

Health & Safety Policy for Mount Charles School

On 9th February 2021, Mount Charles School made the following statement and procedures for the provision of health, safety and welfare of pupils, visitors, employees, and contractors involved with activities at the academy. It was reviewed on 3 February 2022.

Position	Signature	Date
Chair of Local Governing Body and Health and Safety Governor		
Headteacher		

Note: all details are checked as correct at the time of publication

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Statement of Safety Policy

It is the policy of Cornwall Education Learning Trust (CELT) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside the school on associated activities.

CELT will ensure, so far as is reasonably practicable, that

- Its premises provide a healthy and safe working environment for all students, staff, clients temporary contractors and the general public
- There are safe systems of work for all employees and students
- Suitable and sufficient work equipment is provided
- There are adequate welfare arrangements
- Information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

CELT recognises its responsibility to provide adequate control of the health and safety risk arising from school and clients' activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of health and safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the CELT Board of Trustees. Specific aspects of health and safety procedure at each CELT school must integrate into this Health and Safety Policy.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. CELT commits to implementing the Health and Safety at Work Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. CELT's competent health and safety representative will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

CELT supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. The organisation structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendments to this policy will be conducted annually or, as necessary, to reflect changes in the Trusts strategy, UK or EU Law and any changes will be brought to the attention of staff.

Responsibilities

Board of Trustees:

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.

The Board of Trustees are responsible for ensuring that high standards of corporate governance are maintained. In the context of health, safety and welfare, it discharges these responsibilities by adopting an annual plan, monitoring CELT safety management systems and managing the Trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and/or visitors.

The CELT Board of Trustees' responsibilities are to:

- Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for CELT.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for CELT, by signing and agreeing to this policy.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the CELT Health and Safety Policy Statement of Intent.
- Provide strategic direction in health and safety matters, by setting standards and expectations.
- Ensure that CELT suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure that the CELT TL is effectively discharging their responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there are effective business continuity and emergency plans in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments. By taking part and receiving/acting on information from the H&S Committee.
- Ensure that adequate resources are committed to the management of health and safety.

Trust Lead (TL)

The TL must review, recommend to the Board and implement the Trust health and safety strategic plan; identify and manage risk at all levels of the Trust and keep the Board of Trustees informed on all health and safety matters.

The TL's responsibilities are to:

- Inform and advise the Board of Trustees on:
 - Review of the health and safety policy
 - Risk mitigation
 - Recommendations from health and safety audits and compliance audits
 - Incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems.
 - Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
 - Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.
 - Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school.

Chief Operations Officer (COO) and Estates Team

The CELT Estates Team is responsible for managing health and safety arrangements - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella.

The CELT Estates Team must ensure that:

- Effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the COO.
- When awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the Trust Health & Safety Policy.
- Ensure that any contracts awarded directly by the schools adhere to H&S requirements.
- Central Trust contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition.
- The correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- School asbestos registers and asbestos management plans are maintained and readily available.

- Systems are established to ensure that all contractors engaged by the CELT meet health and safety requirements, including, relevant body registration, method statements, risk assessments, COSHH, accident records and safeguarding checks.
- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015).
- Reasonable attempts to identify the hazards arising out of any contractors' work are undertaken by requesting companies provide appropriate H&S documentation.
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met – where necessary.
- There is a programme of servicing and inspection of workplace that is appropriately managed via a compliance contract.
- There is a programme to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc.
- There is a programme to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- Consider the impact of health and safety in all strategic and operational decision making.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, reporting of injuries, including undertaking annual inhouse H&S audits as necessary.
- Review Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Lead on the investigation of incidents reportable under RIDDOR, where appropriate.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Ensuring all staff receive adequate health & safety training in line with the 'Training skills matrix'.
- Be the point of contact with the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money.

Headteacher

Each Headteacher is responsible and accountable for the implementation and compliance of this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to the CELT Health and Safety Policy.

The Headteacher is responsible for:

- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional contractors not appointed by the CELT Estates Team.
- Appointing/nominating a School H&S Coordinator.

- Ensuring that an investigation is carried out by a competent person, following an accident or incident and deciding on the level of investigation needed.
- Liaising with appropriate authorities and third parties as necessary e.g. Auditors, HSE, Inspectors, local authority officers, Ofsted.
- Ensuring that a school Health and Safety Committee is established.
- Reporting to the CELT COO any hazards which cannot be rectified within the establishment's budget.
- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments is kept and reviewed regularly.
- Ensuring that the school appoints a named Educational Visits Coordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school).
- Ensuring that there are effective health and safety management arrangements for educational visits.
- Appointing a named first aid coordinator for the school
- Ensuring that there is an adequate number of appropriately trained first aiders in the school, as per the first aid assessment of need.
- Ensuring that Health and Safety arrangements within the school are aligned to the CELT Health and Safety Policy.
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Informing the CELT Estates Team of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- Ensuring site security.

School H&S Committee

Must meet a minimum of twice per year, or following a serious incident or change. Where two or more schools share a site or site manager, a single committee can be established as long as there is representation from all schools.

The H&S Committee will review the following areas (where appropriate):

- statistics on accident records, ill health, sickness absence;
- accident investigations and subsequent action;
- inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
- risk assessments;
- health and safety training;
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees.

School H&S Coordinators:

Although the Headteacher is responsible overall for health and safety in the school, H&S Coordinators have some specific responsibilities:

- Applying the CELT Health and Safety policy to their school.

- Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk activities within their department, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of and make use of such guidance.
- Maintaining the schools risk assessment system, ensuring regular reviews following expiry and/or significant changes or incidents. To assist with risk assessments as and when required.
- Resolving any health and safety or welfare problems members if staff refer to them, informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Checking that appropriate inspections are being carried out and recorded.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility/school.
- Developing a training plan, in line with the Trust training matrix, that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available.
- Ensuring that all accidents (including near misses) occurring within the school are promptly reported and investigated using the appropriate forms etc.

Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities.

Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Comply with the CELT Health and Safety Policy.
- Report all accidents and incidents.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant.

- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Volunteers

- Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the trust's policies and procedures for health and safety 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 teacher or other relevant paid member of staff.
- Volunteers are also expected to read and implement the code of practice supplied to them.

First Aid Coordinators

The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid kit stocks and records. In conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.
- Have oversight of the administration of medication.
- Arranging first aid cover for trips, visits and extra-curricular activities e.g. sports events, productions, after school clubs and academy fundraising events (where appropriate).

The School Administrators / Office Manager / Pastoral Care Manager / Teachers / Support staff will be responsible for:

- Administering prescription medicines when parental consent has been obtained to do so, subject to appropriate training.
- In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely - this may be done by an appointed member of staff other than the Administrator.

Appointed Educational Visits Coordinator (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Coordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.

Competent Health and Safety Advisor

CELT will seek competent Health and Safety advice to assist in discharging its health and safety responsibilities.

Currently the service is provided by Cornwall Councils Health, Safety and Wellbeing Services Team.

A summary of the Service Level Agreement is as follows:

- Provide timely health and safety advice, support and training to the trust, schools and their staff.
- Support CELT in ensuring that all Members, Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect.
- Undertake pro-active monitoring such as workplace inspections / audits and health checks.
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the Trust.

Consultation with employees

Employees will be consulted, including any union-appointed safety representatives. Consultation with employees is provided by:

- Health & Safety Committee
- The TL
- The Estates Team
- Headteachers
- H&S Coordinators/Site Managers

1) Arrangements for supervision of students

Opening Times

The School will be open from: **8.30am**

And will close to students at: **3.00pm**
on weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times.

Supervision arrangements

Risk assessment has been completed to determine the supervision needs at break and lunch times, as well as Breakfast and After School Clubs.

Breakfast and After school Clubs – the level of supervision must be at least the same as in the classroom.

After School Lettings

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

2) First Aid

A range of First aid boxes are located at each site and shown on the First Aid Plan

1. Appointed first aiders are employed at every site and shown on the First Aid Plan
2. All accidents & cases of work-related ill-health must be recorded in the accident book held at each site. Location and responsible persons are listed in Appendix 1.
3. The person responsible for reporting accidents to the Enforcing authority/Cornwall Council (<https://forms.cornwall.gov.uk/riddor/>) is shown in Appendix 1.
4. Health surveillance is required for all employees and their specific tasks related to their daily duties.

Mount Charles School has assessed the need for first aid provision. A range of fully qualified first aiders holding the First Aid at Work Certificate or Appointed Persons Certificate or attended First Aid for Children Course will be employed. There is also a range of other staff with Emergency First Aid at Work qualification to ensure cover for off-site and holiday activities. Shown on First Aid Plan.

First aid coordinators

First aid coordinators (named on First Aid Plan) are responsible for overseeing the arrangements for first aid within the academy. Their duties include ensuring: -

- that first aid equipment is available at strategic points in the academy as identified in the First Aid Plan.
- that the correct level of first aid equipment is maintained in each first aid box
- specific equipment e.g. science tech rooms eye rinses, are available where necessary
- that a sufficient number of personnel are trained in first aid procedures
- that first aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)
- undertake the annual medical needs/asthma audit

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

First Aiders

The first aiders listed 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 & visits
- extra-curricular activities organised by the academy (e.g. sports events, after school clubs, parents evenings, academy-organised fundraising events, etc.)

First aid cover is not provided for: -

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

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

Allergies

All staff and children who suffer from allergies will be recorded in the medical conditions annual audit with treatments specified. Emergency actions for severe cases will be posted on the notice board in the staffroom, all relevant training taken by staff, and all staff expected to be familiar with procedures. Parent/carers of children new into the academy will have to disclose all relevant medical needs of their child.

Treatment of Injuries

Each site 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 Choices 111 (or other appropriate helpline service available)

and, in the case of pupil injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of Mount Charles School, in addition to the normal first aid procedures, that the pupil'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 pupil's wellbeing, the first aider is expected to contact NHS Choices for advice or phone for an ambulance as appropriate.

Other Significant Injuries

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

In addition to the procedures above, the Academy will notify parents/legal guardians of any other significant injury by way of either:

- a telephone call
- an email
- a letter

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 guardian is in attendance. Only staff with appropriate business use insurance on their vehicle may use their vehicle in an emergency to transport a child to hospital.

If an ambulance is used then only one member of staff is required to attend.

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

3) Pupils with medical needs

The school recognises that it has a responsibility to support pupils with medical needs. The School follows the CELT Policy on Supporting Pupils with Medical Conditions.

4) Medicines

Each site will store medication which has been prescribed by a medical practitioner with written instructions for its use if a member of staff is happy to do so.

The academy will provide non-prescription medication to pupils only if it is supplied by a parent or guardian with written instructions for its use and a member of staff is happy to carry the task out.

In exceptional circumstances this academy will provide non-prescription medication to pupils when consent has been received verbally from a parent or guardian.

The Mount Charles School policy reserves the right not to dispense medicines if it is felt inappropriate or unsafe.

Named staff approved to dispense medicines is listed in Appendix 1. Please refer to the Managing Medical Conditions Policy.

Storing of Medicine

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

Nominated personnel (Appendix 1) are responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and storing medication.

All medication will be kept in the lockable cupboard in the room listed in Appendix 1.

Medication for personal use by members of staff must also be kept in a secure location and must not be left in classrooms where pupils may be able to gain access.

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

Each site will provide a suitable place for the storage & provision of medicines. Where necessary, arrangements will be made for pupils with particular conditions and these are detailed in individual care-plans.

Off-Site Activities

Mount Charles School has a policy and procedure for off-site activities which includes the assessment of medical needs of all involved in the trip. Named Co-ordinators are listed in Appendix 1.

5) Sun Safe

As part of the Trust's Healthy Schools work, we raise awareness of how to enjoy the sun safely. Recent reports have shown shocking increases in the cases of skin cancer; many adults who are diagnosed with skin cancer believe that the damage was caused when they were children. Cornwall has exceptionally high UV levels and it is important to act early to prevent damage.

It is recognised that we all need some sun exposure; it's our primary source of vitamin D, which helps us absorb calcium for stronger, healthier bones. However, it doesn't take much time in the sun for most people to get the vitamin D they need and unprotected exposure to the sun's ultra violet rays can cause skin damage, eye damage and even cancer.

As a Trust we will encourage all our staff, pupils and students to be 'Sun Safe'. Each academy will adopt their own practice in guiding everyone in being safe in the sun. For example, children at Mount Charles are reminded to wear hats during playtimes, lunchtimes and outdoor P.E. lessons. Sunscreen should be applied before pupils come to school and they are encouraged to drink constantly.

6) Accidents/Incidents

Reporting Officer

The reporting officer (see Appendix 1) is responsible for the collection of information and the completion of the Accident Report. In his/her absence, this role will be fulfilled by Deputy Reporting Officer (see Appendix 1).

All accidents must be recorded in the accident book. The reporting officer will review the book monthly to assess incidents and any possible patterns emerging.

In addition, any incident that meets the following criteria should also be recorded on the Cornwall Councils online accident reporting software.

- List of Specified Dangerous Occurrences (<https://www.hse.gov.uk/pubns/indg453.pdf>)
- List of Specified diseases (<https://www.hse.gov.uk/pubns/indg453.pdf>)
- All incidents on site to children or adults
- All incidents to members of the public/visitors
- Incidents to pupils which result in a major injury or death
- Incidents to pupils which result in the injured person being taken from the scene of the accident directly to hospital
- Incidents to pupils which may have resulted from a premises/equipment defect
- Incidents to pupils during structured activities

Accident Investigation

All accident reports will be seen by the Headteacher who will decide if an investigation is necessary. Major incidents will be reported to the Board of Trustees.

Accidents Reportable to the Health and Safety Executive

Reports of fatalities, major accidents and over-three-day incidents will be recorded on the Cornwall Councils online accident reporting software.

Near miss incidents

Cases of incidents where significant injury could have been caused but were fortunately avoided should be recorded on the Cornwall Councils online accident reporting software. Appropriate remedial action should be taken to ensure similar cases are prevented in future.

7) In-House Catering Provisions:

The main catering for the school is provided by an outside contractor. Any other food preparation (such as food provided in wraparound care) is managed by school staff with Food Hygiene qualifications.

8) Compliance and Mandatory Testing

The school procures its compliance and mandatory testing as part of the tender package sent out via the Trusts Estates team.

Those not procured this way are done so in-line with the requirements set out in legislation.

All records of compliance and mandatory testing are stored in the following way.

- Hard copies located on site at the school for the past 2 years.
- Electronic copies are stored on the trusts shared drive for all previous years.

9) Contractors:

The Site Manager is responsible for overseeing the management of all contractors on site.

The Site Manager is also responsible for ensuring all contractors have received H&S information, such as may be needed to minimise the risk from the contractor's activities on School site.

Selection of Contractors

The school will only select contractors to carry out work who meet/have the following criteria: -

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public insurance

Management of Contractors

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

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

All contractors will be required to carry visible identification, this can include a visitor's badge.

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

Construction Works

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

10) Business Continuity

Critical incident plan.

In the case of site wide critical incidents e.g. a major fire or other significant risk affecting the health and safety of users, the emergency/critical incident evacuation procedure will be implemented in accordance with the trust's critical incident planning policy.

Emergency site closure procedure.

Please see appendix 3.

Lockdown procedure.

Please see appendix 5.

This will be rehearsed at intervals no less than 6 monthly

Procedures are unique to each site. Specific arrangements for each site are detailed in Appendix's

11) Training

All employees will be given health and safety induction training by an appropriate person at each site when they start work, which should cover basics such as first aid and fire safety. There will also be appropriate job specific health and safety training. In addition, training will be provided if risks change and refresher training when skills are not frequently used.

1. Induction training will be organised by site specific coordinators.
2. 'On the job'/job specific training to be provided by line managers as appropriate.
3. Specific jobs requiring special training are identified as part of the staff appointment process, CELT training matrix and/or annual staff review process. All staff are required to continually review their personal CPD and that of their team and bring all training and development requests to their own line manager for consideration prior to submission to the relevant CPD Co-ordinator.
4. On-line mandatory and other training is available from iHasco (Interactive Health and Safety Company).
5. Further training and guidance is available from Cornwall Council's Health Safety and Wellbeing Team.
5. Training records are kept by the CPD Coordinators and held on personnel files.
6. Training will be identified, arranged and monitored by line managers.

7. The 'master' induction training pack is kept & updated by the Office Manager / Assistant Head teachers.

12) Risk assessment

Risk assessments will be undertaken by all staff as appropriate to their areas of responsibility. Staff are responsible for managing the risk assessment process within their classrooms, the academy, and all other activities involving their children, support staff, and others.

Site Managers/caretakers with support from the CELT Estates Team are responsible for assessing risks associated with the grounds and building.

Risk assessments to be completed using the Cornwall Council online risk assessment system.

Safe Working Procedures - The risk assessments will be used to develop safe working procedures which **must** be followed by all staff. Copies of safe working procedures are available either in files held in classrooms or other areas as appropriate, such as electronic shared files.

1. The findings of the risk assessments will be reported to line managers.
2. The Education Visits Coordinator (EVC) is responsible for over-seeing and co-signing the safety of Educational Visits out of schools, individual teachers in charge will clear their risk assessments with the EVC.
3. Action required to remove/control risks will be approved by line managers/departmental heads and approved staff as appropriate.
4. The persons responsible for ensuring the action required is implemented are line managers other approved staff as appropriate.
5. Line managers and other approved staff as appropriate are responsible for checking that the implemented actions have moved/reduced the risk/s to an acceptable level.
6. Assessments will be reviewed annually or when the work activity changes, whichever is the soonest.
7. Documented Risk assessments will be held by relevant sites and departments.
8. The Health and Safety co-ordinator is responsible for producing relevant reports for the CEO, Estates team, Headteachers and Trustees.

13) Fire

In the case of site wide critical incidents e.g. a major fire or other significant risk affecting the health and safety of users, the emergency evacuation procedure will be implemented in accordance with the trust's critical incident planning policy.

Procedures are unique to each site. Specific arrangements for each site are detailed in Appendix 3

Fire Officer

The fire officers (see Appendix 1) are responsible for:

- Arranging fire evacuation drills
- Recording the significant results of the fire evacuation drills
- Through the Caretaker ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

All Staff

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

Fire evacuation procedures

Procedures are unique to each site. Specific arrangements for each site are detailed in Appendix 2.

Emergency procedures, fire and evacuation

1. The Estates and Facilities Manager is responsible for ensuring fire risk assessments are undertaken, implemented and actioned.
2. Escape routes are checked on a regular basis by Caretakers and their teams (where appropriate) as part of daily routines.
3. Fire extinguishers are maintained and checked by Caretakers and their teams (where appropriate) on a visual basis within daily routines, with full annual maintenance inspections and remedial work undertaken by an approved contractor within organised property compliance arrangements.
4. Alarms are tested by the Caretaker and Office Manager as a weekly inspection, with full annual maintenance inspections and remedial work undertaken by an approved contractor within organised property compliance arrangements.

5. Fire evacuation practice will be undertaken termly as a minimum and at the start of the Autumn Term specifically to provide training for all staff and students.
6. Emergency evacuation procedures will also be practiced once per year in case of a site wide critical incident.

PEEPS – Personal Emergency Evacuation Plan

A PEEP will be required for anyone who may require additional assistance to evacuate the premises in the event of an emergency. E.g. those with limited mobility, visual or hearing impairment.

14) Electricity

All CELT sites will undertake to inspect and test all portable electrical appliances by a competent person and according to the level of risk posed by individual items. Between 1 and 3 years as best practice guidance recommends.

Mount Charles School has arranged for these tests to be carried out by trained staff as identified in Appendix 1.

Coordinator

Caretakers (see Appendix 1) are responsible for keeping up-to-date inventories of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The Caretaker, is responsible for liaising with contractors to arrange fixed wiring inspections (every 5 years), although these can be undertaken on a phased basis.

Personal Items of Equipment

Personal items of electrical equipment **should not** be brought into academy for use by staff or pupils.

If a personal item is required to be used in academy for a one-off type event then permission must be sought from the equipment safety coordinator and the equipment must have a current portable appliance certificate and be used with a residual current device.

Where possible rechargeable battery type pieces of electrical equipment should be used.

All Staff

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used and will be reported to equipment safety coordinator for repair/replacement.

Any problems found with plant/equipment should be reported to one or more of the relevant people listed above. However:

Dangerous faults must be reported immediately and all equipment removed immediately from active use.

Other equipment may be reported later and if considered not fit for purpose removed from active use.

Checks should always be undertaken prior to use.

15) Control of hazardous substances

Mount Charles School will assess the risks from all substances hazardous to health. These are known as COSHH assessments and the arrangements for completing these are detailed below.

Persons responsible for assessing risks are listed in Appendix 1. The responsibility includes:

1. identifying all substances which need a COSHH assessment;
2. undertaking COSHH assessments;
3. ensuring that all actions identified in the assessments are implemented;
4. ensuring that all relevant employees are informed about the COSHH assessments;
5. check that new substances can be used safely before they are purchased;

Assessments will be reviewed every year or when the work activity changes, or when accidents or incidents occur, whichever is soonest.

Documented COSHH assessments will be held at office areas related to each of the listed functions and on a central database.

All substances which may be considered hazardous to health have been assessed using the Health and Safety Executive COSHH Database www.coshh-essentials.org.uk (except in Science – these are covered by the CLEAPSS Hazard system).

COSHH Coordinators

Coordinators (Appendix 1) are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained. These may be obtained from the Health and Safety Team at Cornwall Council.

The coordinators are responsible for ensuring that COSHH assessments are seen and understood by those staff that are exposed to the product/substance.

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

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

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

All Staff

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

16) Personal Protective Equipment (PPE)

The Caretaker and Office Manager 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. (Where specialist PPE is required staff may wish to refer to Health and Safety Team at Cornwall Council and/or the Health and Safety Executive for advice)

In addition, responsible staff will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE. (Replacement PPE must be readily available at all times).

17) Display Screen Equipment

Mount Charles School acknowledges that health and safety hazards may arise from the use of display screen equipment (DSE). It is the intention of Mount Charles School to ensure that any risks are removed or reduced to a minimum.

Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that inappropriate work practices or poorly set up workstations may encourage the onset of ill health. Mount Charles School will seek to give information and training to enable a fuller understanding of these issues.

This policy applies where DSE is used by people at work including agency and temporary employees and to all workstations including shared areas.

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.

Mount Charles School will, in consultation with employees and their representatives:

- a) ensure suitable assessments of workstations are carried out regardless of who provides them, taking account of the DSE used, furniture, equipment, working environment and the employee;
- b) reduce the risks identified in consequence of any assessments to the lowest extent reasonably practicable;
- c) plan activities of users to ensure DSE work is periodically interrupted by breaks or changes of activity;
- d) on request, arrange for the provision of eyesight tests for DSE users;
- e) arrange for the free supply of special corrective glasses where required specifically for working with DSE;
- f) provide information, instruction and training to ensure that DSE users are aware of the potential risks to health and how these can be avoided.

Individual staff will complete a self-assessment.

Qualified DSE Assessors named in Appendix 1 will undertake to review DSE arrangements and the self-assessments.

18) Work equipment

Budget holders will be responsible for overseeing the purchase of 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 & repairs);
- training and use of the equipment

- second-hand plant and equipment to meet health and safety standards before purchase.

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

Persons responsible for following this are departmental heads, budget holders, technical support staff, Site Managers. This will include:

1. identifying all equipment/plant needing maintenance;
2. ensuring effective maintenance procedures are drawn up;
3. ensuring that all identified maintenance is implemented;
4. check that new plant and equipment meets health and safety standards before it is purchased.

Any problems found with plant/equipment should be reported to one or more of the relevant people listed above. However:

Dangerous faults must be reported immediately and all equipment removed immediately from active use.

Other equipment may be reported later and if considered not fit for purpose removed from active use.

Checks should always be undertaken prior to use.

Budget holders will be responsible for overseeing the purchase of work equipment.

All test certificates will be retained by Site Managers or other approved managers for the duration of the life of the appliance.

19) Lone Working

Ideally staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. However, it is recognised for operational effectiveness, staff will want to work outside of normal hours or in the case of other staff e.g. members of the site team, may be required to work within pre-defined shift arrangements and other ad-hoc cover arrangements for activities such as evening and weekend lettings, or maintenance duties etc.

Any member of staff (with the exception of Site Staff) wishing to work outside of normal hours or during school holidays, must ensure that at least one other colleague is also on site – ideally within ‘hailing distance’, or with both parties having mobile phones programmed with each other’s numbers, or close and easy access to an internal telephone handset that can dial internal and external numbers, or two-way radio.

However, if you choose to work alone (or are working during a holiday period) on site, or you are part of the team where your shift pattern and contract of employment necessitates lone working, you must take the following precautions: -

- Notify the Caretaker of your presence on site, or, if part of the site team, ensure you have the authority of the Site Manager or other relevant management personnel.
- Complete the visitors' log (both on arrival and leaving) in case of fire or other emergency to provide a reference for other staff/emergency services to trace and verify staff safety.
- Carry a mobile phone with you.

Contacting the Site Team

Details listed in Appendix 1 under Caretaker.

Limitations on work to be carried out when working alone

- Do not work at heights on a ladder or steps
- Do not go into lofts or any other space in which you might become trapped
- Do not do any tasks involving hazardous tools or materials
- Assess your own physical ability to undertake the task
- Avoid working outside of the site complex
- Lock the doors and close the windows to prevent potential intruder access
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- If working after dark, always carry a torch when accessing un-lit areas
- When leaving, limit the amount you are carrying to have one hand free
- Ensure someone knows where you are, your estimated time of arrival home and can verify safe arrival at this time
- If you arrive at school or during the period of attendance, and find any sign of intruders, do not enter the building and avoid potentially dangerous confrontation. Instead, call the Police in the first instance followed by the on-site Site staff, or other management personnel.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk (including a change in the environmental conditions that may affect the level of risk), or which common sense and/or a dynamic risk assessment tells you are potentially hazardous given your own level of expertise and the nature of the task.

Risk Assessment

Regular or routine instances (such as members of the site team working within pre-defined shift patterns) of lone working must be risk assessed using the Cornwall Council online risk assessment system.

For occasional or un-planned periods of lone working staff must carry out a dynamic assessment of the risks (i.e. consider the factors relating to the situation at the time), use common sense and follow the requirements of this policy.

Summary

It is established that staff may want on occasions or be required for operational/contractual reasons to work on-site at times outside of the normal hours or in holiday periods. Ideally staff should not find themselves in a lone working situation, however where this is unavoidable, all staff must use practical common sense and undertake a dynamic risk assessment, using the guidance above (although this should not be considered exhaustive), to ensure that the risks are adequately controlled.

20) Violence & Abuse

Academy Headteachers will be responsible for ensuring

- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line 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 relevant staff are trained in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted and is available to staff.

21) Manual handling

- Avoidance of risk

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

- Assessment of risk

The risk to staff has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are available on the EEC system or from Site Manager. Safe working procedure for manual handling has been prepared and placed in staff HS file.

- Reduction of risk

The risk assessment will document any remedial action to reduce the risk to the lowest possible level and will say when and by whom this should be implemented. The risk assessment will be

reviewed annually or sooner if any significant changes have occurred to ensure effective control and monitoring of the risk.

- Responsibility for assessment

The Caretaker and curriculum leaders have the responsibility to ensure that there are suitable and sufficient assessments of manual handling tasks within the school which are regularly reviewed.

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

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

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

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

22) Work at height

When working at height the correct equipment should be used at all times to mitigate the potential risk to health and safety.

No working at height should be undertaken when working alone.

Equipment should meet the Class 1 or 2 standard:

Max Safe Working Load: 175 Kg (27.5 st) for Class 1 and 150 Kg for Class 2. For daily use where onerous conditions of use, carriage & storage occur.

Each ladder must clearly display an up to date safe to use ladder inspection tag and staff must only use ladders that have an in-date tag.

Even with a tag in place it is imperative for users to satisfy themselves that the equipment remains in good order before active use. Any un-safe equipment or concerns about equipment should be reported to the appropriate Site Manager as soon as possible, and where equipment is damaged taken out of use immediately.

Correct use of ladders should follow step ladder safety guide and check-list shown overleaf.

Staff should use a dynamic risk assessment of the work to be undertaken at height. If staff are unsure of what is the right equipment to use advice should be sought by a member of staff who has completed the iHasco on-line training on slips, trips and falls or who has completed the working at height training.

Mobile towers are only to be used by staff who have completed the working at height training course and any excessive high-level work must only be undertaken by fully trained staff.

STEP LADDER SAFETY GUIDE & CHECKLIST

A step ladder is an important piece of equipment. Used correctly and safely a Lyte step ladder will provide many years of reliable use. To help get the most out of your step ladder please read carefully the do's and don'ts displayed here.

For further information please refer to the product safety labels or alternatively the TLA (The Ladder Association) ladder safety guide.

THE RIGHT WAY... ✓

Fully open before use and ensure restraint devices are engaged if fitted

Right height for the job – do not overreach

Good grip - 3 points of contact

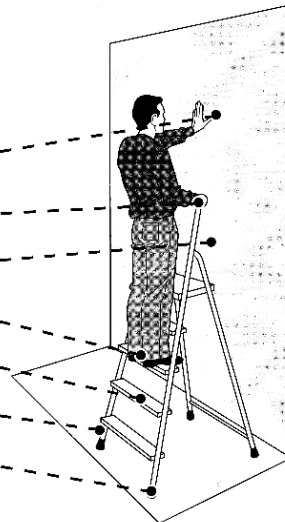
Front towards work

Correct Flat shoes

Clean treads

Four feet in good condition

Firm, level and unmoveable base



THE WRONG WAY... ✗

Do not step off side of ladder

Overhead hazard

Wrong height step for the job - overreaching

No grip on step - only 2 points of contact

Standing on top handrail

Slippers - incorrect footwear

Loose tools

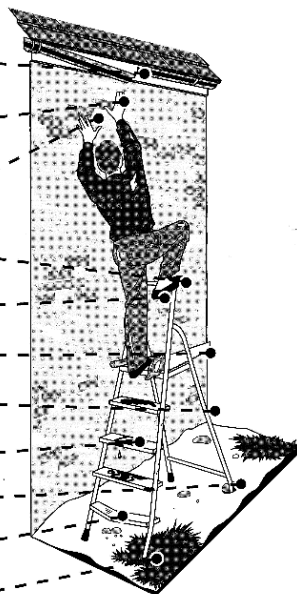
Working side on

Slippery treads

Uneven soft ground, no flat board

Damaged stiles & treads

Missing feet



For more information please refer to product safety labels or contact the Ladder Manufacturers Association

www.lyteladders.co.uk



23) Shared Premises

There are no shared premises at this school but the school will endeavour to communicate with its neighbours about events where necessary.

24) Hand Arm Vibration (HAV)

Before staff are to begin work with equipment where HAV has been identified as a hazard, normally by their risk assessment, must complete 'Initial screening questionnaire' then the 'Annual screening questionnaire for health surveillance' every 12 months thereafter. These are to be kept on the staff personal files for future reference.

Staff who use the equipment identified as having HAV as a hazard must also complete a 'HAV CELT log' which details when the equipment was used and for how long. Using the 'HAV Grid' the exposure can be calculated and recorded. This must be then passed onto their line manager/Head of department to be kept on file for future reference.

The above risks will largely but possibly not exclusively affect site and grounds staff.

25) Noise

The School will put in place measures to protect employees from the risks of noise induced hearing loss (and tinnitus), which can be caused by exposure to excessive noise. These measures will include:

- Assessing the risks from noise exposure
- Taking measures to reduce noise exposure where a risk assessment shows that this is necessary
- Ensuring the level of noise generated is considered when a new piece of equipment is purchased or hired
- Providing hearing protection where necessary if risks cannot be adequately reduced by other means.
- Providing training and information for employees on the risks from noise and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate.

26) Health Surveillance:

Staff in the following departments are subject to annual health surveillance. New starters will also be subject to baseline assessments.

- Design and Technology – those working in the metal and wood working workshops
- Grounds Staff
- Music staff

Those departments listed above will have the following health surveillance carried out

- Grounds - Hand arm vibration assessment, Audiology, lung function assessments.
- DT - Audiology, lung function assessments.
- Music – Audiology.

27) Hot Works

A formal Hot Works Permit/Permit to Work system is in place and must be adhered to at all times. The Site Manager is responsible for issuing permits and notifying the School's insurance provider.

Copies of all Hot Works Permits/Permits to Work, will be shared with the Trust.

Appendix 1 – Named individuals with responsibilities

Responsibility	Mount Charles School
Health & Safety Governor	Katie Chandler
Employee representatives	Staff Governors
The persons who will carry out regular inspections are With the support of	Chris Knight Carrie Freeman Jon Purshouse
Educational Visit Coordinator	Shaun Grigg and Martin Yelland
CPD Coordinator	Assistant Head teachers
CPD/Training records held by	Amanda Webb (Office Manager)
Accident book location	Each Classroom
Reporting Officer/Accident Book responsible person (accidents and near miss incidents) - recording on SIMS and reporting to Cornwall Council via the on-line system:	Amanda Webb Carrie Freeman Jon Purshouse
Accident/incident investigator	Carrie Freeman – Minor Amanda Webb - Minor Head Teacher/Jon Purshouse - Major
Deputy Reporting Officer (Accidents and Near miss incidents)	Jon Purshouse
The persons responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled	Jon Purshouse
	Claire Bunting
	Carrie Freeman
The persons appointed with the authority of the CEO/Headteacher to request action from the Contractor where conditions are considered to be unsafe	
	Jon Purshouse

First aid coordinators	Helen Hann and Amanda Webb
Nominated first aiders	First Aid Plan attached to the end of this document
First Aid boxes are located	First Aid Plan attached to the end of this document
Dispensing of medicines	Office Staff (Covid update – all staff)
Health surveillance	Jon Purshouse
Fire Officers And in case of absence	Chris Knight Amanda Webb
COSHH Coordinators	Jon Purshouse
Portable Appliance Testing	Outsourced
Equipment Safety Coordinators	Chris Knight
DSE Assessor	Carrie Freeman
PPE equipment	Amanda Webb, Chris Knight, Carrie Freeman
Minibuses	N/A
Radiation Protection Supervisor	N/A
Site Manager including school security Contact Number	Chris Knight – 07428110108 PJI Security – 01726 890318 or 891993
Email	admin@pjisecurity.co.uk

Appendix 2 - Fire evacuation procedure

Each year there will be a series of three "fire" drills at the start of the Autumn Term designed to teach all those new to the school, and to remind the rest, what must happen when the site needs to be evacuated quickly!

Drill 1 - All staff and pupils are to be aware of this and be prepared to move out. Details of the procedure are:

- Teachers have explained the procedures to their classes.
- Staff teaching pupils at the prescribed period remind them of the procedures.
- In each classroom there is a fire notice outlining the action to be taken.
- The assembly areas are prepared with indicators for each form group showing where they should line up.

Drill 2 - Will take place and ONLY THE STAFF will know when it will be.

Drill 3 - Will take place unannounced to anyone except SLT

The Spring and Summer Terms will also have a single separate fire drill test.

