MAT Health and Safety policy, Responsibilities and Arrangements- Bishop Bronescombe

June 2019

celtic cross education

Celtic Cross Education

Health and Safety Policy and Index

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MAT Statement of Intent

Celtic Cross Education

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

Signed

Chief Executive Officer _____ Date _____

Chair of the Trustees _____ Date _____

Multi Academy Trust Responsibilities

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

The employer

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

Board of Trustees

The Trustees are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The trustees will receive regular reports to enable them, in collaboration with the Resources Committee and Head of school, to prioritise resources for health safety and welfare issues.

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

Chief Executive Officer

The CEO has responsibility for:-

- The management of all health safety and welfare matters in the MAT in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Board of Trustees;
- Ensuring that action is taken on health safety and welfare issues;
- Carrying out accident investigations, ensuring these are done and reviewing them;
- Identifying and facilitating employee training needs with the training coordinator;
- Liaising with PHSC and the Heads on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so via checks on insurance, training etc;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

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

Competent Health and Safety Advice

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

Premises, Health and Safety Committee

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

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

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

MAT Local Roles and Responsibilities

Estates Manager

The Estate Manager has responsibility for:

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

Head of School

The Head of School has responsibility for: -

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

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

All Employees

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

- Checking that classrooms/work areas are safe and kept clean and tidy
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used when needed;
- Participating in inspections and the Health and Safety Committee if appropriate;
- Reporting health and safety concerns immediately to the Head of School or Site Team.
- Reporting minor defects using the Parago helpdesk.

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

Volunteers

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

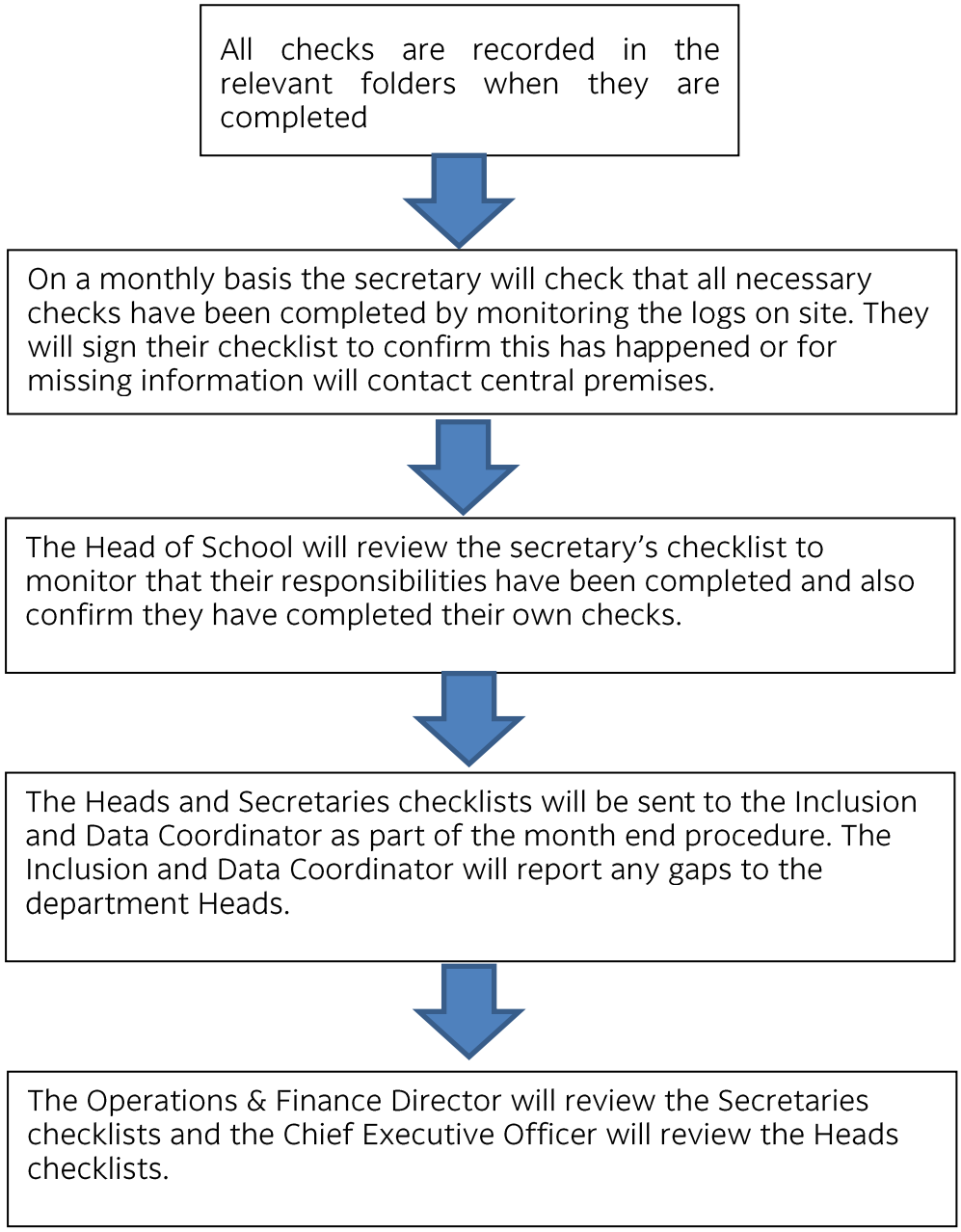
Volunteers are also expected to act only under the supervision of a qualified employee.

Monitoring of health and safety functions

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

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

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



Procedures for Health and Safety functions

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

1. Reporting defects

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

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

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

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

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

2. Inspections/Site walkarounds

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

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

3. Arrangements for the Supervision of students

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

After School Lettings

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

4. First Aid

Assessment of needs

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

First Aid Appointed Person

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

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

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

First Aiders

A first aider is someone who is qualified to give first aid treatment in the event of an injury or illness. The first aiders will provide first aid treatment for school staff or pupils on site during the school day and may assist others injured whilst on the school site. They will also provide, as appropriate, first aid cover for:-

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

First aid cover is not specifically provided for:-

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.) First aid cover must be provided by the organiser in these circumstances

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

The schools first aiders are identified in Appendix 3.

Treatment of Injuries

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

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

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the NHS urgent care helpline

Telephone 111

and, in the case of student injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Students

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

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

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

Other Significant Injuries

Any other serious injury will be notified to the parents/guardians by the quickest means possible (normally by phone) by a member of SLT or by School Secretary as instructed by SLT.

Escorting Pupils to Hospital

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

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

5. Pupils with Medical Needs

The Trust recognises that it has a responsibility to support pupils with medical needs. The School follows the Department for Education's guidance on managing medicines in schools and early years settings:-

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

Responsible Person

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

Medicine in School

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

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

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

Training

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

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

Sharing of Information

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

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

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

Individual Healthcare Plans

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

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

Risk Assessment

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

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

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

Unacceptable practice

To prevent unacceptable practice the responsible person will ensure that:

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

Complaints

Parents/carers are encouraged to contact the school's responsible person if they are concerned or dissatisfied in any way with the support provided by the School for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the Trust's complaint procedure which can be found on the Trust website.

6. Accidents/Incidents

Reporting Officers

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

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

Accident/Incident Reporting Systems

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

Any incident resulting in an injury to a member of staff

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

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

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

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

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

Any "Occupational Disease" as listed in RIDDOR.

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

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

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

Reporting Timescales

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Within 24 hours unless there are extenuating circumstances

Accident/Incident Investigation

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

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

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

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

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

7. Training

Identification of Training Needs

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

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

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

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

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

Staff Responsibilities

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

8. Risk Assessment

Risk Assessment

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

Risk Assessment Process

The school will carry out risk assessments using the Trust's current risk management software.

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

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

Staff Responsibilities

All staff are required to support the risk assessment process.

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

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

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from the schools nominated person. These will be reviewed by the members of staff completing the risk assessed activity and any necessary changes to the risk assessment will be fed back to the nominated person promptly. The risk assessment will then be reviewed and updated.

9. Fire

Evacuation procedures

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

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

Responsible Person

The Head of School is responsible for:

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)

- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (checking that testing is completed as required- alarm tests every week, emergency lighting every month, fire extinguisher checks, etc)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Estates manager/ CEO on issues of significance.
- Ensuring the evacuation procedure is reviewed and remains accurate. This must be reviewed if there are any changes to the building that will affect evacuation routes. This includes PEEPs.
- Ensuring that all visitors to the site are made aware of the evacuation procedures.

All Staff

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

Staff are responsible for ensuring that they: -

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open or block escape routes (items left in corridors or hanging from walls and ceilings)
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety to the Head of School or Site Team
- Report any fire hazard to the Head of School or Site Team.

Personal Emergency Evacuation Plans (PEEPs)

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

Fire Wardens

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

Fire Wardens have received training in fire prevention, the 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.

Site checks

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

Fire Fighting Equipment

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

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

Fire alarm/Emergency lighting equipment

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

10. Electricity

School Owned Portable Appliances

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

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

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

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

Personal and Privately Owned Portable Appliances

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

Each school is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

11. The Control of Hazardous Substances

Hazard Assessment

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

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

A central copy of COSHH assessments is kept by the COSHH coordinator identified in Appendix 1.

Staff Responsibilities

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

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

COSHH Coordinator

Each school will nominate a member of staff who is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

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

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

12. Display Screen Equipment

Workstation Assessment

The person identified in Appendix 1 is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments. Information on the correct use of DSE can be found on Sharepoint along with the assessment form that staff need to complete initially. If staff suffer from any musculoskeletal problems or have a change in role or office environment they should complete the assessment again.

Eye Tests for Display Screen Equipment Users

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

DSE users are defined as:-

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

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

13. Work Equipment

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

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

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

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

14. Management of Contractors

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

Selection of Contractors

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

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

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

Management of Contractors

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

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

All contractors will be required to carry visible identification.

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

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

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

Construction Works

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the School and will be out-of-bounds to all non-construction workers except for the purposes of contract management in conjunction with CDM (2015) regulations.

15. Personal Protective Equipment

Academy Responsibilities

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

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

Assessment of Need

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

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

Purchase and Storage of PPE

Each school will nominate a member of staff who will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition, this person will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

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

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

16.Working Alone

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

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

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

Buddy System

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

School Security

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

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

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

School Staff/ Responding to Call-Outs

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

Two Persons Attend

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

17. Violence

Zero Tolerance

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

Violence towards Staff

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

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

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Students

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

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

Responsible Person

The Head of School is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work

- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

Team Teach

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

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

18.Working at Height (WAH)

Working at height remains one of the biggest causes of fatalities and major injuries. Common cases include falls from ladders and through fragile surfaces. 'Work at height' means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

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

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

Before working at height work through these simple steps:

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

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

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

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

19.Asbestos precautions

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

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

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

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

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

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

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

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

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

20. Radon precautions

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

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

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

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

Appendix 1 Bishop Bronescombe C of E School Health, Safety & Welfare functions and responsibilities

Function	Responsibility	Delegated to
Competent Health & Safety Advice	Cornwall Council	N/A
First Aid Appointed Person	Debbie Carmichael (Head of School)	Joanne Warne
Responsible person for pupils with medical needs	Debbie Carmichael (Head of School)	Joanne Warne
Accident reporting officers	Debbie Carmichael (Head of School)	Paula Kay (School Secretary)
Risk Assessment manager	Debbie Carmichael (Head of School)	N/A
COSHH coordinator	Debbie Carmichael (Head of School)	Andrew Roberts (Site Supervisor)
DSE Assessor	Debbie Carmichael (Head of School)	Paula Kay
PPE coordinator	Debbie Carmichael (Head of School)	Andrew Roberts (Site Supervisor)
School Security Company	PJI Security	N/A

Appendix 2 Arrangements for the supervision of students

Opening times

The School will be open from:-

7:30am

And will close to students at:-

6:00pm

Supervision arrangements

Supervision ratios and locations of supervisors between school/academy opening and lesson start time

- If children are on-site between 7:45 and 8:45, they are supervised at Breakfast Club where a minimum ratio of 1 adult to 20 children is in place.
- Any children arriving before 8:45 should be supervised by their parent / carer until 8:45 when the school doors open.

Supervision ratios and locations of supervisors at break and lunchtimes

- At breaktimes and lunchtimes there is a ratio of:
    - KS2 / 'Top' playground – 1:60
    - KS1 playground – 1:45

Areas to be used by students outside lesson times

- KS2 playground
- KS1 playground
- 'Top' playground
- Pitch (when suitably dry)

Supervision ratios and locations of supervisors between end of lessons and school closing time.

- Children should be collected promptly by their parent / carer and 3:15pm. Children are 'handed over' to the parent/carer from the classroom door onto the playground. Children may only leave without a parent / carer if we have written confirmation from the parent /carer that the child has permission to walk home alone (KS2 only).
- If children are on-site between after 3:15 and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 1 adult to 20 children is in place.
- If a child is not collected by a parent/carer and does not have permission to walk home, they will remain supervised by the class teacher and the following procedures take place:
    - The parent/carer will be phoned after 15 minutes.
    - If school staff are unable to contact the parent/carer, emergency contacts for the child will be telephoned. The child will remain under the supervision of a member of staff – this may be in the after school club provision.
    - Contact numbers will continue to be retried.
    - If it has not been possible to contact the child's parents/carers or an emergency contacts, the Social Services Access Team may be contacted in consultation with the SLT. This will be done at 4.15pm or ½ hr after school clubs finish.

Appendix 3 First Aid needs/Procedures

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

First Aid at Work Qualified	[4]
Emergency First Aid Qualified	[8]
Paediatric First Aid Qualified	[13]
Appointed Person	[1]

Notifying parents

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

- a telephone call

Records of notification by telephone to parent/guardians will be kept by Paula Kay. Copies of written notification are held in First Aid folders.

Medicine in School

The School does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit (see below) and emergency epi-pen.

Self-Management of Medication

This School does not allow students to carry or manage their own medication.

Emergency Asthma Kits

This School's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014__3_.pdf

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

In addition parental consent must be obtained for use of the emergency inhaler.

The School keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

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

Storage of Medicine

Medicines will be securely stored in staff room fridge or classroom lockable cupboard.

All medicines must be signed in in the Medicines Log.

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

Facilities for Medical Procedures

A room has been provided for medications and medical treatments to be administered if necessary (staff room).

List of first aiders

Name of employee	Training course completed	Course date	Expiry date
Mrs D Allen	Level 1		02/09/2019
Mrs G Allen-Trevarton	Paediatric	19/05/2018	19/05/2021
Miss C Attis	Paediatric	30/06/2016	30/06/2019
Mrs J Bailey	Paediatric	07/02/2019	07/02/2022
Miss S Bounsall	Paediatric	30/06/2016	30/06/2019
Miss R Burr	L3	31/01/2019	31/01/2022
Mrs E Davy	Paediatric	30/06/2016	30/06/2019
Mr O Deadman	Paediatric	11/07/2018	11/07/2021
Mrs M Dey	L1		02/09/2019
Mrs P Dey	L1		02/09/2019
Miss R Dwan	Paediatric	25/09/2017	25/09/2020
Miss C Franklin	Paediatric	11/07/2018	11/07/2021
Mrs A Freight	Paediatric	30/06/2016	30/06/2019
Mrs E Harron	Paediatric	11/07/2018	11/07/2021
Mrs Lucy Hayes	Paediatric	15/01/2019	15/01/2022
Mrs P Kay	L1		02/09/2019
Mrs T Manton	Paediatric	30/06/2016	30/06/2019
Miss A Mewton	L3	31/01/2019	31/01/2022
Miss K Moore	Basic EFAW & Outdoor 1st Aid		15/03/2020
Mrs J Mullen	L3	08/02/2019	08/02/2022
Mrs J Myford	L1		02/09/2019
Mrs V Pascoe	L3	07/02/2019	07/02/2022
Mrs K Slade	Paediatric	11/07/2018	11/07/2021
Mrs J Warne/Appointed person	Paediatric	11/07/2018	11/07/2021
Mrs N Wilhelmsen	Paediatric	11/07/2018	11/07/2021
Mr A Roberts	EFAW	06/07/2018	06/07/2021

Appendix 4- Near Misses

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

The Near Miss Log is kept by the Head of School in School Office.

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

Appendix 5- Evacuation and Registration Procedures

In the event of discovering a fire, the alarm bell can be activated by breaking the glass on the devices located around the building. The alarm will be sounded (a continuous ringing bell), which can be heard throughout the building.

When the alarm is sounded the following procedures are followed:

- The signal for fire is a continuous bell. In the event that this bell sounds:
- Leave the building by the nearest fire exit (clearly signed) in a calm and orderly manner
- Any children / adults with disabilities etc will be supported according to their PEEP (Personal Emergency Evacuation Plan)
- Any people already outside the building to be alerted to the evacuation by the nearest Fire Marshall
- Do not stop to take belongings
- Convene at the Fire Muster Point (clearly signed) – Boldventure end of field below the infant playground
- Admin Staff take 'grab bag', school mobile phone and tablet.
- Early Years and Key Stage 1 classes will enter the field at the far end by Boldventure.
- Key Stage 2 classes will enter the field at the far end by the park and walk around the far perimeter of the field.
- Fire Marshall will check areas listed below to ensure building has been vacated and to locate the fire.

At Fire Muster Point:

- Headcounts will take place immediately to ascertain that all children are accounted for
- Headcounts will be reported back to the Admin staff in charge of registers
- In the event that the headcount indicates a missing child, the register will be taken to identify the missing child
- Admin Staff will check visitors and staff

A member of SLT will call the emergency services on the school mobile when the location of the fire has been ascertained and continue to liaise with emergency service personnel when on site. If a member of SLT is not available, a Fire Marshall will assume this responsibility.

If it is risk assessed that it is not safe to return to the school building, the Emergency Action and Continuity Plan will be followed. Staff and pupils will evacuate the site and transfer to Bethel Chapel.

Overview of fire management for CCE – Estate Manager – Jason Gordon

Responsible person for fire – HoS – Debbie Carmichael

Fire Marshalls	Deputy
Andy Roberts	
Jo Warne – Key Stage 2	Joe Daysh
Kim Slade – Key Stage 1	Sophie Greenaway
Gemma Allen – Foundation/BBeebies	Sorrel Bounsall
Louise Munson – Admin area, staff room and corridor	Debbie Carmichael

Appendix 6- List of Fire Wardens

Name of employee	Training course completed	Course date	Expiry date
Joe Daysh	Fire Marshall	06/03/2019	06/03/2022
Sorrel Bounsall	Fire Marshall	06/03/2019	06/03/2022
Kim Slade	Fire Marshall	01/05/2018	01/05/2021
Jo Warne	Fire Marshall	02/09/2016	02/09/2019
Gemma Allen	Fire Marshall	02/09/2016	02/09/2019
Louise Munson	Fire Marshall	02/09/2016	02/09/2019
Sophie Greenaway	Fire Marshall	01/05/2018	01/05/2021
Debbie Carmichael	Fire Marshall	01/03/2018	01/03/2021
Andy Roberts	Fire Marshall	02/09/2016	02/09/2019

Appendix 7- List of Team Teach trained staff

Name of employee	Training course completed	Course date	Expiry date
Oliver Deadman	Team Teach	06/07/2018	06/07/2020
Sorrel Bounsall	Team Teach	14/09/2018	14/09/2020
Deborah Allen	Team Teach	12/10/2017	12/10/2019
Shuna Paciuszko	Team Teach	31/01/2018	31/01/2020
Sophie Greenaway	Team Teach	31/01/2018	31/01/2020
Gemma Allen	Team Teach	23/01/2019	23/01/2021
Emily Davy	Team Teach	27/02/2019	27/02/2021

Appendix 8- List of Working at Height trained staff

Name of employee	Training course completed	Course date	Expiry date
Andrew Roberts	Working at Height	24/04/2018	24/04/2021