



# Health and Safety Arrangements

<b>Audience:</b>	All Crofty staff
<b>Reviewed:</b>	July 2023
<b>Consulted:</b>	July 2023
<b>Adopted:</b>	Sept 2023
<b>Other related policies / procedures</b>	<p>Health and Safety Policy Statement and Organisation</p> <p>AssessNET reporting procedures</p> <p>Crofty Food Policy</p> <p>Crofty PEEP</p> <p>Display Screen Equipment checklist</p> <p>Crofty Minibus Policy</p> <p>Crofty Lone Worker Policy</p> <p>Crofty Educational visits and school trips policy</p> <p>Crofty Near Miss Policy</p> <p>Infection control</p>
<b>Owner</b>	Crofty Estates
<b>Policy / procedure model</b>	MAT and school policy: all Crofty schools use this policy

### Crofty MAT offices

Garras Primary School	Godolphin Primary School
Halwin Primary School	Illogan School
Lanner School	Par Eglos Primary School
Pencoy's Primary School	Pennoweth School
Porthleven Primary School	Portreath Primary School
Rosemellin Primary School	Roskear School
Sithney Primary School	Trannack Primary School
Treloweth Primary School	Weeth Primary School

### Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken inclusive of protected characteristics.	√
Adjust the policy to remove barriers identified by the EIA or better promote equality.	√

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## Accidents/Incidents & Near Misses

In line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) each school within the Trust will ensure it has local systems in place by which to report and analyse accidents/incidents and near misses that occur as a result of its activities or operations.

The school will report accidents/incidents that involve staff, members of the public, contractors and pupils.

### Reporting Systems & Timelines

Schools within the Trust will use the AssessNET as its accident/incident and near miss reporting platform.

Each school will nominate Reporting Officers who will have access and authority to report accidents/incidents and near misses. **Melanie Griffiths & Steve Eva**

Reporting Officers will be listed as a school specific addendum to the main Trust Safety Policy Document.

### Reporting Officers responsibilities

Staff nominated as Reporting Officers will

- Ensure they undertake training in the use of AssessNET
- Ensure they report incidents/accidents/near misses within the allotted time scales
- Ensure they attach any relevant documentation to the report
- Ensure they communicate any received remedial actions requests to the appropriate employee
- Ensure they compile quarterly accident/incident/near miss reports for the Executive Lead Headteacher/Headteacher/SLT/Curriculum Leader.

### When to Report

Accidents/incidents/near misses should be reported as soon as possible. However, the following guidance should be followed when this is not possible.

	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.

### What to Report & Where

All accidents/incidents/near misses should be reported in some manner.

Schools within the Trust will report accidents/incidents/near misses that cause injury or damage other than very minor on the preferred system (AssessNET).

Accidents/Incidents that result in minor injury or damage will be reported in individual school. See Appendix 1.

#### Accident/Incident/Near miss Investigation

In order to learn why an accident/incident/near miss, however small, has occurred some form of investigation needs to be carried out.

The level of effort put into the investigation will be dependent on several factors including the severity or potential severity of any injury or damage and the likelihood of a re-occurrence of the incident.

The purpose of any investigation is to discover why an accident/incident/near miss occurred and act on any lessons learnt to prevent a re-occurrence.

It is not to apportion blame.

#### **After School Lettings**

Unless specifically agreed in the Letting Agreement, the School does not provide supervision of any groups using its facilities as part of a letting/hiring arrangement. Hirers must familiarise themselves with the Health and Safety arrangements for the school.

#### **Allergens and anaphylaxis**

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Whole-School Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

## **Asbestos**

No work that could disturb asbestos will be allowed to take place unless the correct protocols have been agreed and are in place. Only the Trust's approved asbestos removal company will be permitted to carry out such works. The Trust Estate Manager will oversee the risk assessments and safe working practices for these works.

If any employee notices any material that causes them concern or they become aware of any damage to asbestos containing material, they must report it immediately to their Line Manager/ Headteacher, who will trigger the protocols ensuring the area is made safe and the materials tested.

Any breach or disturbance of the known asbestos must be reported to the Estates Manager along with the Head Teacher, the area must be cordoned off, the school will be required to contact the Trust's approved contractor to carry out the cleaning and making the area safe.

### Asbestos Register

All contractors are to read and sign the Asbestos register, upon arrival to the school prior to any commencement of any works.

The school must ensure they keep their Asbestos register up to date and ensure all changes are recorded within the register.

## **Body Fluid Spillages**

The staff member who is cleaning the spillage must always use the correct PPE.

It is important that spillages of blood, faeces, vomit or other bodily fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g., blood borne viruses and diarrhoea/vomiting illnesses, such as norovirus. This should be done as per DFE requirements by all staff.

A spillage kit must be available in school to deal with blood and body fluid spillages and a designated member of staff will be responsible for checking and replenishing the kit regularly. This should be stored in an area where it can be accessed quickly. Each school must have a biohazard kit to deal with body fluid spillages.

Spotty Book - The 'Spotty Book' provides guidance on controlling infection risk in schools and should

be referred to for more information.

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons. PPE should not be shared;

single use PPE should be used in this process.

### Spillage Procedures

- Cordon off the affected area
- The spillage must be cleaned up promptly by staff onsite at the time
- Put bio hazard soluble powder on spill and sweep and disposed of in accordance to the supplier's safety DATA sheet for this product.
- Clean the underside and legs of desks/tables/chairs in the affected area with disinfectant & paper towels or disposable wipes.
- After use - PPE must be removed and disposed of into the biohazard bin
- If a further specialist clean is required, this can be arranged by the Estates team.

## Cleaning

Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

## Contractors

The Trust will coordinate, control and monitor the activities of contractors to effectively minimise any risks presented to employees, children, staff, visitors and volunteers and members of the public.

The Trust recognises that they have a duty of care to those contractors' employees working on their premises, will retain and maintain a register of approved contractors including holding information for each including their Health and Safety policy and procedures, letter of assurance, insurances, risk assessments and safe working practices. The school must ensure all contractors who require being part of a trade body are checked for their registration, this must be documented and kept on the contractors' file.

### Construction and maintenance contractors

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction)



archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.

- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Estates Manager will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Estates Manager will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the Health and Safety Executive.

The Estates Manager will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity.
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing e.g., in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has planned for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Headteacher, kept up to date by the Health and Safety Officer, and is made available to anyone who needs to alter or maintain the building.

The Estates Manager will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulation.

#### Employee Liaison with Contractors

Employees working in proximity to contractors on any Crofty Multi Academy Trust Site have a responsibility to take appropriate action and report the matter to the school reception or Headteacher if they observe the contractor, or their operative, using any working practice or item of equipment which the employee considers to be dangerous or potentially dangerous.

Employees must ensure that contractors arriving on site report to reception so that all contractors are checked against the School's Single Central Record, any contractor not on the school's central record must be accompanied at all times or refused entry to the school and its grounds. The asbestos register is to be read and signed at each visit by a contractor and before approval for any work to begin is given.

## **Control of Noise**

Staff need to take reasonable action to control the noise levels within their working environment to prevent negative impact on those with hearing conditions and for those with conditions [e.g autism] where sensitivity to noise can be a significant issue. Where noise levels cannot be reduced, individual actions to support the person should be taken.

Reasonable steps will be taken, such as measuring sound levels in large gatherings [e.g. centrally held parents' evenings], and appropriate associated risk assessment, to reduce the potential impact of significant noise.

## **COSHH (Control of Substances Hazardous to Health)**

All schools in the Trust must act in accordance with the Trust COSHH Procedures at all times.

Trust employees must not use any substance or material which may be hazardous to health without referring to the required control measures identified in the COSHH assessment for that substance or material.

Low risk products, such as corrective fluid or air fresheners, which are used for short periods of time do not require a COSHH assessment – but must still be used in accordance with the manufacturer's instructions. Use of such products by children must always be directly supervised.

## **Disabled Persons**

The Trust will give full and proper consideration to the needs of disabled employees, volunteer's, pupils and visitors.

The school will:

- Treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to all the school's facilities
- Ensure that Risk Assessments are undertaken to insure all needs are met and carry out reasonable adjustments to the premises and/or employment arrangements where possible
- Report any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- In an emergency evacuation, ensure suitable plans are in place which will assist disabled

people to leave the premises, ensure this information is shared with the Employees and Fire Marshalls.

- The disabled or adapted toilet must have a disabled call alarm fitted, this will require weekly testing and recording.

## **Display Screen Equipment**

All reasonable steps will be taken by the Trust to assure the Health and Safety of employees and pupils who work with display screen equipment.

All employees who work with Display Screen Equipment as a large part of their working day will be required to undertake DSE training on Flick Learning; this will include the completion of a DSE Risk Assessment form for their workstation.

Any indifferences noted from the assessment must be raised with their line manager for review. Once the review is complete the indifferences will require updating on the risk Assessment, this will require reviewing should any changes be made to the working station. All DSE Risk Assessments must be reviewed every twelve months.

### **Driving at work**

Driving is an integral part to some roles within the MAT and as such requires driving on company business. Drivers will remain responsible for their own safety and that of others and must always comply with the Highway Code and Road Traffic Act.

All drivers claiming mileage allowance must hold valid business insurance on the vehicle they are claiming mileage allowance for.

All drivers are reminded they should not drive if they are feeling unwell or if they know the vehicle they are using is not road worthy.

#### Line Managers' Responsibilities

It is the responsibility of Line Managers to ensure that staff understand their responsibilities as set out in this policy. They must:

- Support random sampling and checking of driver and vehicle related documentation.
- Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example.
- Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on MAT business.
- Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.

#### Fatigue

Trust employees must not drive on Trust business while tired. They should not start a journey if overtired nor drive for an excessive number of hours:

- Journey timings should be planned to enable a break of at least 15 minutes to be taken every two hours of driving.
- When driving long distances for work employees and/or their Line Managers should risk-assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions; lone working must also be factored in when compiling a risk assessment.
- If the journey destination is likely to take more than three hours to reach, an overnight stay must be considered.
- The law requires that drivers must tell the Licensing Authority without delay about the onset or worsening of any health condition likely to impair their ability to drive safely; examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb.

#### Minibus Driving

Any Trust employee driving a minibus on Trust business must comply with the Trust's Minibus procedures.

Minibuses owned or provided by the Trust must not be used for private use.

### **Educational visits and trips**

Each school in the Trust has appointed an Educational Visits Coordinator and is responsible for ensuring that they receive the training necessary to carry out the role.

Where there is no Educational Visits Coordinator, the Headteacher will perform this duty. All Educational Visits Co-ordinators must undertake a DFE approved training course and ensure that they attend refresher training at least every three years.

**There must be a Level 3 first aider on the trip as a minimum.**

The Educational Visits Coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

All schools within the Trust will follow the policy and procedures set out by Cornwall Outdoors in the publication "Policy Guidance for the Management of off-site visits and outdoor learning".

**All residential trips will be uploaded to Cornwall Council portal for oversight & approval.**

## **Electricity**

All reasonable steps will be taken to secure the Health and Safety of employees, volunteers and pupils and members of the public who use electrical equipment. This includes the provision, regular testing and maintenance of safe electrical equipment.

All employees must visually inspect electrical equipment before use for obvious defects and treat all leads and cables with care. Any equipment they see is damaged, defective, worn or abused must be reported to the Premises Manager/Headteacher or member of staff responsible for Health and Safety immediately for repair or replacement and not used, or disposed of correctly.

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

## **Enforcement of Health and Safety**

The Health and Safety Executive is the Enforcing Authority for the Trust for all health and safety matters except food safety. The enforcing authority for food safety is the Public Protection Service of Cornwall Council. If any enforcement officer arrives at a Trust School, the school must inform the Trust's Estates Manager. Enforcement Officers have legal rights to access all areas of the school but should be accompanied at all times.

## **Evacuation and bomb/terrorist threats**

Headteachers are responsible for ensuring that school employees are familiar with the procedure outlined in the Bomb Threat Procedures, the Invacuation, Lockdown and Evacuation Procedures and Personal Emergency Evacuation Plan.

In the event of an emergency, the procedures outlined in the Bomb Threat Procedures and the Invacuation, Lockdown and Evacuation Procedures, will be followed. All staff are trained in handling bomb threats and have easy access to instructions of the procedure, which can be found in the Bomb Threat procedure.

## **Fire**

All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

The Headteacher of each school is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and

effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. A debrief will be held after each test to address any issues arising.

Firefighting equipment will be formally checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office. Fire-related equipment will also be visually inspected as part of routine premises inspections.

All visitors will be provided with details of the school's evacuation procedures and will be required to follow them. The evacuation of visitors will be the responsibility of the person they are visiting or working for.

## **First Aid**

### Assessment of Needs

In line with the requirements of The Health and Safety (First Aid) Regulations each school within the Trust will carry out a First Aid Assessment of Needs to identify an adequate number of suitably trained employees and the equipment they require.

The resulting provision of First Aid should ensure that all "foreseeable" medical emergencies are supported and is maintained at all reasonable times i.e., during school activities and operations.

### First Aiders

In line with current best practice nominated First Aiders have the following responsibilities:

- Assess the situation quickly and calmly
- Protect themselves and any casualties from danger, never put themselves in danger
- Prevent cross infection
- Assess the condition of all casualties
- Deal immediately with life threatening conditions
- Obtain medical aid if necessary
- Comfort and reassure casualties at all times
- Only administer treatment according to their training
- Ensure their FA kits are complete, in date and report any deficiencies
- Ensure they complete the First Aid Log
- Ensure they provide appropriate information on reportable incidents/accidents
- Ensure they arrange and carry out refresher and/or requalification training in good time

Nominated First Aiders will provide First Aid support for:

- Anyone injured or falling ill on site during the course of school operations
- Where identified by risk on external school visits/trips
- Where identified by risk on extra curriculum school activities
- Where identified by risk School organised events

Note: The School will not provide first aid for 3rd party organised events i.e., Evening activities/clubs or fetes.

### Co-ordination/Management of First Aid

Each school will nominate an individual with responsibility to co-ordinate and oversee the sites first aid provision (First Aid Co-Ordinator)

The responsibilities of the First Aid Co-Ordinator are:

- Ensure appropriate signage, including the names of the nearest First Aider(s), are posted appropriately.
- Maintain records of training, refresher and requalification dates of each first aider
- Maintain appropriate stocks of replacement First Aid equipment and sundries
- Ensure equipment such as AEDs are periodically checked for condition and power
- Compile quarterly reports on first aid incidents for the Executive Head/Headteacher/SLT

#### Notification of Parents/Guardians/NOK

Should the injury/illness require it, parents, guardians, next of kin will be notified by the quickest means possible. This would normally be by telephone (Land or Mobile).

Should the injury/illness require it the phone call will be followed up by written communication in the form of a letter, email or form.

All records of communication will be recorded and maintained in line with current data protection requirements. These records will be kept in the school office.

#### Transport to Hospital

When it is necessary for a student, member of staff or member of the public to be taken to hospital they may be accompanied by a member of staff. This will either be in the ambulance or if that is not possible in their own or school transport.

The member of staff will remain with the pupil, member of staff or member of the public until the arrival of parents, guardians or next of kin.

The member of staff will report the condition of the student, member of staff or member of the public to the Headteacher as soon as is possible.

### **Gas**

The Estates Manager will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the safety in the installation. The Trust will be responsible for ensuring ALL approved contractors are a member of the gas safe body. No work is to be carried out in any school on any gas installation or appliance by an unqualified engineer. To verify a gas engineer, visit [www.hes.gov/gassaferegister](http://www.hes.gov/gassaferegister).

### **Gym and play equipment**

Every school in the Trust that has gym and/or play equipment will contract an annual assessment of that equipment by a competent contractor. The school is responsible for implementing any required safety measures identified by that assessment.

### **Health and safety monitoring**

The Trust will undertake a range of monitoring activities to check compliance with a range of policies and procedures and The Health and Safety at work Act 1974, which will include:

- Health & Safety review, schools compliance levels
- Auditing by an independent Health and Safety and Food Safety Consultant, if required.

- Self-auditing by the Estates Manager
- Internal audits by key members of a schools Management Team
- Auditing by Health and Safety representatives and Working Groups.

### **Infection control**

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

For further information see HSE and Spotty Book

### **Information for pupils, visitors, contractors and volunteers**

Information for pupils will be given at assemblies and in lessons as required.

Information for parents will be given on the school website, in parent handbooks and through letters and newsletters sent home.

Information on safeguarding and fire procedures for visitors and volunteers will be provided during the signing in procedure at school reception.

Information for contractors will be passed to them via email from the school or Estates Manager.

### **Legionella**

Water testing is to be carried out by a qualified and competent contractor and chlorination of the tanks undertaken when results indicate this is necessary. Each school will be responsible for ensuring that all monthly results are inspected to ensure there are no areas of non-compliance, any issues found within the monthly report must be addressed in a timely manner.

A Legionella Risk Assessment has been carried out for each school by an independent assessor. Each school is responsible for actioning any issues identified in the legionella risk assessment.

School staff will ensure that all taps and shower heads are periodically flushed to current legislation.

### **Lone Working**

Headteachers are responsible for ensuring that school employees are familiar with the Trust Lone Working procedures.

Each school is expected to have procedures in place for lone working which comply with the Trust's lone working procedures.

### **Maintaining equipment**

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues **annually**:

- All electrical appliances
- All fixed gymnasium equipment
- AED if installed

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a **daily** basis by the user and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

### **Manual Handling**

The Trust is committed to reducing the risk to employees from moving and handling activities. Each school will assess manual handling activities with a view to eliminate the need for manual handling wherever possible. Where it is not possible to eliminate the need for manual handling, schools will be expected to introduce suitable controls to reduce the risk as far as reasonably practical. Such controls may include:

- Redesigning the work activity
- Rearranging the work area
- Providing manual handling aids (e.g. trolleys)
- Providing suitable training

Manual handling risks must be assessed and controlled using the Trust's risk assessment procedures.

Where training is required, it shall be appropriate to the nature of the activity and the level of risk.

### **Moving and Handling of People**

The general principals of safe manual handling also apply to the moving and handling of people. However, for the moving and handling of people employees will have specific training tailored to the needs of the person being moved. The moving and handling risk assessment will be specific to the person being moved.

### **Medicines**

The Trust recognises that some students will require medication during the school day or for trips and visits. The schools will adopt and follow the Department for Education's guidance on managing medicines in schools and early years:

<http://www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings>



Trust schools will not keep or dispense any medication other than salbutamol for use with emergency asthma kits. The school will dispense medication for pupils who have been prescribed medication by a medical practitioner and it is accompanied by a consent form, signed and dated by the parent or guardian. All medicine must have the child's name and class clearly indicated. If a parent/guardian wishes their child to have access to non-prescription medication whilst in school they will need to complete, sign and date a consent form and provide the medication with the child's name and class clearly identified. The school will not hold any medication other than that supplied by the Parent/Guardian accompanied by the appropriate consent. All medication except for Asthma pumps, EpiPens and Diabetic equipment will be kept in a locked container.

#### Emergency Asthma Kits and EpiPens

The School's procedures for managing the use of the emergency asthma kit are based on Department of Health guidance:

[Guidance on the use of emergency salbutamol inhalers in schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/362222/guidance-on-the-use-of-emergency-salbutamol-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 pupils who have been

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

Where EpiPens are kept, they are only available to those pupils who have had them prescribed.

In addition, parental consent must be obtained for use of the emergency inhaler and emergency EpiPen if one is kept on site. However, If a medical practitioner/paramedic advises the epiPen/inhaler should be administered this will take precedence in all cases.

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

#### Roles and Responsibilities:

Each school within the Trust will ensure that:

- They follow the Trust's Administration of Medicines procedures
- Identify and nominate a responsible person to receive and dispense prescription medicines provided by parents/carers and ensure the correct permission forms are filled out with the correct information and consent, the forms must be kept on record for information and audit purposes.
- Checks are in place to ensure that all medicines carry the prescriber's name, instructions, dosages and check expiry dates.
- Medicines are stored in a secure location, or in the case of medicines which need to be accessed quickly, (e.g., asthma inhaler, EpiPens and Diabetic equipment), to ensure that other staff and the pupil concerned knows the location of the medicines.
- All medicines are administered in accordance with the prescriber's instructions.
- All administration of medicines is appropriately documented, and records maintained including the use of asthma inhalers.
- Parents/carers are notified of any concerns e.g., increased inhaler use.

Parents/Carers are requested to:

- Notify the school of any medical needs that their child might have, whether short term or long term, this needs to be in writing or by email. A copy will be held on the child's school records.
- Keep children at home if they are actively unwell or a GP has advised them to do so.
- To bring any prescribed medicines to be administered to the school office at the beginning of the school day and to fill in the necessary consent forms.
- To ensure that prescribed medicines are brought to schools are in the container in which they were prescribed and with the prescriber's original instructions.
- To ensure that a prescription is obtained if the use of a non-prescription medicine (e.g., Calpol, or other pain relievers) is recommended by a doctor or dentist. This will enable the school to administer the medicine.
- To collect medicines from school at the end of each school day. In the case of preventative medicines such as inhalers, to ensure that they are collected from the school when the child leaves, e.g., at the end of Y6 or if they have an expired use by date.
- In the case of preventative medicines such as asthma inhalers, to ensure that the school is notified when an inhaler is needed by filling in a consent form.
- To label all inhalers clearly with their child's name.
- To give the inhaler to their child's class teacher or inform the class teacher if the child carries their own inhaler.
- To notify the school if a child's medical condition or medication needs change.
- If a parent/carer has informed the school a child has a sickness or diarrhoea bug, the parents must ensure they do not return to school until there is a full 48 hours clear of all symptoms.

For more information, please refer to the Trust's Supporting Medical Needs Policy

### **Monitoring**

The Trust will monitor schools in regards to Health & safety compliance in a variety of ways;

- Internal – MAT H&S co-ordinator will carry out site visits, audits both face to face and digitally.
- External- The MAT will employ Cornwall Council to carry out Bi-Annual inspections and targeted inspections in the interim periods.

### **New and expectant mothers**

The Trust recognises that the general precautions taken to protect the health and safety of the workforce may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should an employee become pregnant or be returning to work after having a baby, then the employee should notify the Headteacher and or line manager at the earliest possible opportunity, so a risk assessment can be carried out. The risk assessment will require updating every four weeks, these will need to be printed and signed by both parties. A copy is to be issued to the expectant mother and a copy held on her personal file for reference.

Once a mother returns to work, a new risk assessment may need to be compiled depending on her individual needs and requirements.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be

given to adjusting working conditions and/or hours or if necessary, providing suitable alternative work.

New or expectant mothers should inform their Head Teacher of any changes which may affect the risk assessment including any medical conditions, incidents or medical recommendations.

### **Personal protective equipment (PPE)**

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a **termly** basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The SBM will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not [exempt](#). Using a [P11D](#) form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

The school will always use PPE in line with UK Health Security Agency guidance.

## **Radon**

The Trust will ensure, through its facilities management procedures, that radon surveys are carried out periodically on all of its premises. Any recommendations arising out of these radon surveys will be actioned by the Trust to ensure that the risk to all users of the premises is adequately controlled.

Where appropriate, radon control measures have been installed and will be maintained as part of the wider building services procedures.

## **Risk Assessments**

The Headteacher of each school has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of their school. Risk assessments will be completed for all activities where a significant risk is identified.

Curriculum-based activity risk assessments will be carried out by the employee responsible for, or in charge of that activity.

Responsibility for carrying out non-curriculum-based activity risk assessments will reside with the Headteacher. The Headteacher may delegate the function of completing these risk assessments to suitable employees in the school.

The Health and Safety Officer will be available for support and advice when risk assessments are being carried out.

### Risk assessment review

Risk assessments will be reviewed periodically, or if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- An incident or accident has occurred

In the absence of any other reason to review risk assessments – risk assessments will be reviewed at least annually.

The governing committee will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

### Recording risk assessments

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards.
- Those groups who might be affected by these hazards.
- How people might be affected by these hazards.
- The control measures that have been introduced to control these hazards.

## **Security**

The Trust recognises and accepts their corporate responsibility to provide a safe and secure environment for pupils, employees, visitors, contractors and volunteers and will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

Each school will:

- Put in place suitable procedures for opening and closing the premises securely each day.

- Provide employees with enough resources, information and training to implement the security procedures.
- Be informed of breaches and failures of the security system to enable them to take any corrective action as necessary to ensure the safety and security of the pupils and employees.

All schools should have procedures in place, should a breach in security take place in the school day, a lockdown procedure will be required to be implemented immediately (see Evacuation and bomb/terrorist threats). Staff will require regular training to ensure they are fully aware of their roles and responsibilities.

Out of hours security issues will be dealt with by Kestrel Guards in the first instance. If they require a key holder to attend with them they will contact the Estates Team.

## **Sharps**

For the purposes of this policy, “**sharps**” is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps. Offensive weapons will be handled in line with the School Security Policy.

## **Handling and disposing of a sharp**

All staff members will receive health and safety training as part of their induction, which will be refreshed **annually**. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

### **Sharps injury**

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

### **Slips and trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

### **Smoking, drugs and alcohol**

The Trust operates a strict no smoking policy on all its sites.

Smoking or being in possession of lit cigarettes, cigars, pipes or use of electronic cigarettes is not permitted on Trust premises inside or outside of any buildings or minibuses.

The Trust recognises the importance of the effective management of drug and alcohol abuse on their premises. The Trust will not knowingly permit any employee or individual working on its behalf to report for work under the influence of alcohol or drugs nor to consume them whilst at work.

Please refer to the Trust Code of Conduct Policy

### **Supervision of Students**

Each school shall have a supervision plan in place for their premises based on:

- The age range of the students
- Any individual needs of any students
- The configuration of the school buildings and play areas
- Any risks from adjacent premises, natural features, roadways, etc.

### **Training**

The Trust recognises that its employees must be trained and competent to carry out the roles assigned to them.

Each school will, under the direction of the Health and Safety Officer, undertake a training needs analysis to identify suitable training, information and instruction for all employees.

In consultation with the Health and Safety Officer, each school will have a training plan in place to ensure that all employees have the relevant training they require.

Employees are required to attend any training provided by the Trust for the purposes of health and safety.

### **Violence & Aggression**

The Trust will not tolerate violence towards its employees. Any acts of violence towards an employee by parents, guardians, contractors or other visitors will not be tolerated and will be reported to the police. The Trust will take all necessary actions to prevent repeat offenders from accessing Trust sites as appropriate.

Violence towards employees by students will be actioned through the Trust's Abuse Against Staff Policy

All acts of violence (including all forms of non-physical violence) towards employees must be reported following the Trust's incident reporting processes.

### **Work Equipment**

The Trust will take all reasonable steps to ensure the safety of all employees working with equipment provided to assist them in their work as well as others who may be affected by the machinery, or electrical equipment. Each school will be responsible for ensuring that any new equipment is designed, supplied and maintained to work in a safe manner recommended by the manufacturer and will inform and train employees to safely and competently use the equipment provided for them.

### **Working at Height**

The Trust will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

All work undertaken at height within the school must be conducted safely and comply with all current guidance and legislation in relation to the task. This will require a risk assessment to be carried out for the work at height. No member of staff is to use a step ladder or to work at height if they have not undergone the correct training required.

All ladders must be in good condition and rated as either "commercial" or "industrial". They will require a visual inspection prior to use.

### **Monitoring and review**

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is **July 2024**.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.





## The Reporting and Investigation of Incidents

### Introduction

This document is designed to provide advice and guidance for managers to enable them to comply with the Council's Policy on the Reporting and Investigation of Incidents.

### Training

Managers are recommended to attend the following training: -

#### ***Managers Incident and Accident Training (New)***

#### **What Needs to be Reported?**

If in doubt – report it!

Contact number Melanie Griffiths 01209 311135 option4 or County H&S 01872 323138

Type of Injury	Report on Line?	Call HSW services	Call Crofty
<p><b>Minor Injuries</b></p> <p>Any injury to anybody arising out of a work or school activity</p> <p>This will include incidents which:</p> <ul style="list-style-type: none"> <li>• Occur during any organised work or school activity</li> <li>• Occur due to a defect in property or equipment.</li> <li>• Required first aid treatment</li> </ul> <p>This WILL NOT include very minor injuries. For example; injuries to pupils occurring in the playground such as bumps, scrapes &amp; bruises are not included. A paper-cut to someone working in an office is not included, etc.</p>	Yes	No	No
<p><b>Violent Incidents</b></p> <p>Any instance of violence (physical or verbal) to an employee, trainee or contractor must be reported (regardless of whether an injury is sustained).</p>	Yes	No	No

<b>Over 7 day injuries</b> Any injury to an employee, trainee or contractor which results in the injured party being unfit for normal duties for 7 or more consecutive days (excluding the day of the incident).	Yes	No	Yes
<b>Specified Major Injuries.</b> Any injury which meets the criteria for specified major injuries as set out in the schedule of RIDDOR (below).	Yes	No	Yes
<b>Death</b> Death of anyone arising out of, or in connection with, any of the Council's undertaking.	Yes	Yes	Yes
<b>Specified Dangerous Occurrences</b> Any incident which meets the criteria for dangerous occurrences as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.	Yes	Yes	Yes
<b>Specified Occupational Diseases</b> Any incident which meets the criteria for an occupational disease as set out in the schedule of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.	Yes	Yes	Yes
<b>Near Miss</b> Any incident that, while not causing harm, has the potential to cause injury or ill health.	Yes	No	No

#### **How should Incidents be Recorded?**

Incidents should be recorded on the Council's on-line Incident Reporting system - AssessNet

[https://app1.assessweb.co.uk/version3.2/security/login/frm\\_lg\\_entry.aspx](https://app1.assessweb.co.uk/version3.2/security/login/frm_lg_entry.aspx)

To report an incident you will need to be registered on the system. If you are not registered or wish to find out who is registered for your establishment please contact the HSW helpdesk on [healthsafetyandwellbeing@cornwall.gov.uk](mailto:healthsafetyandwellbeing@cornwall.gov.uk) – who will be able to set you up or put you in touch with a registered user.

#### **How Should Incidents be Investigated?**

Finding out how and why an incident occurred can provide valuable information to prevent a similar incident in the future. Managers are expected to carry out preliminary incident investigations. In addition all incidents will be reviewed by a qualified Safety Professional and, if necessary, a detailed investigation will be carried out.