

## Health and Safety Policy

### Mission Statement

West holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure all the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Person(s) responsible for updating the policy:	Director of Estates
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### Changes for year 2025/26

There are no changes at this review other than correction of spelling, grammar and formatting.

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### Health and Safety in each School

This policy sets out the overall Trust commitment to Health and Safety in all Schools and establishments. Principal/Headteacher for each school are required to amend Appendix 1 of this policy to reflect specific Health and Safety requirements for their school.

### Health and Safety Providers

The below table details the Health and Safety provider for each school in the MAT. For any Health and Safety matter please contact the WeST Health Safety & Environment Manager or the Health and Safety provider

School	Health and Safety Provider
Ashburton School	Devon Health & Safety Service, Devon County Council – OSHENS
Austin Farm School	Devon Health & Safety Service, Devon County Council – OSHENS
Borrington School	Devon Health & Safety Service, Devon County Council – OSHENS
Buckfastleigh School	Devon Health & Safety Service, Devon County Council – OSHENS
Callington School	Devon Health & Safety Service, Devon County Council – OSHENS
Camelford School	Devon Health & Safety Service, Devon County Council – OSHENS
Chaddlewood School	Devon Health & Safety Service, Devon County Council – OSHENS
Coombe Dean School	Devon Health & Safety Service, Devon County Council – OSHENS
Eggbuckland CC	Devon Health & Safety Service, Devon County Council – OSHENS
Ermington School	Devon Health & Safety Service, Devon County Council – OSHENS
Glen Park School	Devon Health & Safety Service, Devon County Council – OSHENS
Hele's School	Devon Health & Safety Service, Devon County Council – OSHENS
Holbeton Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Ivybridge Community College	Devon Health & Safety Service, Devon County Council – OSHENS
Manor School	Devon Health & Safety Service, Devon County Council – OSHENS
Morley Meadow Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Oreston Community Academy	Devon Health & Safety Service, Devon County Council – OSHENS
Otterham School	Devon Health & Safety Service, Devon County Council – OSHENS
Plympton St Maurice	Devon Health & Safety Service, Devon County Council – OSHENS
Plymstock School	Devon Health & Safety Service, Devon County Council – OSHENS
Sherford Vale School	Devon Health & Safety Service, Devon County Council – OSHENS
Sir James Smith's	Devon Health & Safety Service, Devon County Council – OSHENS
South Dartmoor CC	Devon Health & Safety Service, Devon County Council – OSHENS
St Breward	Devon Health & Safety Service, Devon County Council – OSHENS
St Teath	Devon Health & Safety Service, Devon County Council – OSHENS
Stowford School	Devon Health & Safety Service, Devon County Council – OSHENS
Ugborough PS	Devon Health & Safety Service, Devon County Council – OSHENS
Wembury Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Woodford School	Devon Health & Safety Service, Devon County Council – OSHENS
Woodlands Park Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Yealmpton Primary School	Devon Health & Safety Service, Devon County Council – OSHENS

## SECTION 1

### 1.0 STATEMENT OF INTENT

The Trustees of Westcountry Schools Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the Trust's organisation and arrangements for dealing with different areas of risk. Section 2 Delegated Responsibility, will establish specific responsibilities at all levels of the Trust' organisation. Section 3 Health and Safety Functions, will outline the specific arrangements put in place to manage these areas of risk and hence to meet the Trust's obligations under the law.

This policy will be brought to the attention of all members of staff through staff induction and staff handbook. A master copy is kept in the main office of all Trust schools and is available online.

This policy statement and the accompanying organisation and arrangements will be reviewed yearly by the Trust Board.

Everyone at all levels of WeST must comply with this policy. Breaches of the this policy may be dealt with under a disciplinary policy

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Chair for the Trust Board

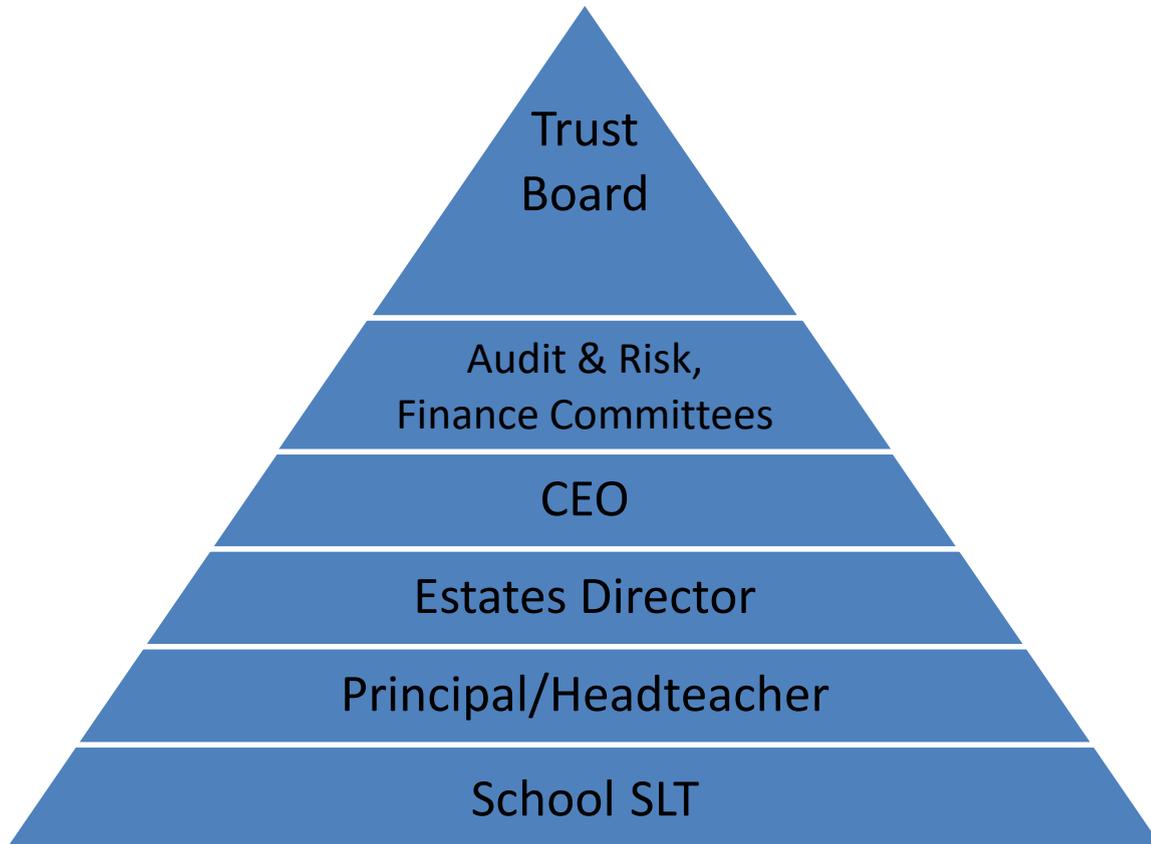
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CEO

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## SECTION 2 DELEGATED RESPONSIBILITIES

Pictorial of delageted responsibilities of Health and Safety.



### 2.0 The Duties of the Trust Board

- 2.1 To produce and regularly review the Health and Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- 2.2 To monitor both compliance with, as well as the effectiveness of, this policy
- 2.3 To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- 2.4 To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- 2.5 All settings which are part of the Westcountry Schools Trust in addition to this policy will also have a separate Health and Safety policy which sets out specific guidelines relevant to the setting they are operating within. See Appendix 1
- 2.6 To review the WeST corporate Risk Register
- 2.7 To delegate to the Estates Committee through a Scheme of Delegation.

### 3.0 The Duties of the Finance Committee, Audit & Risk Committees

- 3.1 Although the Trust Board have delegated responsibility to the Finance Committee for capital projects, and the Audit and Risk Committee for health and safety they will make recommendations and provide advice to the Trust Board for approval
- 3.2 The responsibility of the Estate Committee is the same as the Trust Board, although accountability remains with the Board
- 3.3 On the Committee there are currently Trust Board members who can vote

### 4.0 The Duties of the CEO

- 4.1 The CEO is ultimately responsible for Health and Safety in the work place and ensures good practice is developed and implemented with a proactive Health and Safety management and culture
- 4.2 Reports to the Trust Board and Finance, Audit & Risk Committees
- 4.3 Delegates responsibility to the Estates Director

### 5.0 The Duties of the Estate Director.

- 5.1 The Estates Director has responsibility for the corporate Health and Safety across WeST. Including writing of Trust wide policies and risk assessments. Arrange and oversee annual Health and Safety audits and ensure there is a positive culture to Health and safety throughout the organisation. The Estates Director is responsible to the CEO.
  - 5.1.1 In particular, the Estates Director will:
    - 5.1.1.1 Co-operate with both the Finance, Audit & Risk Committees and the Trust Board to ensure that this policy and its associated arrangements are implemented and complied with
    - 5.1.1.2 Communicate the policy and other appropriate health and safety information to all Principals and Head Teachers
    - 5.1.1.3 Report to the Audit & Risk Committee and the Trust Board on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
    - 5.1.1.4 Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
    - 5.1.1.5 Identify the training needs of Estates staff, Principals and Head Teachers and ensure that staff are competent to carry out their roles and are provided with adequate information, instruction and training
    - 5.1.1.6 Ensure there is a third party service provider to provide technical support and undertake regular audits to ensure compliance
    - 5.1.1.7 To instil a positive and proactive Health and Safety culture throughout WeST
    - 5.1.1.8 Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
    - 5.1.1.9 To ensure all contractors are aware of their Health and Safety responsibilities
    - 5.1.1.10 To ensure all staff inductions include Health and Safety awareness.

### 6.0 The Duties of the Principal/Head Teacher

- 6.1 The Principal/Head Teacher has day-to-day responsibility for health and safety management and will take all reasonable practicable steps to secure the health and safety of students, staff and others using the Trust premises or participating in Trust sponsored activities
- 6.2 In particular, the Principal/Headteacher will:
  - 6.2.1 Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
  - 6.2.2 Communicate the policy and other appropriate health and safety information to all relevant people
  - 6.2.3 To undertake building inspections and report to the Estate Director any concerns including, the premises, plant and equipment
  - 6.2.4 Report to the Estates Director any significant risks or policy requirements which cannot be met within WeST/school budget
  - 6.2.5 Identify the training needs of students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training
  - 6.2.6 Ensure consultation arrangements are in place for staff and their trade union representatives where appointed.
  - 6.2.7 Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
  - 6.2.8 Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised and inform the Estates Director
  - 6.2.9 Promote a positive health and safety culture by leading by example

- 6.2.10 Ensure accident and near miss reporting is recorded and where required investigated and engage Estates Director where required
- 6.2.11 Ensure there is a suitable recording and monitoring system of visitors
- 6.3 Whilst overall responsibility for health and safety cannot be delegated, the Principal/Headteacher may choose to delegate certain tasks to the relevant health and safety persons in the school.

### 7.0 The Duties of the Health and Safety Environment Manager

- 7.1 The Health and Safety Manager has the delegated task of managing the Health and Safety management and processes across West in order that Principals/Head teachers and Estates Team can discharge their duties in relation to day-to-day health and safety management. The Health and Safety Manager is directly responsible to the Estates Director and acts as the technical expert.
- 7.2 To do this the Health and Safety Manager will:
  - 7.2.1 Write, develop and review the Health and Safety Policy and sub policies and procedure to Audit & Risk Committee and Trust Board
  - 7.2.2 Lead and manage the risk assessment process for the Trust Board
  - 7.2.3 Ensure that Safe Systems of work are in place and followed
  - 7.2.3 Lead general workplace monitoring inspections and performance monitoring processes and report findings to the Principal and Trust Board
  - 7.2.4 Liaise with the Facilities Manager of records of inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Trust Board if funds are not available
  - 7.2.5 To liaise with Principals/Head Teachers on Health and Safety requirements within their schools
  - 7.2.6 Assist with the identification of training needs and training delivery across the Trust to ensure that staff and students are adequately instructed
  - 7.2.7 Collate WeST wide accident and incident information from schools and, when necessary, carry out accident and incident investigations and lesson learnt
  - 7.2.8 Arrange periodic health and safety audits and liaise with the Principal/Headteacher and Trust Board in relation to findings and any associated remedial actions
  - 7.2.9 To liaise with staff managing Estates projects and advise on CDM regulations
  - 7.2.10 To provide Health and Safety training to WeST Trust Board, Governors and Staff
  - 7.2.11 Develop and write the Health and Safety induction.

### 8.0 The Duties of Heads of Departments/Supervisory Staff/Subject Leaders

- 8.1 The Heads of Departments/Supervisory Staff/Subject Leaders have specific delegated tasks in relation to health and safety management within their departments/subject areas
- 8.2 They must ensure that:
  - 8.2.1 They apply the arrangements described in this health and safety policy to their own department or area of work, including the arrangements described in any associated guidance notes
  - 8.2.2 Staff under their control are aware of and follow any externally adopted health and safety guidance.
  - 8.2.3 Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
  - 8.2.4 They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
  - 8.2.5 They take appropriate action on health, safety and welfare issues referred to them, informing the Principal/Headteacher or Estates Director of any problems they are unable to resolve within the resources available to them
  - 8.2.6 They carry out regular inspections of their areas of responsibility and report / record these inspections to the Principal/Headteacher or Estates Director
  - 8.2.7 They ensure the provision of sufficient information, instruction, training and supervision to enable staff

- and students to avoid hazards and contribute positively to their own health and safety
- 8.2.8 All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
- 8.2.9 Partake in Health and Safety audit both internal and external by ensuring all relevant documentation is in place.

## 9.0 The Duties of all Members of Staff

- 9.1 Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities. All employees 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. This also applies to volunteers who are under the control of each school in the Trust.
- 9.2 Specifically, all employees have responsibility to:
- 9.2.1 Take reasonable care for the health and safety of themselves and others in undertaking their work
  - 9.2.2 Comply with the Trust's health and safety policy arrangements at all times
  - 9.2.3 Report all accidents and incidents in line with the reporting procedure
  - 9.2.4 Co-operate with school management on all matters relating to health and safety
  - 9.2.5 Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
  - 9.2.6 Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
  - 9.2.7 Ensure that they only use equipment or machinery that they are competent / have been trained to use
  - 9.2.8 Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
  - 9.2.9 Read and follow and familiarise with all relevant Health and Safety documentation and updates and provide feedback were required

## 10.0 Students

- 10.1 Students, in accordance with their age and aptitude, are expected to:
- 10.1.1 To exercise personal responsibility for the health and safety of themselves and others
  - 10.1.2 To observe standards of behaviour and dress consistent with safety and/or hygiene
  - 10.1.3 To observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
  - 10.1.4 Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety
  - 10.1.5 To report issues/observations of Health and Safety concerns to a teacher or responsible adult.

## 11.0 Contractors

- 11.1 All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the Estates representative of any risks that may affect the staff, students and visitors
- 11.2 All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times
- 11.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Estates Department representative/Principal/Headteacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury

## SECTION 3 Health and Safety Management Functions

### 12.0 Arrangements

- 12.1 The 'arrangements' for health and safety, i.e. the specific measures put in place to manage particular risks, must be agreed and outlined in this section. The Trust, as independent employer in their own right, is free to determine their own arrangements within the boundaries of the law.
- 12.2 List of areas to cover is included below:
- 13 Risk Assessment
  - 14 Accident/Incident Reporting
  - 15 Asbestos

16	Communication and Training
17	Consultation
18	Construction Design Management
19	Contractors
20	Curriculum Activities
21	Display Screen Equipment
22	Drivers Handbook
23	Electricity at Work
24	Fire Safety
25	First Aid
26	Gas
27	Hazardous Substances
28	Health and Safety Induction
29	Health and Safety Inspections
30	Legionella
31	Lettings
32	Lone working
33	Maintenance
34	Medication
35	Monitoring
36	Moving and Handling
37	Noise at Work
38	Offsite Visits
39	PPE
40	Personal Safety and Security
41	Radon
42	Radioactive Sources
43	Stress/Wellbeing
44	Trees
45	Vehicle Movement around site
46	Work at Height
47	Work Experience
48	Workplace Safety

### 13.0 Risk Assessment

- 13.1 The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by ensuring adequate risk assessments that address all the significant risk in the Trust are in place.
- 13.2 Risk assessments are available for all staff to view and are held centrally with the Health and Safety Manager. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.
- 13.3 Risk assessment records will be reviewed annually or every 3 years depending upon the levels of risk or should a task change. This will be identified on the risk assessments.

*NB. Other arrangements in alphabetical order:*

### 14.0 Accident/Incident Reporting

- 14.1 All employee accidents must be reported to the Trust Board. All accidents must be reported using the local procedures.
- 14.2 Accidents to students and other non-employees must be recorded in the accident book. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Trust Board.
- 14.3 Parents/carers will be notified immediately of all major injuries.
- 14.4 The Principal/Headteacher will investigate accidents and take remedial steps to avoid similar instances recurring. The Health and Safety Manager will assist as required.
- 14.5 All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE.

### 15.0 Asbestos

- 15.1 The arrangements for the management of asbestos on each school/other site in the Trust are detailed in the Asbestos Management Plan (AMP). This will be located at each individual school in the Trust along with a central record held with West.
- 15.2 The Asbestos Register is held at each school within the Trust and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos such as boilers, kilns, wall finishes, floor coverings. No work can commence until permission to work has been given by the authorising manager named in the AMP. The authorising manager shall ensure:
  - 15.2.1 The Asbestos Management Plan is reviewed annually and any changes are approved by the Trust Board
  - 15.2.2 The Asbestos Register is consulted at the earliest possible opportunity in the planning process and **all** work on the fabric of the building or fixed equipment is approved via the completion of the relevant form
  - 15.2.3 A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the relevant form according to the frequencies identified in the AMP
  - 15.2.4 All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register
- 15.3 All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Health and Safety Manager at the earliest opportunity.

### 16.0 Communication and Training

- 16.1 The Health and Safety Law poster is displayed in all schools within the Trust and further information, including copies of the policy, can be requested from the Health and Safety Manager.
- 16.2 Health and Safety Training
  - 15.2.1 All employees will be provided with:
    - 15.2.1.1 induction training in the requirements of this policy
    - 15.2.1.2 updated training in response to any significant change
    - 15.2.1.3 training in specific skills needed for certain activities as identified by the relevant risk assessment
    - 15.2.1.4 refresher training where required
- 16.3 Training matrix will be kept at each school or department and/or personnel files. The Health and Safety Manager is responsible for ensuring health and safety training needs are met for all staff. This includes a system for ensuring

that refresher training is undertaken within the prescribed time limits.

- 16.4 Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

### 17.0 Consultation

- 17.1 Members of staff with concerns should raise them initially with their departmental head or the Health and Safety Manager. If required, requests for external advice should then be sought via the Health and Safety Manager from the relevant provider.
- 17.2 Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Trust Board welcome the support of trade unions in health and safety matters.

### 18.0 Construction Design Management (CDM)

- 18.1 The Construction (Design and Management) Regulations 2015 (CDM) apply to the entire construction process to ALL construction projects regardless of size of duration. As the Client, WeST have overall responsibility for the successful management of a project which includes effective control of health and safety.
- 18.2 The CDM regulations apply to all construction based projects which are either notifiable or non-notifiable. Where projects become notifiable additional legal duties are placed on all parties but only if the work:
- 18.2.1 Lasts longer than 30 days AND
  - 18.2.2 Has more than 20 workers working simultaneously at any point OR
  - 18.2.3 Exceeds 500 person days.
- 18.3 If the project becomes notifiable, the HSE must be notified with an F10 notice at the earliest opportunity. This must be issued by the Client.
- 18.4 WeST are committed to the aims of the CDM regulations and aim to ensure compliance throughout the entire construction process from inception to completion. The Estates team must:
- 18.4.1 Appoint the right people at the right time (in writing).
    - 18.4.1.1. If we do not appoint a principal designer or a principal contractor (only if there is more than 1 contractor on site) as the client it is deemed that those duties become WeST's responsibility.
  - 18.4.2 Ensure there are arrangements in place for managing and organising the project.
  - 18.4.3 Allow adequate time.
  - 18.4.4 Provide information to the designers and contractors i.e. written preconstruction information.
  - 18.4.5 Communicate effectively with all parties.
  - 18.4.6 Ensure adequate welfare facilities.
  - 18.4.7 Ensure a construction phase plan is in place.
  - 18.4.8 Keep the health and safety file.
  - 18.4.9 Ensure all parties are carrying out their duties.
  - 18.4.10 Protect members of the public including employees.
  - 18.4.11 Ensure work places are designed correctly.
  - 18.4.12 Notify the HSE if the project is deemed notifiable.
- 18.5 If we do not comply with CDM 2015, we are likely to be failing to influence effective health and safety management which could be putting all workers and occupants at risk of harm, not achieving good standards or value for money.

### 19.0 Contractors

- 19.1 All contractors must report to Main Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.
- 19.2 To ensure contractor competency, the Health and Safety Manager will undertake competency checks prior to engaging any contractor.

- 19.3 In respect of construction works, Health and Safety Manager will ensure the client's duties under the Construction (Design and Management) Regulations 2015 have been understood and complied with.

### 20.0 Curriculum Activities

- 20.1 Risk assessments for curriculum activities will be carried out by the relevant Heads of Department / Subject Coordinator using the appropriate risk assessments.

### 21.0 Display Screen Equipment (DSE)

- 21.1 All staff that use computers daily for continuous spells of an hour or more, or a total daily time of three hours or more, will have a DSE assessment carried out.
- 21.2 Staff identified as DSE users are entitled to an eyesight test for DSE use every two years by a qualified optician and a contribution of cost towards corrective glasses (if required specifically for DSE use). Employees should contact HR at [hr@westst.org.uk](mailto:hr@westst.org.uk) for details of the scheme.

### 22.0 Driver Handbook

- 22.1 The Trust will ensure all Trust owned/leased vehicles meet the legal requirement and are roadworthy
- 22.2 The Trust will ensure all drivers meet the legal and insurance requirement to drive both Trust and privately owned vehicles.
- 22.3 All Trust vehicles will have MOTs and Servicing as well as a driver inspection prior to driving. The checks are all recorded.
- 22.4 Drivers will need to demonstrate they are legally able to drive with licence checks. Where required, additional training will be undertaken. Insurance must be in place either by the Trust or by the individual.
- 22.5 Staff using privately owned vehicles must ensure the vehicle meets the legal requirements and that the staff member has the correct insurance.

NB: See the WeST Driver Handbook available from HR.

### 23.0 Electricity at Work

- 23.1 All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment to be reported
- 23.2 All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type
- 23.3 The Facilities Manager/Premises Manager/Caretaker is responsible for keeping an up to date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate, tested according to the frequencies set out above.
- 23.4 Personal items of equipment should not be brought into the academy without prior authorisation and must be subjected to the same inspection process as academy-owned equipment.
- 23.5 A fixed electrical installation test will be conducted every 5 years. Facilities Manager/Premises Manager/caretaker is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.
- 23.6 For full details relating to work equipment and electrical safety, reference should be made to OSHENS (HSA16 Electrical Safety and HSA58 Work Equipment Arrangements Notes).

### 24.0 Fire Safety

- 24.1 The Facilities Manager is responsible for ensuring the schools fire risk assessment are undertaken and controls implemented accordingly. The fire risk assessment is located in the schools main office and will be reviewed annually.
- 24.2 Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in all schools and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.
- 24.3 All staff will be briefed in the contents of the Fire Emergency Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly and results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.
- 24.4 Evacuation procedures are also made known to all contractors / visitors.
- 24.5 Emergency contact and key holder details are held with the Emergency Procedures which are completed by each school and held both at school and centrally at the Trust offices
- 24.6 The Facilities Manager, working with the Health and Safety Manager, is responsible for ensuring that the Trust school Fire Logs are kept up to date and that the following inspection / maintenance is undertaken:
- 24.6.1 Dates of fire fighting equipment inspections and checks – Facilities Manager
  - 24.6.2 Dates and outcome of emergency lighting system - records of tests – Facilities Manager
  - 24.6.3 Dates and outcome of fire alarm system(s) inspections and checks – Facilities Manager
  - 24.6.4 Dates and outcome of visits by Local Fire and Rescue – Principal/ Headteacher/Facilities Manager
  - 24.6.5 List of all fire training / instruction carried out – Facilities Manager/Principal/ Headteacher
  - 24.6.6 Dates and outcome of fire drills – Principals/Head teachers
- 24.7 Procedures for other critical incidents and off-site emergencies are contained within each school's Emergency Management Plan which are located the Principal/Head teacher's office and will be reviewed annually.

### 25.0 First Aid

- 25.1 The school has risk assessed the need for first aid provision and this is recorded on the risk assessment document.
- 25.2 The following first aid provision has been provided accordingly:
- 25.2.1 First Aid at Work level: See School's Health and Safety Manager for up to date records
  - 25.2.2 Emergency First Aid at Work level: See School's Health and Safety Manager for up to date records
- 25.3 First Aid qualifications remain valid for 3 years. The Health and Safety Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.
- 25.4 First Aid boxes are located at suitable locations in each school i.e. All receptions, sports hall, CDT area, Art, and Science – see School's Health and Safety Policy for further details (Appendix 1).
- 25.5 The authorised person for each school is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

### 26.0 Gas Safety

- 26.1 The Trust will ensure the gas safety management Reg 1996 and Gas Safety (installation and use) 1998 will be complied with.

- 26.2 All gas appliance must be recorded on an asset register
- 26.3 All gas appliances including boilers, catering and design technology, science classroom (See CLEAPSS documentation) equipment will have a compliance inspection and service. All inspections will be documented and held on file.
- 26.4 All gas operatives, both Trust employees and contractors, will need to be registered with Gas Safe to the required standard

### 27.0 Hazardous Substances

- 27.1 Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.
- 27.2 Within curriculum areas (where relevant) Heads of Department are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Heads of Department must ensure that an up to date inventory of hazardous substances and CLEAPSS risk assessments are in place within their department. It shall be ensured that the findings of risk assessments are incorporated into point-of-use documents within the departmental risk assessments and method statements.
- 27.3 In all other areas the responsible manager shall ensure that:
  - 27.3.1 An inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
  - 27.3.2 Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
  - 27.3.3 Risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment
  - 27.3.4 All chemicals are appropriately and securely stored out of the reach of students
  - 27.3.5 All chemicals are kept in their original packaging and never decanted into unmarked containers

### 28.0 Health and Safety Induction

- 28.1 All new staff to WeST will have an induction to WeST and the specific school. Within this induction each staff member is given a access to this policy and must be made aware of their responsibility to Health and Safety, to include any risk assessments that are relevant, how to report an accident, what to do in the event of a activation of the fire alarm etc and where to find further information.

### 29.0 Health and Safety Inspections

- 29.1 It is essential that Health and Safety inspections are undertaken to support teams in their delivery of Health and Safety within schools.
- 29.2 Each primary school will receive two half day inspection per year covering various aspects of Health and Safety. The WeST H&S Checklist will be used periodically by the HS&E Manager along with members of school management to ascertain compliance and progress in closing out actions from previous reviews and audits
- 29.3 Secondary schools will receive two half day visits per year across six departments with each department being inspected every three years; Science, Design Technology, Sports, Arts, Facilities, Management. In addition each secondary school will also receive at least two inspections using the WeST H&S Checklist with the HS&E Manager and school management involved in the review
- 29.4 Actions from the inspections must be completed satisfactory within the agreed timeframe.

### 30.0 Legionella

- 30.1 WeST must ensure compliance with the 'the Control of Legionella bacteria in water system, known as ACOP L8 and HSE guide 274.
- 30.2 Legionella must be managed and controlled using a water management plan and risk assessment that will be

managed by the Facilities Manager and ensure that the identified operational controls are being conducted and recorded on the relevant documentation.

- 30.3 The risk assessment will be reviewed either where significant changes have occurred to the water system or on an annual basis.

### 31.0 Lettings/shared use of premises

- 31.1 The Principal/Headteacher must ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Trust health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment for all their activities in order to identify any hazards either to the building itself or to the safety or health of the occupants within it in accordance with KCSIE (keeping children safe in education)

### 32.0 Lone Working

- 32.1 Lone working is defined as 'workers who are separated from their work colleagues'. Members of the public, visitors or students are not working colleagues
- 32.2 To manage risk associated with lone working, a risk assessment must be carried out and a safe system of work developed. Various control measures may have to be introduced into the safe system of work, such as
- 32.2.1 No lone working in high risk activities, e.g. working at height.
  - 32.2.2 Arrangement for remote supervision and good communication including emergency contact numbers
  - 32.2.3 No lone meetings with parents in certain circumstances for example, where there is concern about the parent's conduct the meeting will need to be conducted with two staff present.
  - 32.2.4 Use of alarm systems.

This is not an exhaustive list; specific tasks will need careful consideration of the management of the associated risk.

### 33.0 Maintenance of Plant and Equipment

- 33.1 Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Facilities Manager. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
- 33.2 The following specific statutory inspections and tests will be undertaken:
- 33.2.1 Six monthly lift Thorough Examination, to be undertaken by approved lift specialist
  - 33.2.2 Annual Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by the Trust's insurers
  - 33.2.3 Annual gas appliance inspection and maintenance, to be undertaken by Gas Safe approved contractor
  - 33.2.4 Annual gas tightness test, to be undertaken by Gas Safe approved contractor
  - 33.2.5 5 yearly electrical test and report carried out by approved NICEIC Electrical contractor

Recommendations raised from inspections shall be required to be resolved

- 33.3 The Facilities Manager is responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided.

### 34.0 Medication Arrangements

- 34.1 In line with DFE guidance there may be occasions when schools administer medication (and on occasions this could be both prescription meds and non-prescription) with the consent of the parents.
- 34.2 Unauthorised medication (undeclared to teaching staff and therefore without parental consent) is not allowed in any school. All authorised medication is to be kept securely in a locked cupboard in the medical room.

- 34.3 Care plans should be signed by parents for all medication that the Headteacher or Designated Lead of the school has agreed to be administered within Academy time.
- 34.4 Trained staff administer medication in line with the child's care plan, the time, amount and any reactions are recorded on the child's medication record sheet.
- 34.5 Each school within WeST is required to produce its own medication policy this must reflect the population need.

### 35.0 Monitoring

- 35.1 The Estates Director assisted by the Health and Safety Manager will put in place procedures to monitor Estates compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health and Safety Review process. Feedback from this process is to be referred to the Trust Board.
- 35.2 A general inspection of the site will be conducted annually and be undertaken by the Health and Safety Manager. Inspections of individual departments will be carried out by Heads of Department or nominated staff.
- 35.3 In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Estates Director and the Trust Board. Responsibility for following up items detailed in the safety inspection report will rest with the Health and Safety Manager to liaise with the relevant managers.
- 35.4 Other processes employed to monitor compliance with this policy and health and safety performance in general include:
  - 35.4.1 Training audits, review of policies, updates from central government

### 36.0 Moving and Handling

- 36.1 Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.
- 36.2 All manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to the Health and Safety Manager. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.
- 36.3 All moving and handling of students will be risk assessed by the SENCO and recorded in a specific Handling Plan for the individual concerned. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use. Equipment for moving and handling people is subject to inspection on a 6 monthly basis.

### 37.0 Noise at Work

- 37.1 The Trust will comply with the Control of Noise at Work Reg 2005. This does not include music or entertainment.
- 37.2 Where possible noise should be managed in order to not only to protect the user but also people in the vicinity. Where required hearing protection must be provided for areas where noise is greater than 85 decibels on an average of daily or weekly periods of time.

### 38.0 Offsite Visits

- 38.1 The Trust has a separate policy for Outdoor Education, Visits and Off-site Activities Health and Safety Policy. Please see this policy for further clarification (Evolve).

### 39.0 Personal Protective Equipment (PPE)

- 39.1 The Trust has a legal responsibility to provide the correct Personal Protective Equipment (PPE) for each task undertaken should PPE be required which is determined by risk assessment. PPE is equipment that will protect the

user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE). In Health and Safety risk management hierarchy, PPE is the last protection against risk, with elimination of risk, replace the risk, isolate people from the risk, safe systems of work to be considered in the first instance.

### 40.0 Personal Safety and Security

- 40.1 The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. A separate specific behaviour policy is in place regarding staff conduct.
- 40.2 Staff will report any such incidents in accordance with agreed accident/incident reporting procedures for the school.
- 40.3 Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. Work involving potentially significant risks (for example work at height) will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal school hours must obtain permission of Principal/Headteacher and/or the Trust's CEO.
- 40.4 The requirement to undertake a lone working risk assessment will also extend to working alone off site where staff conducts home visits (See lone working)

#### 40.4.1 School staff responding to call outs

- 40.4.1.1 Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so. If alone, the person should leave details with a colleague and report to them when leaving the site.
- 40.4.1.2 Risk assessments will be reviewed annually or after significant change and recorded by amending the risk assessment document.

#### 40.4.2 Trust Security

- 40.4.2.1 The Health and Safety Manager is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.
- 40.4.2.2 This will be reviewed annually or after significant change and recorded by amending the relevant risk assessment document.

### 41.0 Radon Gas

- 41.1 Some schools within the Trust are located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 10 year cycle and detectors returned to PHE for analysis.
- 41.2 If levels are below the 400 Bq/m<sup>3</sup> threshold, this process of measurement will continue. If readings exceed the 400 Bq/m<sup>3</sup> threshold a Radiation Protection Adviser (RPA) will be engaged

and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed

to reduce the radon level to well below 400 Bq/m<sup>3</sup>. These systems will be maintained.

### 42.0 Radioactive Sources (where relevant)

- 42.1 The Trust has adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools and Colleges*' as its policy arrangements for the use of radioactive sources. The separate Standard Operating Procedures outline the precise procedures to be followed.
- 42.2 CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document.

### 43.0 Stress/Wellbeing

- 43.1 The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.
- 43.2 The Trust ensures to have suitable occupational health support in place and specific arrangements for responding to individual concerns and monitoring staff workloads e.g. return to work procedures following absence. This is monitored by the Director of Human Resources
- 43.3 Where appropriate, risk assessment findings will be recorded on the relevant document.

### 44.0 Tree Safety Management

- 44.1 An increasing number of tree species are becoming susceptible to disease which can not only cause the trees to die but can also leave them in a dangerous state. For example, Ash dieback, is one of the currently emerging diseases likely to cause significant issues in the coming years. Physical damage to the tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.
- 44.2 The Trust will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes, busy areas or adjacent properties. The school will also arrange for an inspection following severe weather conditions.
- 44.3 The Trust will arrange for regular independent expert surveys by a trained arboriculturalist to be carried out every *2 years and formally documented. This will increase to yearly where ASH Dieback has been discovered.*
- 44.4 The Trust will also arrange for a local tree inspection at least every 1 year by an employee, or other, who is competent by training, including refresher training at five yearly intervals. The type of training is decided locally. Ad hoc inspections are carried out on a risk assessment basis such as after severe storms.

### 45.0 Vehicle Movement around Site.

- 45.1 The Trust is aware it is almost impossible to separate staff and children from moving vehicles. Where possible, segregation is the best result, however where this is not always possible a risk assessment must be undertaken and distributed to all staff. Young children must be attended; older children need to be made aware of the risk. Control measures can be, clear road markings and signage, education, safe passage areas for both vehicles and people

### 46.0 Work at Height

- 46.1 Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk
- 46.2 Assessment findings. When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff *must not* climb onto chairs etc.
- 46.2 Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The Trust's nominated person(s) responsible for work at height is the Health and Safety Manager.
- 46.3 The nominated person(s) shall ensure:
  - 46.3.1 All work at height is risk assessed and properly planned and organised
  - 46.3.2 All those involved in work at height are trained and competent to do so
  - 46.3.3 The use of access equipment is restricted to authorised users
  - 46.3.4 A register of access equipment is maintained and all equipment is regularly inspected and maintained
  - 46.3.4 Access to fragile surfaces is properly controlled by clear warning signs

### 47.0 Work Experience

- 47.1 Each school in the Trust will have a nominated person responsible for work experience placement.
- 47.2 All placements are subject to pre-placement checks by the Local Education Business Partnership who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.
  - 47.2.1 If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians
  - 47.2.2 All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
  - 47.2.3 Arrangements will be in place to visit/monitor students during the placement
  - 47.2.4 Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur
  - 47.2.5 All incidents involving students on work placement activities will be reported by the employer to the Trust at the earliest possible opportunity
- 47.3 If a school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the relevant risk assessment document.

### 48.0 Workplace safety

- 48.1 The Health and Safety Manager is responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:
  - 48.1.1 Slips, trips and falls
  - 48.1.2 Glazing
  - 48.1.3 Trees
  - 48.1.4 Waste storage and disposal
  - 48.1.5 Vehicle/pedestrian conflict

## *APPENDIX 1*

### *HEALTH AND SAFETY POLICY FOR SIR JAMES SMITH'S SCHOOL*

## **HEALTH & SAFETY POLICY**

**September 2025**

- 1. Statement of Safety Policy**
- 2. Responsibilities**
- 3. Organisation and Arrangements for Health Safety and Welfare**
  - 3.1 Arrangements for Supervision of Students**
  - 3.2 First Aid**
  - 3.3 Medicines**
  - 3.4 Accidents/Incidents**
  - 3.5 Training**
  - 3.6 Risk Assessment**
  - 3.7 Fire**
  - 3.8 Electricity**
  - 3.9 The Control of Hazardous Substances**
  - 3.10 Display Screen Equipment**
  - 3.11 Work Equipment**
  - 3.12 Management of Contractors**
  - 3.13 Personal Protective Equipment**
  - 3.14 Working Alone**
  - 3.15 Violence**

### APPENDICES

- Appendix 1: Roles – updated September 2023 Appendix  
Appendix 2: Fire Procedure – updated September 2023  
*Appendix 3: Lone Working – added November 2009*

## 1. Statement of Safety Policy

- Sir James Smith's School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.
- The school is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the school. The school will seek to ensure that its legal duties and policy objectives are complied with at all times.
- All foreseeable risks associated with the school's activities will be identified and removed Or controlled through a process of risk assessment and management.
- All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
- The school will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
- The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section.
- The school will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up to date. A formal review and re-adoption of this policy will be carried out annually.

## 2. Responsibilities

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

### *The Employer*

The employer in this school is Westcountry Schools 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.

The school will ensure that the H&S Law posters are being displayed in prominent positions.

### **2.1 Trust Board**

The Trust Board (TB) are responsible for ensuring that mechanisms and procedures are in place for health, safety, and welfare. The TB will receive regular reports to enable them, in collaboration with the Trust Estates and Facilities Manager, to prioritise resources for health, safety and welfare issues.

The TB have appointed a Safety Trustee to receive information, monitor the implementation policies, procedures and decisions and feedback to the Trust Board on health, safety, and welfare issues.

The Safety Trustee is nominated in Appendix 1.

### 2.2 Head Teacher

The Head Teacher has responsibility for: -

- Day-to-day management of all health, safety and welfare matters in the school in accordance with the Statement of Safety policy;
- Ensuring regular health, safety and welfare inspections are carried out;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school health and safety committee;
- Identifying and facilitating staff training needs;
- Liaising with governors and/or NCLT on policy issues and any problems in implementing the health and 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.

#### ***Competent Health and Safety Advice***

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

The Health, Safety and Wellbeing Services Team, Cornwall Council

### 2.3 Senior Management & Subject Leaders

Senior Management staff and Subject Leaders have responsibilities for: -

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing subject procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections and making reports to the Head Teacher;
- Ensuring action is taken on health safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health safety and welfare information received to appropriate people;
- Acting on reports from employees, the Head Teacher; the Trustees and the Local Authority

### **2.4 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 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.

### **2.5 Volunteers**

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

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

### **2.6 Department Policies**

**Design Technology** - Please see separate DT Health and Safety Policy

**Science** – Please see separate Science Policy

### 3. Organisation and Arrangements for Health Safety and Welfare

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

<i>Procedure List</i>	<i>Page</i>
3.1 Arrangements for Supervision of Students	5
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### 3.1. Arrangements for the Supervision of Students

#### 3.1.1 *Opening Times*

The school will be open from: -  
8.10am

And will close to students at: -

4.00pm (between 2.30pm and 4.00pm students must be participating in a supervised activity) on weekdays during term time. Between these times supervision will be provided. Students will not be allowed on site outside of these times.

#### 3.1.2 *Supervision arrangements*

See attached Staff Duty list. Staff detailed in the list are on 'active' duty in their assigned location. All other school staff are on 'standby' duty and assist as required.

Students remaining in school after 2.30pm need to have signed up for after school activities and staff running that activity will supervise the students.

#### 3.1.3 *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. Please see Lettings policy.

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

### 3.2 *First Aid*

The school has assessed the need for first aid provision and has identified that 2 fully qualified first aiders holding the First Aid at Work Certificate and 3 personnel holding the Emergency Aid (appointed persons) Certificate are required for adequate cover.

#### 3.2.1 *Coordinator:*

**The First Aid Coordinator** is responsible for overseeing the arrangements for first aid within the school. Duties include ensuring: -

- that first aid equipment is available in reception.
- that the correct level of first aid equipment is maintained in each first aid box
- 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)

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

### **3.2.2 First Aiders**

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

- trips & visits
- Extra-curricular activities organised by the school (e.g., sports events, after school clubs, parent's evenings, school-organised fund-raising events, etc.)

First aid cover is not provided for: -

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

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

### **3.2.3 Treatment of Injuries**

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

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

HEALTH ENQUIRIES      111

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

### **3.2.4 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 this 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

Health Service Helpline for advice or phone for an ambulance as appropriate.

### **3.2.5 Other Significant Injuries**

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

Records of notification by telephone to parent/guardians will be kept by the First Aid Co-ordinator.

### **3.2.6 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.

The member of staff may travel to the hospital in their own vehicle (rather than in the ambulance with the child) unless the child is overly distressed/confused. This decision should be made in consultation with the attending paramedics and the parent/guardian 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 guardian arrives and responsibility is transferred.

1. Royal Cornwall Hospital, Treliske, Truro TR1 3LJ
2. Derriford Hospital, Derriford Road, Plymouth PL6 8DH

### 3.2 Medicines in School

The school recognises that some students will, at some point, require medication during the school day or on school organised activities. The school follows the Department for Education's guidance on Supporting pupils in schools with medical conditions December 2015:-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)

- The school follows Council and DFE guidance on the dispensing of medicines in school.
- This school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.
- This school will dispense non-prescription medication to pupils only if it supplied by a parent or guardian with written instructions for its use. All medicines must be given in the original container/box.
- The school does not keep or dispense any other medication other than Salbutamol for use with the emergency asthma kit.
- Medication for personal use by members of staff must also be kept in a secure location. E.g., handbags etc. containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

#### 3.2.1 Dispensing of Medicine

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

**The First Aid Co-ordinator** is responsible for receiving medicines, checking consent and dose information, checking "use-by" dates and dispensing medication.

**The Duty First Aider** will deputise where necessary.

All medication will be kept in a secure location: -

- **Locked Drugs Cabinet in Medical Room**

Medication may only be dispensed by The First Aid Co-ordinator or a First Aider. A record will be kept of all medication dispensed. The medication log will be checked before dispensing medication (to prevent accidental "double-dosing") and will be completed and signed by the member of staff after dispensing medication to a student

### **3.2.2 Medical Log**

Consent forms will be kept on file and will be kept for the duration of the pupil's attendance at the school.

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

- name of pupil
- name of medication
- dose
- time
- date
- signature of dispenser

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

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

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.

### **3.2.4 Emergency Asthma Kits**

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

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

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

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

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

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

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

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

### **3.2.5 Facilities for Medical Procedures**

The school 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.

### **3.2.6 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 (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish effective healthcare plans where appropriate.

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

### **Risk Assessment**

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

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

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

### ***Unacceptable practice***

To prevent unacceptable practice the responsible person will ensure that:

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

### ***Complaints***

Parents/carers are encouraged to contact the First Aid Co-ordinator if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

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

### 3.2.1 Off-Site Activities

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

## 3.3 Accidents

### 3.3.1 Reporting Officer

**The Health & Safety Officer** is responsible for overseeing the collection of information and completion of the On-Line Accident Report which will be reviewed by the AssessNET team for further instructions. In his/her absence, this role will be fulfilled by **First Aid Coordinator**.

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

Students are required to report all accidents/incidents to a member of staff. The Reporting Officer will record incidents using the systems below

### **Accident/Incident Reporting Systems**

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

Any incident resulting in an injury to a member of staff.

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

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

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

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

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

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

The Online Accident Reporting System will automatically forward a report to the Health and Safety Executive where the description of the accident/incident meets the criteria set out in RIDDOR.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple “Day-Log” which will be kept in the school

### ***Near Misses***

Where an incident occurs which could have resulted in injury – but didn’t – a record will be kept in a Near Miss Log/Day Log using the AssessNET reporting system.

The Near Miss Log/Day Log is kept on AssessNET.

The Near Miss Log/Day Log will be reviewed periodically by NCLT and the AssessNET team 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.

#### **3.2.1 Accident/Incident Investigation**

All accident reports will be seen by **The AssessNET team** who will decide if an investigation is necessary. Investigation reports will be entered onto the On-Line Accident Reporting System. Significant incidents (as determined by the AssessNET team) will be reported to the Head Teacher and the Health and Safety Trustee.

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

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

All on-line reports are sent electronically to the Health and Safety Services section at County Hall and are reviewed by a Health and Safety Officer.

### **3.4 Training**

#### **3.4.1 Identification of Training Needs**

The school will carry out an evaluation of the health and safety training needs of staff.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need. Headteacher is responsible for carrying out the evaluation of training needs.

Sir James Smith's will review training periodically and assign training to the relevant persons as required

#### **3.4.2 Staff Responsibilities**

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

### **3.5 Risk Assessment**

#### **3.5.1 Risk Assessment**

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

#### **3.5.2 Risk Assessment Process**

The school will carry out risk assessments for all activities using the AssessNET system.

**The Health & Safety Officer** is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Trustees.

Copies of risk assessments are available from **The Health & Safety Officer via the AssessNET web page**

#### **3.5.3 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.

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

### 3.5.4 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.

## 3.2 Fire

### 3.2.1 Fire Officer

The person responsible for organising the school's fire precautions is **The Health & Safety Officer**

In his/her absence, **the Attendance Officer** will fulfil this role. The fire officer is responsible for:

- Arranging a fire evacuation drill at the beginning of the school year and at least once every term (once per half-term where practical) but no longer than 10 weeks.
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up to date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up to date
- Reporting the Head Teacher on issues of significance.

### 3.2.2 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.

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.

### 3.2.3 Fire Fighting Equipment

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

### 3.2.4 Evacuation and Registration Procedures

The evacuation and registration procedure is included as Appendix 2. This is a working document and is updated as necessary by the Headteacher in consultation with NCLT. Changes are required to accommodate changes in use of buildings and as a result of risk assessments.

### 3.6 Electricity

The school will inspect and test all portable electrical appliances by a competent person at least once per year.

The school has arranged for these tests to be carried out by the people nominated in Appendix 1.

All test certificates will be kept on Every CAFM system for the duration of the life of the appliance.

#### 3.6.1 Personal and Privately Owned Portable Appliances

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

#### 3.6.2 Coordinator

**The Trust Estates and Facilities Manager** is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

The **Trust Estates and Facilities Manager** is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

#### 3.6.3 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 **The Health & Safety Officer/Premises Team** for repair/removal.

### 3.7 The Control of Hazardous Substances

#### 3.7.1 Hazard Assessment

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

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

A central copy of COSHH assessments is kept by the Health & Safety Officer.

#### 3.7.2 Staff Responsibilities

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

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

### **3.7.3 COSHH Coordinator**

**The Health & Safety Officer** is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from the AssessNET team or via SYPOL. Staff must ensure that they notify the Health & Safety Officer before using any new substance/chemical.

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

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

### **3.8 Display Screen Equipment Workstation Assessment**

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

#### ***Equipment***

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

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

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

DSE users are defined as: -

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

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

Employees to contact HR Officer to request an eye test.

### **3.9 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.

### **3.10 Management of Contractors**

The premises team are responsible for overseeing the management of all contractors on site. All contractors will be required to read and sign the contractor induction held at reception.

#### ***Selection of Contractors***

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

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

#### ***Management of Contractors***

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

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

All contractors will be required to carry visible identification.

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

## ***Construction Works***

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

## ***3.11 Personal Protective Equipment***

### ***3.11.1 School Responsibilities***

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

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

### ***3.11.2 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.

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

The Health & Safety Officer/Finance Officer 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, line manager/Subject leaders will ensure that suitable arrangements are in place for the storage, cleaning, and replacement of PPE.

### ***3.11.4 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.

## ***3.12 Working Alone***

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

Please see WeST Flexible Working Policy:

[WeST-Flexible-Working-Policy-September-2024.341329178.pdf](#)

### **3.12.1 School Security**

The Premises Team is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured and is responsible for carrying out checks of the premises during holiday periods.

### **3.12.2 School Staff Responding to Callouts**

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.

The premises team and/or Head teacher are the school's nominated representatives who will respond in an out-of-hours call out.

### **3.12.3 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.

### **3.12.4 Police attendance**

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

### **3.12.5 Lone Person Attends**

Where this happens procedures must be in place so that the individual on site keeps in contact with someone or someone will take steps to contact the police should the individual not return at a given time.

The member of staff in attendance should normally contact the Site Manager/Head teacher on arrival at site, at regular intervals whilst on site, when leaving the site and when arriving safely home.

A member of 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 Premises Office. Following an event, the risk assessment and procedures should be reviewed, and further controls implemented if appropriate.

### **3.13 Violence**

#### **3.13.1 Zero Tolerance**

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

#### **3.13.2 Violence towards Staff**

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

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

#### **3.13.3 Violence towards Visitors**

Violence towards visitors will be reported to the police.

#### **3.13.4 Violence towards Students**

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

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

#### **3.13.5 Responsible Person**

The Health & Safety Officer/ Headteacher 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

### **3.13.6 Team Teach**

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

*If you would like this in a different format please contact the school*

*Reviewed and amended by – Mark Ainsley, Marc Cooper, Linda Macleod, Sally Mason  
Reviewed – September 2025  
Ratified by HAB Board*

## Appendix 1 – Roles

The following roles are identified in the Health and Safety Policy.

<b>Role</b>	<b>Nominee</b>
Director of Operations	<b>Mark Ainsley</b>
Health and Safety Officer	<b>William Cox</b>
Caretaker	<b>Anthony Hill</b>
First Aid Coordinator	<b>Sally Mason</b>
First Aiders:	<b>Helen Ashton-Smith</b> <b>Sally Mason</b> <b>Sarah Turner</b> <b>Mel Vercoe</b>
Portable Electrical Testing conducted by school trained support staff	<b>Now conducted by contractor</b>
Senior Person In Charge of emergency evacuation	<b>Headteacher</b> <b>Senior Leadership Team</b> Or the most senior member of staff at the assembly point is to take charge.

## **Appendix 2 – Fire Procedure**

The purpose of this is to give guidance to Teachers and Staff who are responsible for fire precautions and the safety of students at this school.

All teachers and non-teaching staff must ensure that they are familiar with the procedures to be followed in the event of a fire or other emergency which requires the building to be evacuated.

### **Staff and pupils fire evacuation procedures**

#### **Instructions on discovering a fire**

- Anyone who discovers or suspects a fire should operate the nearest call point by breaking the glass without delay.
- The person setting off the alarm must contact a member of staff as soon as it is safe to do so and explain the reason for the alarm activation
- The fire brigade will be phoned by the school secretary as soon as the alarm is heard without delay. The alarm monitoring station will contact the school, Adult Education and the Sports centre to validate the need for the fire brigade to attend **as the system is linked and monitored**

#### **If the fire alarm is activated you must**

#### **Observe the following procedures**

#### **Actions by Teacher in charge of a class at the time of hearing the alarm**

- On hearing the fire alarm, the person in charge of each class must indicate the exit route to be used and everyone must be directed to the Assembly Point. The **tennis courts** are to be used unless instructed otherwise.
- The alternative assembly area is the **Northern field** and should the need arise the person in charge will instruct everyone to move to the northern field.
- All windows are to be closed.
- Pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- No personal items are to be collected.
- The teacher must ensure that specific arrangements are made for pupils with physical or mental disabilities and the teacher must ensure that they are given the assistance they require during evacuation.
- The teacher must ensure that the classroom is empty before closing the door.
- No running or talking is to be permitted to avoid panic.
- On staircases everyone must descend in single file.
- Lifts must not be used.
- Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance or in the case of a fire evacuation drill the senior person in charge.
- The first teacher that walks around the end of the sports centre must ensure that the traffic trying to enter the sports centre car park is stopped by ensuring that spare staff not in charge of a class are positioned at the entrance to the sports centre car park.

- Tutors will take the Register to account for all students. These can be collected from the receptionist who was on duty at the time who is responsible for bringing the emergency evacuation holdall to the evacuation point.
- Tutors will report to the Head of Key Stage once they have taken their register.
- The Head of Key Stage will report to the Person in Charge that all students are accounted for or of any absentees.
- If people are found to be missing/absent the person in charge of the assembly area is to liaise with the Fire Wardens to ensure all areas have been checked and are clear. If areas have not been reported to be checked/ cleared the person in charge should, if it is safe to do so send fire wardens back to the area to check it for personnel.
- The person in charge of the assembly area will brief the emergency services when they arrive.

### **NO ONE SHOULD RE-ENTER THE BUILDING**

Until instruction is received from the fire brigade or site manager

#### ***Pupils Fire instructions once the fire alarm has been activated***

- Pupils must be quiet and listen to instructions given by the teacher at all times.
- Do as the teacher tells you.
- Do not attempt to take personal belongings with you, leave your bags behind.
- Close windows and doors as directed by your teacher.
- File out in an orderly way and DO NOT RUN.
- Follow the route shown on the notice board in the classroom. If this exit route is unsafe an alternative route must be used so listen carefully to your teacher's instructions.
- Remember the important thing to do is to reach open space quickly.
- IF YOU ARE NOT IN A CLASSROOM, OR THE TEACHER IS NOT PRESENT, PROCEED IN AN ORDERLY MANNER BY THE NEAREST SAFE ROUTE TO AN EXIT AND LEAVE THE BUILDING.
- Walk quietly as directed to the assembly point, normally the TENNIS COURTS.
- Line up in your tutor group in Year Group order with Year 7 on the left hand side closest to the sports centre.
- You will be registered by your Tutor.

#### ***Admin Office Staff***

Staff are nominated to man the office telephone during the alarm if it is safe to do so. If the nominated staff are unavailable another member of staff should take over. No one should be left in the building alone.

The rest of the office staff will bring the following to the assembly area:

#### **1. The emergency holdall which should have inside the following:**

- Pupil register lists (updated at the start of each Month)
- List of school staff
- Contact details for ALL Students and Staff
- 10 man First Aid Kit
- Megaphone with spare batteries

They must also take;

- A. List of cover (supply) staff
- B. List of staff and pupils out of school on visits
- C. Staff and pupils signing in and out sheet
- D. Visitors book

### ***Fire Wardens***

We operate a Fire Wardens system. Fire Wardens must ensure they understand the areas they are responsible for. When trained, Fire Wardens may use fire extinguishers if it is safe to do so.

### ***Fire warden areas***

#### ***Responsibilities of Fire wardens***

Each building area shall have 2 Fire Wardens allocated. They will be able to work together, if both on site or alone if one is absent, to enable each part of the building to be quickly but effectively checked as the Fire Wardens make their own escape from the building.

- The Fire Warden is to undertake a co-ordinating role in the event of alarm activation.
- Fire wardens are to ensure that all fire exits are unlocked when an alarm has been activated
- The names and internal telephone numbers of the Fire Wardens will be printed onto the front of the building Fire Log Book.
- All Fire Wardens must initially receive suitable basic instruction regarding their evacuation duties.

#### ***General Guidance to Fire Wardens***

It is advisable that Fire Wardens should be:

- Located in the specific part of the building for which they will be the Warden.
- Employed in a job which does not involve significant absences from the building.
- Responsible persons with the experience to direct others in the event of an emergency.

Fire Wardens also have a number of preventative duties which include the routine monitoring that:-

- Fire doors are not fastened open unnecessarily
- Combustible materials are kept away from ignition sources
- Fire-fighting equipment is in order
- Security devices do not hinder means of escape or effective searches.

Any defects should be reported to the **H&S officer** or Site department who will deal with the matter promptly.

### ***Instructions in the event of the fire alarm being sounded***

Fire Wardens for the building will carry out a rapid search of their designated areas if it is safe to do so including cloakrooms, toilets, class rooms and store rooms to ensure that their area is clear of personnel, before themselves, leaving the building and proceeding to the tennis courts or alternative assembly area if instructed, with the area clear report card.

Fire Wardens will report the results of their search to the Person in Charge that the area is clear/not clear of persons, hand over the building clear card (if clear) and possible causes of alarm activation, if known, upon arrival at the tennis courts.

**All persons in the building should follow  
the instructions of the fire wardens.**

### ***The Person in Charge of the Assembly Area***

The Person in Charge is the Headteacher. If they are not available another senior member of staff will assume this role.

The Person in Charge will:

- Confirm with the office that the fire brigade has been called, unless it's a planned fire drill
- Confirm with the attendance officer that completed registration sheets from DHoKS/HoKS are complete and accurate to ensure that everyone has been accounted for.
- Ensure all areas of the school have been cleared by the fire wardens. Adult Education should also report clear. If an area has not been reported clear and **IF SAFE TO DO SO** i.e., no fire has been detected, he/she should send a fire warden team to the area to check the area is clear of personnel.
- Ensure that the emergency services are met upon their arrival at the premises
- Report on the situation. *All personnel accounted for, alarm from which area etc.*
- Liaise with the Senior Fire Officer

*The only person who can authorise staff and students to reoccupy the school buildings is the person in charge of the assembly area. They will do this after consulting with the emergency services, Health and Safety Officer and Site Staff. No other person has the authority to allow personnel to stay in the building, everybody should evacuate, and no one should return until the all clear has been given by the person in charge*

- Inform persons when it is safe to return to the building.
- Personnel should return to the school buildings in an orderly fashion as instructed by the person in charge. Consideration should be given to allow support staff and staff without tutor groups back into school first to ensure that when students enter the building problems can be dealt with quickly and effectively.

### **General instructions for staff in the assembly area**

- Once in the assembly area support staff and staff who do not have tutor groups and are not directly involved with looking after students should report to their line manager
- First aid qualified staff who are not directly supervising students should report to the first aid coordinator to see if any help is required
- All staff should be proactive whilst in the assembly area.

## Fire Warden Areas

Area ID	Area	First Warden	Second Warden
<b>A</b>	Languages	S Ballerstedt	C Willson
<b>B</b>	Science	S Duvall	E Kirk
<b>C</b>	Student Reception, Hall, and English	L Macleod	A Cubeddu
<b>D</b>	Humanities and SEN	D Williams	S Morey
<b>E</b>	Technology	G Tiplady	E Fosbury
<b>F</b>	West End	B Alderman	R Sykes
<b>G</b>	Maths	J Riviere	L Applegarth
<b>H</b>	Admin Offices, Gym, Toilets, Changing Rooms	S Turner / M Vercoe	H McCarten
<b>I</b>	Old Sixth Form	Behaviour Mentor	P Collier
<b>J</b>	Sports Hall & Swimming Pool	Sports Centre staff & teacher over there	
Staying at Main Switchboard if safe to do so		H McCarten	

## APPENDIX 3 - Lone Working

### 1. INTRODUCTION

The TB has a legal duty to ensure the health, safety and welfare of its employees while they are at work. At any given time there are numbers of employees who are working alone, whether as a substantial part of their working life or on an occasional basis. The Headteacher has a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary; and the employees have responsibilities to take reasonable care of themselves and others in lone working situations. Lone working is not inherently unsafe and proper precautions can reduce the risks associated with working alone.

### 2. PURPOSES

The aim of this policy is to outline the Trust Board's responsibilities towards staff working alone by:

- Defining what "lone working" is
- Taking action to reduce risk to lone workers

### 3. SCOPES

This policy applies to all school employees, including temporary workers and those employed on a casual basis.

### 4. DEFINITIONS

**4.1** The Health and Safety Executive (HSE) defines lone workers as those "who work by themselves without close or direct supervision". They may include:

- People working separately from others in a building
- People who work outside "normal" hours
- People who work away from their fixed base without colleagues, e.g., visiting people in their homes
- People who work at home

**4.2** The definition can cover employees in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures. This policy will refer to high risk and low risk activities.

**4.3** Some employees may spend most of their working lives working with others, but find themselves working alone occasionally, for example, when working late. Others will work alone on a daily basis. This policy will refer to frequent lone workers and occasional lone workers.

### 5 POTENTIAL HAZARDS OF LONE WORKING

**5.1** People who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

- Accidents or sudden illnesses may happen when there is no-one to summon help or first aid.
- Violence or the threat of violence.
- Fire.
- Attempting tasks which cannot safely be done by one person alone, e.g. heavy lifting, or use of certain equipment.
- Lack of safe way in or out of a building (e.g. danger of being accidentally locked in).
- Steps can be taken to reduce the risks of all these events.

**5.2** The perception of these hazards or the actual risks may be different for different people. For example, the inexperienced or young workers may underestimate the risks of an activity; some workers may feel particularly vulnerable to violence away from the workplace or after dark; or a medical condition may make it unsafe for an individual to work alone.

**5.3** The Head teacher must consider these factors when doing risk assessments. If there are lone workers within an area the manager must take appropriate steps to reduce the risk, particularly for frequent lone workers or lone workers engaged in high-risk activities. They should consider:

- Does the workplace present any special risk to a lone worker?
- Can all the equipment, substances and goods used on the premises be safely handled by one person? Is any manual handling involved safe for a single person?
- Is there a risk of violence or the threat of violence? Is the nature of a visit or the person being visited likely to increase the risk? Will the employee be alone in a dark or remote location?

### 6 MEASURES TO REDUCE THE RISK OF LONE WORKING

#### 6.1 SUPERVISION

Lone workers are by definition not under constant supervision. However, supervisors can ensure that the employees understand the risks associated with their work and the relevant safety precautions. They can put into place arrangements for the individual to contact a supervisor if they need additional Guidance. Occasional site visits may be appropriate, particularly if there are high-risk activities. Employees new to a job or undergoing training may need to be accompanied initially. Regular contact by phone or radio may be appropriate. The Head teacher should assess what level of supervision is required.

### 6.2 REPORTING BACK

**6.2.1** A system should be in place to ensure that a lone worker returns to their base or their home at the completion of a task away from the normal workplace. They may also be required to phone school once the visit is complete.

**6.2.2** For occasional lone workers or low risk lone workers, managers may wish to implement an alternative method of ensuring the lone worker returns safely from a lone visit away from the workplace. This may be as simple as telling a colleague where they are going and when they are expected back; arranging to ring the office at the conclusion of a visit or call ensuring mobile phone numbers are known to enable the office to contact the employee if the employee's return is overdue. Use of diary systems or notice boards to indicate whereabouts will perhaps form part of this system. However, the system should ensure that the return of the worker or a call from them is actively expected and waited for, and that action is taken to contact them if they do not return or the call is not made. All employees involved share a responsibility to maintain such informal systems for safe lone working.

**6.2.3** The Head teacher should also consider the members of staff who meet with parents/carers on a one to one basis on school premises. Whilst they are not alone in the building, they may be alone with the parent/carers in a place where other colleagues cannot see them. Head teachers should consider systems for ensuring that they have emerged safely from such a meeting and systems for raising an alarm if necessary (e.g. panic alarms).

### 6.3 ACCIDENTS AND EMERGENCIES

Lone workers should be capable of responding correctly to emergencies. This should include being made aware of special arrangements for out of hours incidents. First aid may be available, or it may be prudent for an individual frequently working away from the base to carry a basic first aid kit if there is a foreseeable risk of injury. It is also necessary for employees working alone in a building or part of a building to let the Site staff know they are there, so they can be accounted for in case of fire.

### 6.4 TASKS NOT SUITABLE FOR LONE WORKING

Risk assessment will identify the hazards of work. When risk assessment shows that it is not possible for the work to be done safely by a lone worker,

Arrangements for providing help or back up should be put in place, or the work reassigned to another worker or done in hours when the worker is not alone. For example, a worker who arrives before other colleagues may be instructed not to attempt heavy manual lifting until other colleagues arrive to assist.

### 6.5 VIOLENCE AT WORK

A separate detailed policy on violence at work details ways to identify the risks of violence and suggests methods to reduce the risk. Employees must ensure that violent incidents are reported to ensure that the risk can be communicated to staff in other areas.

### 7 CONCLUSIONS

Establishing safe working for lone workers is no different from organising the safety of other employees, but the risk assessment must take account of any extra risk factors. The Headteacher must ensure that they have not only introduced measures to reduce any risk but must also ensure that they have communicated their expectations to lone workers and trained them appropriately. All employees, including lone workers, are responsible for following safe systems of work and all employees can take simple steps to reduce the risks associated with their normal working life.

