



# HEALTH & SAFETY POLICY

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|----------------------------------|----------------|
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## Introduction

The Leading Edge Academies Partnership (the 'Trust') is a team of school leaders that aim to be Leading Edge and pioneering in their approach to education and well-being. We are a growing family of like-minded schools that offer a values based education to the communities we serve and welcome staff, workers, students, parents/carers and volunteers from all different ethnic groups and backgrounds.

The term 'Trust Community' includes all staff, trustees, governors, students, parents/carers, volunteers and visitors.

We are a values based Trust, which means all actions are guided by our six 'Es' as follows:

- **Ethical** – 'Doing the right thing'
- **Excellence** – 'Outstanding quality'
- **Equity** – 'Fairness and social justice'
- **Empathy** – 'Caring for others'
- **Evolution** – 'Continuous change'
- **Endurance** – 'Working hard and not giving up'

This policy is based on the value of '**Evolution**'

## Policy Statement

The Trust:

- Recognises its legal and moral responsibilities to persons who may be adversely affected by the Trust's activities.
- Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
- Will seek to ensure that its legal duties and policy objectives are complied with at all times.
- Will ensure that all foreseeable risks associated with the Multi Academy Trust's activities are identified and removed or controlled through a process of risk assessment and management.
- Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
- Will seek to inform students' parents or carer of any health, safety or welfare issues relevant to their child or children.
- Have detailed the arrangements for health safety and welfare in the organisation and arrangements associated with this policy statement.
- Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date.

## **Policy Statement**

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare within the Trust Community. 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 The Academy Trust. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

### **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 Trustees and CEO, to prioritise resources for health safety and welfare issues.

The Board of Trustees have appointed a COO to oversee the management of health and safety across the MAT.

### **Principal/Headteacher**

The Principal has responsibility for:-

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

| <b>Function</b>                                  | <b>Delegated to</b> |
|--|---------------------|
| Day to day Health, Safety and Welfare Management | S Lyne              |
| Regular Inspections                              | S Lyne              |
| Accident Investigation                           | S Lyne              |
| Chairing Health & Safety Committee               | M Payne             |
| Employee Training Needs                          | S Lyne              |
| Contractor Management                            | S Lyne              |

**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:

The Health, Safety and Wellbeing Services Team, Cornwall Council

## **LUDGVAN SCHOOL**

### **Governing Body**

The Local Academy Committee (LAC) of each Trust academy are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. Governors will receive regular reports to enable them, in collaboration with the Principal, to prioritise resources for health safety and welfare issues.

The LAC for this academy has appointed a Safety Governor to receive information, monitor the implementation of policies, procedure and decisions and feed back to the LAC on health safety and welfare issues.

The Safety Governor for this academy is S Winn

### **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 and making reports to the Principal;
- 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 Principal; the Trustees and the Local Education Authority.

### **All Employees**

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

- Checking that classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- 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 Academy's policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

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



## **Organisation and Arrangements for Health Safety and Welfare at Ludgvan School**

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

### **Procedure List**

1. First Aid
2. Pupils with Medical Needs
3. Accidents/Incidents
4. Training
5. Risk Assessment
6. Fire
7. Electricity
8. The Control of Hazardous Substances
9. Display Screen Equipment
10. Work Equipment
11. Management of Contractors
12. Personal Protective Equipment
13. Working Alone
14. Violence

## **First Aid**

The Academy has assessed the need for first aid provision based on the size and complexity of the Academy site and buildings and its curriculum. Any person designated as a First Aider by the Academy will hold as a minimum, the Emergency First Aid at Work Certificate and will have completed a suitable training course by an accredited provider. The Academy will ensure that the requirements of the Health and Safety (First Aid) Regulations, 1981 are fully met.

### **Coordination**

G Badcock is responsible for overseeing the training arrangements for First Aid within the Academy and ensuring that a sufficient number of personnel are trained in first aid procedures and that first aid qualifications are, and remain, current.

The first aiders' duties include ensuring:-

- That first aid equipment is available at strategic points in the Academy
- That the correct level of first aid equipment is maintained in each first aid box

S Lyne in conjunction with the Safety Governor will check first aid activity reports termly 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 Academy day. They will also provide, as appropriate, first aid cover for

- trips and visits
- activities organised by the Academy (e.g. sports events, after Academy clubs, parents' evenings, Academy-organised fund raising events, etc)

First aid cover is not provided for:-

- contractors
- events organised by third parties (fetes, evening clubs, 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).

### **Treatment of Injuries**

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

In emergency situations, the first aider will call (or will 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:-

**NHS DIRECT            111**

And, in the case of pupil injuries, with the parents or carers.

Medical treatment will be carried out in the Front Office (where appropriate). This room is in close proximity to a WC and wash basin. Pupils will remain in the Front Office if collection by parents/carers is required.

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

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

The attending first aider, in consultation with the parent/carer, 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/carer.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Direct for advice or call emergency services for an ambulance as appropriate.

### **Other Significant Injuries**

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

In addition to the procedures above, the Academy will notify parents/carers of any other significant injury by way of

- a telephone call
- a letter
- a form (any head injury must be recorded on the Head Injury Form)

### **Escorting Pupils to Hospital**

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff, unless the pupil's parent or carer 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 or 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 pupil as they are admitted to casualty.

The member of staff will stay with the pupil until a parent or carer arrives and responsibility is 'handed over'.

### **Pupils with Medical Needs**

The Academy follows Council and DfE guidance on the dispensing of medicines in schools.

The Academy will only dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

The Academy will dispense non-prescription medication to pupils only if it supplied by a parent or carer with written instructions for its use.

The Academy keeps an Emergency Defibrillator in the reception lobby.

The Academy keeps Emergency Asthma medication in the Front Office.

The Academy does not keep any other medication.

### **Dispensing of Medicine**

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

G Badcock is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

S Lyne will deputise where necessary.

All medication will be kept in a secure location in the Front Office or in the Staff Room Fridge.

Emergency medical equipment (anaphylaxis, asthma etc.) will be kept in a secure location in the Front Office unlocked to ensure rapid deployment if needed.

### **Medical Log**

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

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

- name of pupil
- name of medication
- 'use-by' date
- dose
- time
- date
- signature of dispenser
- comments/reactions

### **Medical Procedures**

The Academy has provided a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care-plans.

### **Self-Management of Medication**

In certain circumstances the Academy will allow students to manage their own medication. In each case this will be discussed with the parent/carer and appropriate health professionals and an assessment of risk will be completed.

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

### **Emergency Asthma Kits and Adrenaline Auto-Injectors**

The Academy's procedures for managing the use of the emergency asthma kit or adrenaline auto-injector is based on Department of Health guidance.

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

The emergency medication will only be available to students who have been diagnosed with a relevant condition and prescribed appropriate medication.

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

The Academy keeps a register of students who have been diagnosed with a relevant condition and these details are displayed on the Medical Notice Board in the Front Office.

### **Storage of Medicine**

Medicines will be securely stored in the Front Office or in the Staff Room Fridge.

All medicines must be signed in in the Medicines Log.

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

Medicines can only be given out by trained and approved staff.

Emergency medical equipment may be stored in a secure (unlocked) cupboard in the staffroom.

### **Training**

The responsible person 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 an appropriate member of staff, healthcare professionals and parent/carers to establish an effective healthcare plan where appropriate.

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

### **Risk Assessment**

In addition to the healthcare plan the academy 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 academy 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 academy office/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 the academy.
- 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 Principal if they are concerned or dissatisfied in any way with the support provided by the academy for a student with medical needs.

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

## **Accidents/Incidents**

### **Reporting Officers**

The following members of staff have access and authority to report accidents and incidents:

S Lyne

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

- Any incident resulting in an injury to a member of staff
- Any incident resulting in an injury to a visiting member of the public
- Any incident resulting in an injury to a contractor on the 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 on a simple "Day-Log" which will be kept in the academy.

**Near Misses**

Where an incident occurs, which could have resulted in injury but did not, a record will be kept in an Accident Book suitably modified for the purpose of recording near misses.

This book is kept by S Lyne in her office.

The book will be reviewed periodically by the Principal in order to identify any areas of concern which may require attention.

**Reporting Timescales**

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

**Accident/Incident Investigation**

All incident reports will be reviewed by the Principal 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 Principal) will be reported to the MAT COO and the Health and Safety Governor.

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

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

**Training**

**Identification of Training Needs**

The academy will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be 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.

S Lyne is responsible for carrying out the evaluation of training needs and presenting recommendations to the Principal and the Local Academy Committee.

**Staff Responsibilities**

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

## **Risk Assessment**

### **Risk Assessment**

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

### **Risk Assessment Process**

The academy will carry out risk assessments.

S Lyne is responsible for managing the risk assessment process and producing relevant reports for the Principal and the LAC.

Copies of risk assessments are available from S Lyne.

### **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.

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

### **Safe Working Procedures**

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

## **Fire**

### **Fire Officer**

The person responsible for organising the school's fire precautions is S Lyne.

The Principal will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Feeding back the school's performance during evacuation drills to management and other relevant persons.
- 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 to the Principal 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.

### **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 been given training in the use of firefighting equipment:-

G Badcock

### **Evacuation and Registration Procedures**

The Assembly Point is the top playground.

- Exit routes are clearly marked and direct everyone to the quickest exit point in the building (this is not necessarily the quickest route to the Fire Assembly Point).
- Fire Exit Signage is positioned above all main Fire Exits.
- Contingency arrangements if quick return to the building is prohibited will be detailed in a separate emergency procedures document.
- Registers are taken for each year group, staff, visitors and contractors at the Assembly Point. Completed registration is reported to S Lyne the Principal in her absence.
- A list of Emergency contacts and mobile phone numbers is kept on Reception.
- The emergency services will be called by any senior member of staff (or any delegated administrator ) if it is established there is a fire or emergency within the Academy.
- A Safe Refuge Point is designated ( Oasis Car Park) and should be used where a person's mobility makes evacuating the building a danger to themselves or others.
- Anyone with impaired mobility will be escorted individually to the Fire Assembly Point.
- Should there be an evacuation during an examination period, the lower playground may be used to keep examinees separate until such time as they can re-enter the examination room.

## **Electricity**

### **Academy Owned, hired or loaned Portable Appliances**

The academy will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

New, permanent or temporary electrical appliances for use on-site.

Tests will be carried out by KFM

All test Certificates will be kept in the Front Office 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 academy by prior agreement. All personal items of electrical equipment must only be used in conjunction with a residual current device.

### **Coordination**

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

S Lyne is responsible for arranging periodic testing and inspection of fixed wiring.

## **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 S Lyne.

### **Staff Responsibilities**

Staff shall not use any hazardous substance without first having read 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**

S Lyne is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council or other appropriate source.

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

S Lyne 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.

S Lyne is responsible for ensuring that COSHH assessments are also obtained from contractors on site where persons may be affected by their use or the storage of such substances/preparations may need to be controlled.

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

## **Display Screen Equipment**

### **Workstation Assessment**

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

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and

- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

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

An eye test can be requested and arranged through the Business Manager.

## **Work Equipment**

A Anderson 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.

## **Management of Contractors**

S Lyne 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 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 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 academy and will be out-of-bounds to all

non-construction workers except for the purposes of contract management.

## **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 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**

S Lyne 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, S Lyne 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.

## **Working Alone**

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

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

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Principal.

### **School Security**

M Trembath is the appointed person who is responsible for making suitable arrangements for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

M Trembath is responsible for carrying out checks of the premises during holiday periods.

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

Staff nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what 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 a potential for injury due to assault (which is rare) or as the consequence of an accident.

Registered site keyholders are the academy's nominated representatives who will respond in an out-of-hours call out.

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

### **Call Out Arrangements**

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

### **Police attendance**

In any call out situation it is preferable to meet the police at the site entrance or at the police station before travelling to the site. This ensures that there will be at least two people present on site with a direct link to support should it be required.

A member of keyholding staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

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

A copy of the procedures introduced to control these risks will be kept in the office. Following an event, the risk assessment and procedures will be reviewed and further controls implemented if appropriate.

## **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 academy.

### **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 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 Principal 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 academy the following staff are trained in Team Teach techniques:-

A Emery

B Peters

A specific procedure, 'Safe Touch', aimed at the control of students has been adopted (see Appendix A).

## Appendix A

### Safe Touch

Children need to learn who they are and how they fit into the world. The quality of the child's relationships with significant adults is key to their healthy development and emotional health and wellbeing.

Research shows clearly that healthy pro-social brain development requires access to safe touch as one of the means of calming, soothing and containing distress for a frightened, sad or angry child. It is essential for all children to learn the difference between safe and unsafe touch and to experience having their strongest emotions contained, validated, accepted and soothed by a significant adult. If children are behaving in unacceptable, threatening, dangerous, aggressive or out of control ways, they have not yet learned how their strongest emotional reactions can be contained, channeled and communicated safely.

In recognition of this, all staff may consider using Safe touch as one of the means available to them for:

- calming a distressed child
- contain an angry child
- affirm or encourage an anxious child or a child with low self-esteem

The Trust is adopting an informed, evidence-based decision to allow Safe touch in special cases as a developmentally appropriate intervention that will aid healthy growth and learning.

Safe touch used to calm, soothe and regulate a child's emotions is a needed developmental experience. The brain does not develop self-soothing neuronal pathways until this safe emotional regulation has been experienced.

Where children have had insufficient experience of Safe touch and calming regulation, this may be a priority to help the brain to develop access to thinking, judging and evaluating mechanisms. Safe touch is one of the key ways of regulating children's emotions but it is a strategy that fully trained staff will use only under supervision and in line with a whole school policy on touch.

Other means of calming, soothing and containing children's strong emotions include:

- slowing one's pace
- lowering the voice
- breathing more deeply
- initially matching the pitch and volume of the child's emotional display and then regulating it down talking slowly, firmly and quietly in an unhurried and unflustered way
- providing clear predictable consistently held boundaries

The developmentally appropriate and therapeutic use of safe touch is defined by situations in which abstinence would actually be inhumane, unkind and potentially psychologically or neurobiologically damaging. Examples include the empirically backed beneficial use of touch in the comforting of a child who is in an acute state of distress and/or out of control. Not to reach out to the child in such circumstances could be re-traumatising and damaging, confirming or inviting anti-social behaviour patterns.

Abstinence in the face of intense grief, stress and/or rage reactions can lead to a state of hyper arousal in which toxic levels of stress chemicals are released in the body and brain. The severely damaging long-term effects of this state have been intensively researched worldwide and are well documented.

In addition, gentle safe holding in line with the Behaviour Policy is appropriate if a child:

- is hurting him/herself or others, or is likely to hurt him/herself or others
- is damaging property
- is incensed and out of control, so that all verbal attempts to engage him/her have failed

Such necessary interventions are fully in line with guidelines set out in the Government Document 'Use of reasonable force – advice for headteachers, staff and governing bodies'.

Specific members of the Trust have been thoroughly trained in the safest and gentlest means of holding a child (Team Teach), which is designed to enable the child to feel safe and soothed whilst bringing them down from uncontrolled states of hyper arousal. Without this intervention, the child can be left at risk of actual physical or psychological harm.

Our policy rests on the belief that each staff member must appreciate the difference between appropriate and inappropriate touch and will need to demonstrate a clear understanding of the difference, acknowledging both the damaging and unnecessary uses of touch in an educational context. Touch is not to be used as an ill thought out or impulsive act of futile reassurance or as a means to ensure compliance.

All staff should ensure the following guidelines are adhered to:

- Staff members should agree the use of safe touch in discussion with the Leadership Team and its use should be regularly reviewed.
- Use brief, gentle contact on open or clothed parts of the body: hands, arms, shoulders, head, hair.