication dispensed. The medication log will be checked before dispensing medication (to prevent accidental "double-dosing") and will be completed and signed by the member of staff after dispensing medication to a student.

Medication for personal use by members of staff must also be kept in a secure location. Handbags, etc. containing such items must be locked away and not be left in the classroom where students could gain access to them. Staff must not share their medication with any student.

Emergency Asthma Kits

- This school's procedures for managing the use of the emergency asthma kit are based on the Department of Health guidance issued in September 2014. Emergency asthma inhalers for use in schools - GOV.UK (www.gov.uk)
- Staff authorised to dispense this medication will be made aware of the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.
- The emergency inhaler contains Salbutamol and will only be available to students who have been diagnosed with asthma and prescribed an inhaler or;
- Prescribed an inhaler as reliever medication

In addition, parental consent must be obtained for use of the emergency inhaler which will be achieved as part of compiling and maintaining a register of students who have been diagnosed with asthma or prescribed a reliever inhaler. This register will be combined with the medical needs register.

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

Self-Management of Medication

In certain circumstances this school will allow students to manage their own medication. In each case this will be discussed with the parent/guardian and appropriate health professionals; and an assessment of risk will be completed as well as inclusion on the medical needs register.

The assessment of risk will include an evaluation of the risk to the student and others through inappropriate use of the medication, loss of the medication or failure to take the medication.

Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered. This is the First Aid treatment room located off reception.

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 plan 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 reception/medical room by an appropriate person.
- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend School.
- Every effort is made to ensure that students with medical needs are able to take part in every aspect of School life including off-site activities, sporting events and practical lessons.

Complaints

Parents/carers are encouraged to contact the Business Manager if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaint procedure.

7 Reporting of Accidents/Incidents

7.1 Reporting Officers

Penair 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.

7.2 Accident/Incident reporting Systems

Penair records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System, AssessNET. 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 AssessNet or the Cornwall Services for Schools website.

The Online Accident Reporting System is monitors by Cornwall council and any RIDDOR reportable incidents will be forwarded to the Health and Safety Executive.

Any minor accident/incident which does not meet the above criteria will be recorded on AssessNet as a "Near Miss".

7.3 Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be logged on AssessNet

Penair will nominate a Near Miss Recording Officer (***detailed in Appendix 1***) to coordinate the Near Miss reporting.

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.

7.4 Reporting Timescales

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.

7.5 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 AssessNet. Significant incidents will be reported to the Head Teacher and the Health and Safety Governor.

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

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

8 Training

8.1 Identification of Training Needs

Penair 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.

8.2 Induction

As part of its coordinated training programme Penair 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.

8.3 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.

8.4 Staff responsibility

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

9 Risk Assessment

Penair 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.

9.1 Risk Assessment Process

The school 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.

9.2 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.

9.3 Safe Working Procedures

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

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

10 Fire

Penair's Fire 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 school
- 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 school'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 school 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

Also see the School Evacuation and lockdown procedure Sum 26 (issued to staff as part of induction process)

10.1 Fire Fighting Equipment

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

Whilst this school 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 school 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

11 Electricity

11.1 School Owned Portable Appliances

This school will undertake to inspect and test all its portable electrical appliances by a competent person in line with the schools PAT testing policy.

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.

11.2 Personal and Privately Owned Portable Appliances

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

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

11.3 Portable heaters

Portable heaters should not be used in areas where flammable gases, vapours or combustible dusts may be present, even for a short period, unless they have been designed specifically for use in that type of environment.

Portable heaters should be sited according to the manufacturer's instructions. They should be stood on a level, dry, non-combustible surface where they are not liable to be subjected to mechanical damage or be overturned.

Portable heaters should be sited in areas clear of combustible goods or other readily ignitable materials.

The fire hazard and thus the threat to the business is increased if portable heaters are allowed to operate unattended and this should be avoided. In circumstances where it is not possible to avoid leaving portable heaters unattended, a specific risk assessment should be undertaken, and appropriate control measures introduced. Portable heaters should be turned off at the end of the period of work.

11.4 Voltage reduction

Where possible this school 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.

11.5 Responsibilities

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

The Premises Manager 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.

12 The Control of Hazardous Substances

12.1 Hazard Assessment

All substances within the school 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.

12.2 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 school.

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.

12.3 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 school.

13 Science

This school 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.

14 Work Equipment

The Business Manager is responsible for overseeing the purchase of all work equipment. The Head Teacher, Faculty Heads, Catering Manager, the Premises Manager 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.

15 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.

15.1 Eye Tests for Display Screen Equipment Users

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

DSE users are defined as:-

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

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

16 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 Premises Manager 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; Penair 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.

17 Noise and Vibration

Power tools and other equipment or machinery can give rise to harmful levels of noise and vibration. Penair 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 Premises Manager 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.

18 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. Penair 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 Premises Manager 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.

19 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 Penair will ensure that PPE is used effectively, managers will be expected to monitor the use of PPE and enforce its use where necessary.

19.1 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.

19.2 Purchase and Storage of PPE

Faculty Heads together with the Premises Manager 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.

19.3 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.

20 Working Alone

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be accessible from the relevant Risk Assessment Coordinator.

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

21 Security

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

The Premises Manager is responsible for carrying out checks of the premises during holiday periods.

21.1 School 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 appointed security services contractor will attend. The members of staff who are alerted will be done so in accordance with the priority key holders.

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

21.2 Call Out Arrangements

Penair 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 school staff will meet the appointed security services contractor 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.

22 Violence

Violence is not tolerated in Penair. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to Penair.

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards visitors will be reported to the police.

Violence between students will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards students from staff, visitors or members of the public will be reported to the police.

22.1 Arrangements

The Head Teacher, Faculty Heads, The Business Manager and the Premises Manager 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.

22.2 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 Penair staff trained in Team Teach techniques are ***detailed in Appendix 1***.

23 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.

Penair 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

23.1 Arrangements

Faculty Heads and the Premises Manager 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 instructions 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 school aware of any personal issues that may affect manual handling capability

24 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.

Penair 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 Premises Manager prior to any work at height.

24.1 Arrangements

Faculty Heads and the Premises Manager 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

25 Transport/Driving

Penair 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 school 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

25.1 Arrangements

The Business Manager, Faculty Heads and the Premises Manager 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 school's consent and following any rules, advice, information, and training given by the school
- Hold the required class of valid driving licence (the school 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

26 Legionella

Penair recognises the potential risk of harm associated with colonisation of the hot and cold water systems within the school 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.

Penair 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.

26.1 Arrangements

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

The Premises Manager 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.

27 Radon

Penair recognises that geographically the school 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 Penair has engaged the services of a suitably competent contractor (detailed in Appendix 1) to test the school premises work areas for Radon ingress.

In accordance with legislation Penair will, if any areas are found to be above the action levels of 400bq/m^3, 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 Premises Manager will liaise to ensure appropriate arrangements are made and report any concerns to the Board of Governors.

28 Contractors

Contractors are generally defined as persons carrying out works on behalf of the school 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 school occupants the intended works of any contractors and their safety management arrangements need to be fully integrated into the school's safety management system. To sensibly achieve this any school 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 school 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 school with regards to all aspect of any works including planning, asbestos management, noise and dust management, access arrangements, integration with normal school 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

28.1 Arrangements

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

The Premises Manager 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 school policy, cooperate with the Premises Manager and use the school permit to work system.

Contractors will report any incidents to the school.

School staff will report any unsafe practices or observed concerns to the school Site Supervisor.

29 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".

Penair will operate a permit to work system for works as defined by the Premises Manager 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.

29.1 Arrangements

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

The Premises Manager will establish, maintain and operate the permit to work system.

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

30 Catering

Penair 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

30.1 Responsibilities

Chartwells will appoint a competent Catering Manager (***detailed in Appendix 1***) and ensure any kitchens are registered as required with the local Authority The school will ensure 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/She 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.

31 Appendix 1 List of Nominated Post Holders

Responsibility	Post Holder
Chair of Board of Governors	Alex Tullett
Head Teacher	James Davidson
Health and Safety Link Governor	Mat Spencer
Business Manager	Gill Hakin
Site Supervisor	Luke Withecombe
Site Caretaker	Mark May / Kingsley Godfrey-Porter
First Aid Coordinator	Gill Hakin
Assistant First Aid Coordinator	Nick Cartmill
Medicines Coordinator	Nick Cartmill
Assistant Medicines Coordinator	Errin Allan
Staff Trained to Administer First Aid (state Qualification)	Nick Cartmill – Emergency First aid
Staff Trained to Administer First Aid (state Qualification)	Kate Annette - First Aid at Work
Staff Trained to Administer First Aid (state Qualification)	Ian Jones - First Aid at Work
Staff Trained to Administer First Aid (state Qualification)	Erin Allan - First Aid at Work
Staff Trained to Administer First Aid (state Qualification)	Liam Trivett - First Aid at Work
Staff Trained to Administer First Aid (state Qualification)	Joanne Bales - First Aid at Work
Staff Trained to Administer First Aid (state Qualification)	Richard Edworthy - First Aid at Work
Staff Trained to Administer First Aid (state Qualification)	Nicola Hyde - First Aid at Work
Staff Trained to Administer First Aid (state Qualification)	Louise Dean – First Aid at Work
Staff Trained to Administer First Aid (state Qualification)	Ali McConnell – First Aid at Work
Staff Trained to Administer First Aid (state Qualification)	Dave Harnett – First Aid at Work
Incident/Accident/near misses Reporting Officer	Gill Hakin
Assistant Incident/Accident/near misses Reporting Officer	Lorraine Young

Risk Assessment Coordinator	Gill Hakin / Lorraine Young
Faculty Head (PE)	Jo Bales / Nicola Hyde
Faculty Head (Science)	Tamara Hall
Faculty Head (Technologies)	Claire Trevennen / Nick Powley
Faculty Head (Maths)	George Blackbourn / George Jessop / Nicola Brooks
Faculty Head (Dance & Drama)	Marisa Weeks
Faculty Head (Art & Textiles)	Ruth Morecock / Katherine Bryne
Educational Visits Co-ordinator (EVC)	Gill Hakin
Fire Officer	Gill Hakin
Deputy Fire Officer	Luke Withecombe
DT Faculty Fire Coordinator	Nick Cartmill
DT Food Faculty Fire Coordinator	Lauren Silgram
Science Faculty Fire Coordinator	Katherine Annette
Fire Monitor	Luke Withecombe
Assistant Fire Monitor	Mark May
Staff Trained to use Firefighting Equipment May 2024	Gill Hakin
Staff Trained to use Firefighting Equipment May 2024	Mark May
Staff Trained to use Firefighting Equipment May 2024	Luke Withecombe
Staff Trained to use Firefighting Equipment May 2024	Nick Cartmill
Staff Trained to use Firefighting Equipment	Katherine Annette
Staff Trained to use Firefighting Equipment May 2024	Tony Hill
Staff Trained to use Firefighting Equipment May 2024	Lorraine Young
Staff Trained to use Firefighting Equipment May 2024	Nikki Gunn
Staff Trained to use Firefighting Equipment	Lauren Silgram
Staff Trained to use Firefighting Equipment May 2024	Kingsley Godfrey-Porter
Portable Appliance Tester	Tony Hill/Contracted
Asbestos appointed person	Gill Hakin / Luke Withecombe
Science COSHH Coordinator	Katherine Annette

Site COSHH Coordinator	Luke Withecombe
Radiation Protection Supervisor	Kate Annette
Catering Manager	Steven Edensor (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	Gill Hakin
Out of Hours Key Holder / Security firm	WillSecure Limited Security Services
Positive Handling Trained Staff	James Davidson
Positive Handling Trained Staff	Joe Hocking
Positive Handling Trained Staff	Kate Finlay
Positive Handling Trained Staff	Nicola Hosking
Positive Handling Trained Staff	Julie Schofield
Positive Handling Trained Staff	Ian Jones
Positive Handling Trained Staff	Ali Toms
Asbestos Competent Person (or contractor)	Luke Withecombe / Cormac
Legionella Competent Person (or contractor)	Luke Withecombe/Churchills Environmental
Legionella Monitor (or contractor)	Luke Withecombe/Churchills Environmental
Radon Contractor	Corserv Facilities

Document control				
Approved by	Full Governing Board	**Approved date**		
Published location	Website / Sharepoint	**Next Review**	**Policy Holder** Autumn 2027	**Governing Board (annual)** Autumn 2027
Version Number	**Date issued**	**Author**	**Changes**	
2	Autumn 2026	Gill Hakin Sally Wood	Policyholder annual review Version control Implemented	