



# **REDRUTH SCHOOL**

## **Health & Safety Policy**

**This Policy was adopted October 2018**

**This Policy is due for renewal October 2019**

**The names of the designated individuals are Craig Salamone**

## Statement of Health and Safety Policy

Redruth School:

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Redruth School'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 Redruth School's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than in July 2018.

## **Competent Health and Safety Advice**

The school recognises that it must have access to competent health and safety advice. The school's competent advisors are The Health, Safety and Wellbeing Services Team, Cornwall Council.

### **Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

#### **The employer**

The employer in this school is the Governing Body. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

#### **Governors**

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

The Governors have appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the Governing Body on health safety and welfare issues.

The Safety Governor is named in Appendix 1.

#### **Head Teacher**

The Head Teacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school Health and Safety Committee;
- Identifying and facilitating employee training needs;
- Liaising with governors 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;

- Take 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. In this school the following functions have been delegated to:-

### **Bursar, with Estate Management**

It is the responsibility of any delegated officer to report any relevant or critical occurrences or other recent issues that bear or impact on the Headteacher by exception. The delegated officer is to forward in the summer term a report for the Headteacher on exceptions/incidences that have reported during the year. The report should also include accident report/outcomes and the extent of liaison with Trade Unions on Health and Safety Issues.

See Appendix 1 for named individuals with responsibilities.

### **Senior Management and Faculty/Department Heads**

Senior management and faculty/department heads have responsibilities for:-

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections of their work areas and making reports to the Head Teacher/Bursar, with Estate Management ;
- Ensuring health, safety and welfare issues are discussed at Faculty/Department meetings;
- Ensuring health, safety and welfare issues are escalated by reporting them to SLT and discussing them on SLT meetings
- 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.
- Ensuring that all necessary risk assessments are being carried out by all relevant staff (e.g. through standing item on staff meeting agenda)
- Ensuring that all risk assessments are reviewed periodically (as indicated by the EEC software) or following incidents or significant changes in workplace or systems of work.

### **All Employees**

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

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Health and Safety Committee if appropriate;

- Bringing problems to the relevant manager's attention.

In addition all employees have a responsibility to co-operate with the employer on matters of health and safety.

### **Volunteers**

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

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

## **Specific Health, Safety and Welfare Policy and Procedures**

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

### **Procedure List**

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## **1 Arrangements for the Supervision of Students**

### **Opening Times**

Students are expected to be in school from 8.30am to 2.50pm to which supervision will be provided. At break and lunchtimes, the school operates a duty system consisting of senior managers, teachers and other support staff being on duty in assigned areas. The school also, for the added protection of staff and students, operates a closed circuit television camera system which has been expanded to include internal cameras.

The year 7 designated area, is the top hard court.

The year 8 designated area, is around the shack and middle hard court.

The year 9 designated area, is the bottom hardcourt.

The year 10 designated area, is around café 42.

Year 11 students are able to sit in LEAP centre at lunchtimes which are supervised.

During inclement weather, outside areas and the fields are out of bounds and students are in their wet weather rooms.

Children who miss their bus or lifts are to report to the front reception for help and support regarding their safe trip home.

During school holidays the school will remain open during normal office hours and staffed by administration and site staff. Students are not permitted to enter the building without being accompanied by a member of staff or authorised adult.

Any ex-students wishing to visit the school must make formal arrangements with a member of staff prior to the visit and sign in at the designated reception.

Over the academic year, after school intervention classes take place between 3.00 pm and 5.00pm and all students are supervised by a member of the teaching and learning staff. All classes must take a register and report anyone missing to the SIMS office. All students must leave the site immediately after any session has finished.

### **After School Lettings**

Unless specifically agreed in the Letting Agreement the school does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

## **2 First Aid**

The school has assessed the need for first aid provision and will ensure that adequate number of first aid trained personnel is available at all times school employees and students are present on the premises.

### **First Aid Coordinator**

School First Aid Coordinator (see Appendix 1) is responsible for overseeing the arrangements for first aid with the school. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the school (see appendix 3)

- A sufficient number of personnel are trained in first aid procedures (see appendix 2)
- That the correct level of first aid equipment is maintained in each first aid box
- 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 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, etc.)

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

### **Allergies**

All staff and children who suffer from allergies will be recorded in the medical conditions annual audit with treatment specified. Emergency actions for severe cases will be posted on the noticeboard in the staffroom, all relevant training taken by staff, and all staff expected to be familiar with procedures. Parents/carers of children new into the school will have to disclose all relevant medical needs of their child. Quick notes of SIMS – info can be seen of condition

### **Treatment of Injuries**

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

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

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



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

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

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

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

Injury to head - information sheet given to student/carer/parent before leaving first aid treatment.

## **Other Significant Injuries**

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

In addition to the procedures above the school will notify parents/legal carers of any significant injury by way of a telephone call.

Records of notification by telephone to parents will be kept by the First Aid Coordinator.

Copies of written notification are held in Oasis – Student welfare centre.

## **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 or guardian is in attendance.

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

The member of staff will stay with the student until a parent or guardian arrives and responsibility is "handed over".

## **3. Students with Medical Needs**

The school follows School and DfES guidance on the dispensing of medicines in school. This school will dispense medication which has been prescribed by a medical practitioner, with written instructions for its use.

This school will dispense non-prescription medication to students only with parents/carers consent.

The school keeps an "spare asthma pump & spacer"

The School does not keep any other medication.

## **REDRUTH SCHOOL POLICY FOR MANAGING MEDICINE AND SUPPORT FOR STUDENTS WITH MEDICAL NEEDS**

Parents/carers have the prime responsibility for their child's health and should provide schools with information about their child's medical condition. Parents/carers and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed.

### **PROCEDURES FOR MANAGING PRESCRIBED MEDICINE TAKEN DURING THE SCHOOL DAY**

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. Schools should only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist. Medicines should always be provided in the original container as dispensed by a pharmacist and include the instruction for administration.

In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Parents/carers should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff should make sure that this information is the same as that provided by the prescriber.

All prescribed medicines should be handed directly to the First Aid Coordinator or First Aid Assistant by the parent/carer who will then ask the parent/carer to complete the relevant paperwork i.e. Administration of medicines consent form.

First Aide Coordinator will administer the medication and provide a note in the child's planner if the child needs to leave lessons at certain times). The medicines will be locked away in the cupboard in the First Aid room. A spare key is held centrally.

Parent/carers should remove any unused medication from the school.

**Schools should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

In the event of First Aid Coordinator both being absent then one of the first aiders will administer the medication.

## **ADMINISTERING MEDICINES**

No child under 16 should be given medication without their parent/carer's written consent. Any member of staff giving medicines to a child should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instruction provided by the prescriber on the label or container.

If in doubt about any procedure staff should not administer the medicines but check with the parents/carers. If staff, have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent/carer, if appropriate, or with a health professional attached to the school.

## **SELF MANAGEMENT – AGREEMENT BETWEEN SCHOOL AND PARENT/CARER**

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and schools should encourage this. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Agreement for a child to self-manage their medication should be taken after discussion with the First Aid Coordinator and the parent/carer – issues to be considered are the nature of the medicine and the age/maturity of the child. The First Aid Coordinator will ensure SIMS is updated.

## **NON-PRESCRIBED MEDICINES**

Staff should **NEVER** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents/carers. Where a non-prescribed medicine is administered to a child it should be recorded on a form such as Redruth school medication log and the parents/carers informed.

**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Redruth School will not hold a supply of non-prescribed medication. If there is a need for a student to take non-prescribed medication the parent/carer must discuss this directly with the first aid coordinators.

Non-prescribed over the counter pain relief can be carried in very small quantities (maximum 1 dose) by students and they can administer these themselves with parents/carers agreement.

## **DISPENSING OF MEDICINE**

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

First Aid Coordinators are 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, which is a locked cupboard in medical room

### **Medical Log**

Consent forms will be kept in the Medical Log and will be kept for the duration of the student's attendance at the school.

The Medical Log will also contain a log of medications dispensed, which will include:-

- name of student
- name of medication
- "use-by" date
- Dose
- Time
- Date
- signature of dispenser
- comments/reactions

### **Medical Procedures**

The school has provided a suitable place for the dispensing/application of medicines.

Where necessary, arrangements have been made for students with particular conditions and these are detailed in individual care-plans.

### **Off-Site Activities**

The school has a policy and procedure for off-site activities which, includes the assessment of medical needs of all involved in the trip.

### **Individual Healthcare Plans**

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

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

### **Risk Assessment**

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

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

- Access to medication

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

### **Unacceptable practice**

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; ensure that he/she is accompanied to the School 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 Alex Kettlewell if they are concerned or dissatisfied in any way with the support provided by the School for a student with medical needs.

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

## **4 Accidents/Incidents**

### **Reporting Officers**

The following members of staff have access and authority to report accidents and incidents: (see appendix 1)

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

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

The Reporting Officer will record incidents using the systems below.

## Accident/Incident Reporting Systems

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

Any incident resulting in an injury to a member of staff

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

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

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

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

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

Any “Occupational Disease” as listed in RIDDOR.

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

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

Any minor accident/incident which does not meet the above criteria will be recorded in the School Incident Log. . This includes:

- Bumps, scrapes, bruises resulting from PE or break time activities
- Minor cuts (e.g. Food and Design Technology)

## Near Misses

Where an incident occurs which could have resulted in injury – but didn’t – a report must be made to Bursar, with Estate Management.

## 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 Bursar, with Estate Management, who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by the Bursar, with Estate Management) 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.

If deemed necessary, the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

## **5 Training**

### **Identification of Training Needs**

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

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

Bursar, with Estate Management is responsible for carrying out the evaluation of training needs and presenting recommendations to the Head Teacher and the Governing Body.

### **Staff Responsibilities**

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

## **6 Risk Assessment**

### **Risk Assessment**

The School will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

### **Risk Assessment Process**

The school will carry out risk assessments using EECLIVE Risk Management Software.

Bursar, with Estate Management is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

All faculties have a health & safety folder this contains the relevant risk assessments which is seen and signed by all staff. Copies of risk assessments are available from the Bursar, with Estate Management.

The software indicates when risk assessments need to be reviewed. Risk assessments are also reviewed following incidents or significant changes in personnel, workplace or systems of work

## **Staff Responsibilities**

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

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

## **Safe Working Procedures**

The risk assessments will be used to develop safe working procedures, which must be followed by all staff. These are also in the Faculty Health & Safety folders. Copies of safe working procedures are available from the Bursar, with Estate Management.

## **7 Fire Officer**

The person responsible for organising the school's fire precautions is Fire Safety Manager.

Bursar, with Estate Management will deputise when the Fire Officer is not present.

The Fire Safety Manager is responsible for: -

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting the Head Teacher on issues of significance.

## **All Staff**

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

Staff are also responsible for ensuring that they: -

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

This procedure will form part of the induction for new staff and will be issued by email to all staff at the beginning of every academic year. Additionally, a single briefing will be held at the start of every year to remind staff of the procedures. A register will be taken at the briefing to ensure all staff are present.



## Fire Wardens

The school has identified certain members of staff as Fire Wardens for areas of the school (see appendix 1)

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

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by: -

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

## Fire Fighting Equipment

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

In accordance with the Regulatory Reform (Fire Safety) Order, a number of staff have had the necessary training in the use of firefighting equipment (see appendix 1)

## Evacuation and Registration Procedures

During the evacuation of the premises everyone should know where they should go to and how they should react. It is important everyone knows his or her role. **If a fire bell rings, everyone must evacuate.** If it is a false alarm, the recall bell will sound.

## Students

On hearing the alarm, all students in class should stand quietly by their tables or benches and when instructed by the teacher or person in charge, should proceed in single file and in an orderly manner, by the nearest safe route direct to the assembly point. **(A plan of the quickest exit route is to be displayed in every classroom).**

Students should be taught that if they hear the fire alarm sound and they are not in their classrooms, or a teacher is not present, they should proceed by the nearest safe route to the assemble point where they should report the their tutor groups.

For the 6<sup>th</sup> Form where students have unrestricted freedom of movement and the calling of a roll from a register may not always reflect who is actually in the premises, it is extremely important that all students are aware of the action in case of a fire. They must also report to the assembly area.

## Staff

- Every member of staff is responsible for, the well-being and safety of all our students.
- As the classes are leaving the building, all doors, which will not be used again during the evacuation, are to be closed.
- Faculty/Department Head should with one other person undertake the task of searching their area to ensure all persons have left the premises.
- Teachers should go to their tutor groups. The official school registers will be distributed for checking.
- Office Staff will ensure that staff lists are available to check the presence of all employees and at registers and late books are taken to the hard court area.

- Any staff member with an identified responsibility during the fire drill needs to ensure that there is a nominated person to act in their absence.
- At the beginning of each term remind classes the route to be used when evacuating the building.

### **Senior Colleague in charge of drill**

The senior colleague in charge of the school at the time will go to the place of assembly and await reports from all sections. He or she should have in their possession a pre-arranged checklist, which will enable them to make a complete report to the first Fire Officer.

The Officer in charge of the Fire Brigade should be met on arrival and immediately informed that all persons are accounted for or otherwise.

### **Visitors**

All visitors should register at reception so at any time it is easy to know exactly who is on the premises.

Visitors should be made aware of the school's evacuation procedure and the location of assembly points before being admitted to the site.

### **Evacuation of Disabled Persons**

The evacuation of disabled persons must be managed effectively to avoid unnecessary risk to both the person concerned and others involved in the evacuation.

An evacuation plan has been developed for disabled students, staff or regular visitors.

### ***Disabled Fire Plan***

Due to the location of the School Fire Muster Point it is necessary to make alternative provision for disabled staff, students and visitors.

These persons should gather in the visitor's car park opposite the New Building. Mrs S Kane will be present to check attendance and will have radio contact with the hard court.

### **Assembly Points**

The assembly point is the top hard court area and the students should line up in their tutor groups. (plan attached).

## **ACTION IN EVENT OF A FIRE**

In event of a fire being discovered, the following sequence should be followed:

### **Raise the alarm**

The alarm should be raised as soon as a fire is discovered, no matter how small. Even if a fire is only suspected and it is not obvious, it is essential that all occupants of the building should be warned at the earliest opportunity, in order that they can make good their escape before the fire had time to develop.

All staff and students should be instructed immediately to raise the alarm by operating the fire alarm call point on discovering or suspecting an outbreak of fire.

Whoever initiates the alarm should contact the office; they will then advise SLT, without delay and pass on all relevant details. Assembly at pre-determined points followed by a roll call should then take place.

The fire alarms are situated at the fire exit doors, stairwells and placed along the longer corridors.

### **Call the Fire Brigade**

All outbreaks of fire, or suspected fire, irrespective of size, should be immediately reported to the Fire Brigade by the office, immediately dialling 999.

Calling the Fire Brigade must not be delayed whilst searches are made, such delays can prove fatal.

Notices detailing procedure and the address are sited adjacent to all telephones likely to be used in an emergency.

Evacuation of students is of paramount importance and it is essential that this be satisfactorily instigated before any staff are released to attempt to fight the fire.

## **8 Electricity**

### **School Owned Portable Appliances**

The school will undertake to inspect and test all its portable electrical appliances by a competent person at least once every two years.

All test Certificates will be kept in the Compliance folder for the duration of the life of the appliance.

### **Personal and Privately Owned Portable Appliances**

Personal items of electrical equipment may only be bought into the school by prior agreement. Equipment must be presented to site team for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device.

### **Coordinator**

Bursar, with Estate Management is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

## **9 The Control of Hazardous Substances**

### **Hazard Assessment**

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

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

A central copy of COSHH assessments is kept by Bursar, with Estate Management.

### **Staff Responsibilities**

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment. Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard in Science).

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

### **COSHH Coordinator**

Bursar, with Estate Management and Heads of Faculty's for Science, Art & DT are 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 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 received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinators are responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use of site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

## **10 Display Screen Equipment**

### **Workstation Assessment**

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

## **Equipment**

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

### **Eye Tests for Display Screen Equipment Users**

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

DSE users are defined as:-

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

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

## **11 Work Equipment**

Bursar, with Estate Management is responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:-

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

## **12 Management of Contractors**

Bursar, with Estate Management is responsible for overseeing the management of all contractors on site.

### **Selection of Contractors**

The School will only select contractors to carry out work who have demonstrated:-

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work

- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public insurance

### **Management of Contractors**

Supervision of contractors will, to an extent, depend on the type of work being carried out: -

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of School staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks, induction process and assurances from the employer.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the School (for example: where there is construction on site).

### **Construction Works**

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the School and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

## **13 Personal Protective Equipment**

### **School Responsibilities**

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

Where provided the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

### **Assessment of Need**

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary PPE will be provided without cost to staff or students.

### **Purchase and Storage of PPE**

Department Heads and Bursar, with Estate Management will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition, Department Heads and Bursar, with Estate Management will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

### **Staff and Student Responsibilities**

When issued with PPE; staff and students are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

## **14 Working Alone**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which, are remote from other members of staff. This will include employees 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 using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the Main office.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Bursar, with Estate Management.

### **School Security**

Site team are appointed persons responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Site team are responsible for carrying out checks of the premises during holiday periods.

### **School Staff/Governors Responding to Call-Outs**

Staff nominated as out of hour's key holders are sometimes required to attend site following the activation of the alarm.

When they are called out they will not know the situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is potential for injury due to assault (which is rare) or as the consequence of an accident.

The school will assess the risks to those individuals and introduce suitable control measures to ensure that all risks are minimised.

### **Call Out Arrangements**

The school has introduced call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

Security Firm Personnel Attending – The schools facilities are currently managed by a contract with Kestrel Guard. They respond to alarm activations in conjunction with the Site Team.

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

**No employee is expected to enter a building where it is believed that there is a significant risk.**

A copy of the procedures introduced to control these risks will be kept in Site and Office H&S files.

Following an event, the risk assessment should be reviewed and further control measures implemented if appropriate.

## **15 Violence**

### **Zero Tolerance**

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

#### **Violence towards Staff**

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

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

#### **Violence towards Visitors**

Violence towards visitors will be reported to the police.

#### **Violence towards Students**

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

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

#### **Responsible Person**

Alex Kettlewell is responsible for ensuring that all: -

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

#### **Team Teach**

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school certain members of staff are trained in team teach techniques. A specific policy, aimed at the control of students, has been adopted.

## **16 Working at height**

Within the school and its grounds, work at height should always be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration (i.e. work that last for minutes not hours) a step stool, stepladder or ladder may be considered as the most appropriate method of access.

Step stools in the school must be at one of the minimum standards or class:

- BS 7377
- EN 14183
- GS Approved
- Have a maximum capacity rating of 150kgs.



Stepladders and ladders in the school must be at one of the minimum standards or class:

- BS 1129 / Class 1 (wood)
- BS 2037 / Class 1 (metal)
- BS EN 131 (wood, metal & glass fibre)
- GS Approved (wherever this marking/standard is used)

Standing on tables, chairs or other furniture for any reason is strictly prohibited.

For anything other than low risk, short duration work at height, the work is to be done using a mobile tower.

All access equipment must be visually checked before use; as instructed in the Safe Working Procedure document.

All ladders and stepladders must be thoroughly checked once a term, using checklist to ensure consistency of the inspection, Records of the checks will be kept by the Bursar, with Estate Management.

### **Training:**

It is a legal requirement that all persons must be appropriately trained before they use any access equipment. Refresher training is required at least every three years.

Where a member of staff finds that they are required to use an item of access equipment on which they have not had training, or where they are unsure of correct or safe use, then they are to contact the Bursar, with Estate Management prior to use.

The following sets out the minimum instructional training and/or training course requirements for access equipment used in the school:

- Step Stools - A simple instructional training brief is to be given by Bursar, with Estate Management to all users.
- Step Ladders - Where low risk work at height may be required to be undertaken using stepladders, staff members must be trained first by Bursar, with Estate Management; alternatively, this training may be provided by any external competent training course provider. This training will cover:
  1. The school's work at height policy requirements.
  2. HSE Working at heights guidance information
  3. Specific safe working procedures and risk assessment
  4. School safe working procedures for work at height.
- Ladders and step ladders (high risk) – for accessing roofs, Site Staff must attend a formal stepladder and ladder safety training course.
- In addition, all staff are expected to be familiar with school safe working procedures for using stepladders and putting up displays.

## **17 Manual Handling**

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

Manual Handling is frequently carried out by staff employed by the School. Manual handling causes a known risk of musculo-skeletal injuries. This policy has been adapted to provide clarity and consistency of manual handling guidelines within the school.

The following will be taken into consideration which may affect individual capabilities of employees:

- General Physical Capability
  - A risk of injury will be considered unacceptable if a specific manual handling technique cannot be carried out by most reasonably fit, healthy employees. An employee can decide whether or not they can manage the tasks to be performed. However, the employer has a duty to ensure the employee is physically capable of completing the task without injury.
- People with health problems
  - Conditions such as recent injury, hernia, back problems, heart conditions or other risk increasing factors should be taken into consideration before an employee is asked to do manual handling work. If there is any uncertainty, medical advice should be sought. The Equality Act may require employers to make adjustments if they would allow a person with a disability to do the work safely and satisfactorily.
- New and expectant mothers
  - The law requires employers to make allowances for pregnant women and those at high risk after childbirth, for about six months, to prevent injury from the physical work involved in manual handling procedures. A risk assessment must be carried out on the expectant mother and reviewed monthly as long as the expectant mother continues to work.
- Young workers, including students engaged in lesson-related activities (e.g. moving PE equipment)
  - Extra care is required to ensure that young people, up to the age of 18, are not exposed to the risks from manual handling. Extra precautions or close supervision are needed. Accidents and incidents occurring at work that result in musculo-skeletal injury will be thoroughly analysed.

### **Avoidance of risk**

The school will eliminate, as far as is reasonably, practicable, the need for its employees to carry out any manual handling tasks that involve a risk of injury.

### **Assessment of risk**

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are kept in departmental HS files, also available on the EEC system. Safe working procedure for manual handling has been prepared and placed in all relevant HS files.

### **Reduction of risk**

The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when and by whom this should be implemented. The risk assessment will be reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of the risk.

## **Responsibility for assessment**

The Bursar, with Estate Management (overall control over the risk assessment process) and team leaders (for their teams) have the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the School which are regularly reviewed.

A safe working environment will be provided that allows manual handling procedures to be carried out with minimal risks to employees “as it is reasonably practicable”. Manual handling issues will be considered at the design stage of every refurbishment or new building. Ergonomics advice will be sought if necessary.

Equipment will be provided to prevent manual handling wherever possible. Where manual handling cannot be prevented, equipment will be provided to reduce the risk.

The school will ensure all employees receive information and training in manual handling. The purpose of this is to:

- Inform employees of legislation, policies and procedures they must follow to reduce the risk of injury.
- Inform employees of their responsibility to look after their health and safety and that of those who may be affected by their actions.
- Provide practical advice and training on best practice in manual handling.

The Bursar, with Estate Management is responsible for ensuring all employees attend training sessions.

APPENDIX 1

**Named individuals with responsibilities**

Health and Safety Governor	Ross Williams
Head Teacher	Craig Martin
Bursar, with Estate Management	Craig Salamone
Fire Safety Manager Deputy	Beth Haslam Craig Salamone
First Aid coordinator	Nicola McDonnell Carly Clarke
Fire Wardens (with date of training) & Trained in the use of firefighting equipment	Adrian Hill October 2017 Steven James October 2017 Steve Hammond October 2017 David Cutcliffe October 2017 Bev Vowell October 2017 Derrick Pascoe October 2017 Tori Weston October 2017 Brett Bowlzer October 2017 Zack Harris October 2017 Craig Salamone October 2017
Staff registered to report accidents online	Craig Salamone Nicola McDonnell Carly Clarke
Team Teach trained staff	Alex Kettlewell Eugene Clemence Debbie Nicholas Mike McGovern Maisie Fuller Ben Tame Mark Anderson Rebecca Yates

## APPENDIX 2

## FIRST Aid trained personnel

First Aider Name	position	Training	Date	Renewal date
Debbie Nicholas	Skills Development	First Aid at Work	17 October 2017	17 October 2020
Kirsty Banks	Art/Forest School	Mountain Medicine	03 May 2016	03 May 2019
Debbie Goodman	Skills Development	First Aid at Work	14 September 2016	14 September 2019
Mark Leah	Maths	Emergency Aid (FA)	29 November 2016	29 November 2019
Chris Phillips	PE	Appointed Persons	16 March 2017	16 March 2020
Dave Bartlett	PE	Appointed Persons	16 March 2017	16 March 2020
Eugene Clemence	Skills Development	Appointed Persons	16 March 2017	16 March 2020
Naomi Jackman	Science	Appointed Persons	16 March 2017	16 March 2020
Nigel Price	Jiu Jitsu	Appointed Persons	16 March 2017	16 March 2020
Kirsty Treloar	PE	Appointed Persons	16 March 2017	16 March 2020
Richie Kennedy	PE	Appointed Persons	16 March 2017	16 March 2020
Alex Kettlewell	Skills Development	Appointed Persons	16 March 2017	16 March 2020
Katie Skilbeck	PE	Appointed Persons	16 March 2017	16 March 2020
Craig Bonds	PE	Appointed Persons	16 March 2017	16 March 2020
Tiffany Morgan	English	First Aid at Work	13 November 2017	13 November 2020
Nicola McDonnell	Skills Development	First Aid at Work	22 September 2017	22 September 2020
Brett Bowlzer	Site	First Aid at Work	23 November 2017	23 November 2020
Zack Harris	Site	First Aid at Work	23 November 2017	23 November 2020
James Lloyd	Creative Arts	First Aid at Work	23 November 2017	23 November 2020
Donna McAdam	PE	First Aid at Work	23 November 2017	23 November 2020
Derrick Pascoe	DT/Site	First Aid at Work	23 November 2017	23 November 2020
Laura McTeare	Assistant Head	First Aid at Work	22 March 2018	22 March 2021
Sarah Clemence	Animal Care/DofE	First Aid at Work	22 March 2018	22 March 2021
Jo Lloyd-King	Science/DofE	First Aid at Work	22 March 2018	22 March 2021
Andrew Watson	Maths/PE	First Aid at Work	22 March 2018	22 March 2021
Lucy Goy	Humanities	First Aid at Work	22 March 2018	22 March 2021
Debbie Jones	Skills Development	First Aid at Work	22 March 2018	22 March 2021
Craig Salamone	Bursar	First Aid at Work	22 March 2018	22 March 2021
Richard Moyle	Site	First Aid at Work	22 March 2018	22 March 2021

APPENDIX 3

**Locations OF First Aid equipment**

Oasis centre

FA Room

Swimming pool technician office

DT

Science

PE

**Confirmation**

Name .....

Please confirm that you have read and understood the attached safety policy by signing and returning this sheet or clicking the read receipt on the email.

Signed .....

Date .....

Please return to Craig Salamone